Standard Operating Procedures for Class Rooms

Class Rooms:

1. The spacious lecture halls provide most conducive environment in the right ambience for focused learning. Lecture rooms are equipped with ICT facility such as Computer with internet, LCD projector and audio aids.

2. The college provides facility for both UG and PG student seminar presentation to improve their teaching and technical skill in all specialty departments as follows:-

   (a) Class rooms to be adjusted according to the comfort of the students and depending on the subject allocation.

   (b) Students should maintain discipline in the classrooms.

(c) Sufficient seating arrangements to be prepared in the classrooms.

(d) Electrical equipment is checked by IT Dept. time to time to avoid inconvenience during classes.

(e) No eatables are allowed inside the classrooms and students should use the designated places for having lunch.

(f) Enter the room quietly find a convenient seat.

(g) Before the teacher enters the classroom, all students should be seated and maintain classroom discipline.

(h) All students should wear uniform and college Id card while attending the class.

(i) Students are prohibited from using the AV equipment unless the teacher concerned permits.

(j) Cell Phones, Pagers, IPods /MP3 Players Stay in their Backpack and Turned Off - These items serve as a disruption to valuable class time and are not allowed into the class as a general policy.

(k) Classrooms, Staffrooms, Seminar halls are cleaned and maintained regularly by House Keeping staff assigned for each floor. Dustbins are placed in every floor.

Virtual Classrooms:

1. Inform co-workers when you will be in class and post a sign on your door or desk put an "out of office" on your Outlook calendar.

2. Use a headset instead of your computer speakers to minimize disruption to others.

3. If using a cordless headset, check and charge the batteries.

4. Turn off the ringers/alerts on telephones and cell phone.

5. Turn off e-mail and instant message alerts.

6. Raise your virtual hand and you will be called on to ask your question or make a statement.

7. Identify yourself before speaking (when not called on).

8. Computer with Internet Access Telephone for conference call-in.

9. 02 hours weekly of active involvement in the virtual classroom (varies depending on section/hours enrolled.

10. 100% attendance and participation (only 1 excused absence allowed).

11. Attend and participate in weekly 2 hour virtual classroom session (2-8 weeks depending on course).

12. Complete and turn in all assignments on time.

13. Assist employee with assignments when required.

14. Support student in attaining necessary tools and equipment (i.e. dedicated time, computer, internet access, phone line, etc.) to be used.

Laboratory:

1. Laboratories are designed with Safety features imbedded in the infrastructure and create an excellent ambience and atmosphere for learning.

2. Cleaning, Calibration and Repair are the three major portions of Lab care. Cleaning shall be the responsibility of Lab assistants and house keeping staffs posted in the department. Exterior and deep

cleaning of instruments including microscopes shall be performed by qualified technicians as per the SOP of Laboratory.

3. Regular calibration of all required laboratory equipment shall be conducted and the follow-up of this process shall be the responsibility of Lab in charge.

4. From time to time, lab items will wear out. Hence availability of essential spare parts shall be confirmed by the lab in charge to see if parts could be replaced or items can be repaired instead of disposing the instrument.

5. Inventory and stock shall be maintained for proper utilization, handling of chemicals, equipment's and monitored & inspected regularly by quality officials and supervisors.

6. Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments.

7. Maintenance of laboratories is the calibration, repairing and maintenance of high-end lab equipment's are done by the technicians of related owner enterprises.