



# **MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY**

(Approved by AICTE and Affiliated to Pondicherry University )

Kalitheerthalkuppam, Puducherry - 605107.



**Standard Operating Procedure  
for  
CLASSROOM / LABORATORY  
UTILIZATION AND MAINTENANCE**

Approved in the Governing body meeting held on **April 8, 2013**



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## NOTIFICATION

In pursuance of the approval passed in the Governing Body meeting held on April 8, 2013, It is hereby notified that Manakula Vinayagar Institute of Technology has published Standard Operating Procedure (SOP) for Classroom / Laboratory Utilization and Maintenance.

The SOP for Classroom / Laboratory Utilization and Maintenance would serve as detailed guideline to be observed and followed with immediate effect.

**Dr.S.Malarkkan**



*Dr. S. Malarkkan*  
Principal  
**PRINCIPAL**  
MANAKULA VINAYAGAR  
INSTITUTE OF TECHNOLOGY  
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PUDUCHERRY - 605 107.

## **PREFACE**

Our institute, Manakula Vinayagar Institute of Technology is affiliated to Pondicherry University and approved by AICTE. It adopts the Curriculum framed by Pondicherry (Central) University. The optimal utilization of the infrastructure facilities available with the Institute has been ensured through appropriate allocation of the same, based on the requirements of each Department during every Academic year. The responsible committees like Academic Planning committee and Maintenance Committee holds regular meetings and appraise the Institute / Department level requirements for the effective conduct of academic and developmental activities. Master Time Table would be prepared by each department to facilitate the appropriate allocation of all class rooms and other teaching-learning facilities available. Strict observance Standard Operating Procedures (SOP) for classroom utilization and maintenance facilitates the Optimal Utilisation of them.

## **STANDARD OPERATING PROCEDURE FOR LAB UTILIZATION AND MAINTENANCE OF MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY, PUDUCHERRY**

The institution has well defined framework to ensure optimal utilization of the Classroom infrastructure and its regular maintenance. The Standard Operating Procedure (SOP) would be adhered by the respective committees involved in allocation and maintenance of classroom facilities, other common facilities.

The institution has a well-defined decentralized working setup to monitor and control all the activities and ensure the overall development of the institution. Each and every department is responsible for perfect execution of academic and developmental activities of the Institute in general and department in particular. The institute has various committees /clubs /cells. The Coordinators of these committees / clubs /cells ensure the accomplishment of activities with desired outcomes as per their action plans. For better achievements and outcomes, the involvement of both internal and external stakeholders would be ensured through periodic meetings. All administrative works related to infrastructure would be executed by the Non-Teaching or Supporting or Housekeeping staff under the supervision of the Administrative Officer, Librarian and Hostel Supervisor.

Principal would assign certain exclusive responsibilities to the academic planning committee and maintenance cell in order to ensure proper utilization, maintenance and up-gradation of the Class room and other Infrastructural amenities available within the Institute's premises.

## **OBJECTIVES**

The objectives of the SOP for Classroom Utilization and Maintenance are:

- To ensure proper and effective utilization of classroom facilities by each department.
- To insist upon periodical maintenance of facilities by the respective incharges.
- To improve the facilities in the classroom in accordance to the changing pedagogical needs.
- To achieve optimum utilization of facilities and services for the benefit of stakeholders.

### **DUTIES AND RESPONSIBILITIES OF THE ACADEMIC PLANNING COMMITTEE**

- Scheduling of academic activities and preparing academic calendar in the line with University academic Calendar.
- Preparation of action plan with schedule for various Co-curricular activities.
- Allotment of subject and other responsibilities to the faculty members.
- Finalizing the academic procedures.
- Lecture / Tutorial hall arrangement.
- Preparing the schedule for the Internal tests, Model exam, University Practical Examinations.

### **DUTIES AND RESPONSIBILITIES OF INFRASTRUCTURE MANAGEMENT / TIME TABLE COMMITTEE**

- Class room allocation.
- Scheduling practical sessions to ensure utilization of Laboratory facilities.
- Preparing the time table for academic activities.
- Allocating the common facilities like Auditorium, AV room, Seminar hall etc. to various departments.

### **DUTIES AND RESPONSIBILITIES OF MAINTENANCE CELL**

- To take care of servicing and calibration of equipments in lab.
- To take care of maintenance and repairing of furniture and other department items as and when required.
- To maintain the cleanliness and ambience of the labs, class rooms, faculty rooms and other common places of the department.

### **PROCEDURE FOR UTILIZATION AND MAINTENANCE OF CLASSROOMS**

- All the classrooms are spacious, well ventilated and are provided with sufficient number of furnitures, notice board, dustbin, writing boards.
- Twin seated benches with attached desks are available in each classroom and its required number would be decided based on the strength of the section of students hosted in it.

- Appropriate Seating arrangements required for classrooms would be ensured before the starting of regular Classes on each Semester.
- Procurement of required number of furniture (new tables, benches, chairs, boards, screens, curtains and other consumables ) and other fixtures required for each classroom would be finalized by the Principal on the request of each Department Head and the same would be forwarded to the Management for approval.
- In all the classrooms, Provision would be created for digital projection, internet connectivity/Wi-Fi, installation of Audio System, etc and other ICT enabled devices.
- Before the start of the semester, Lecture/Tutorial hall allocations would be done by the academic planning committee.
- Master Time Table would be prepared and published by the Department through Notice Board to ensure the scheduled utilization of all class rooms.
- Classrooms furniture and teaching aids are maintained by the respective Department staff and attendants and supervised by the respective Heads of the Departments. The repairs in the classroom furniture are carried out in the workshop on the request submitted by the departments.
- The Cleaning and the Maintenance of the classrooms would be done regularly by housekeeping department (staff) on daily basis.

**In view of the above, Manakula Vinayagar Institute of Technology, Puducherry aims at:**

- Ensuring appropriate allocation and optimal utilization of the resources.
- Timely up-gradation, replenishment and repairing of the Class room Furniture & Fixture and other Teaching learning amenities.
- Setting standardized maintenance and utilization procedures for available (Classroom & Laboratory) facilities.

**Sd/-  
Dr. S.Malarkkan  
Principal**





MIT-Manakula Vinayagar  
Institute of Technology

