



# **MANAKULA VINAYAGAR**

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## **INSTITUTE OF TECHNOLOGY**



**(An Autonomous Institution)**

Kalitheerthalkuppam, Puducherry - 605107

Ph: 0413 2643007 Website : [mvit.edu.in](http://mvit.edu.in)

### **Standard Operating Procedure for COMMON ROOMS**

Approved in the Governing body meeting held on August 21, 2024

(Updated in 2024)



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Ref.No: MIT / Notification/2024-25/24

Date: 23.08.2024

## NOTIFICATION

In pursuance of the approval passed in the Governing Body meeting held on August 21, 2024, it is hereby notified that Manakula Vinayagar Institute of Technology has published the updated Standard Operating Procedure (SOP) for Utilization of Common Rooms.

The SOP for the Utilization of Common Rooms would serve as a detailed guideline to be observed and followed with immediate effect.



Dr.S. Malarkkan

*[Signature]*  
Principal 23.8.24

**PRINCIPAL**  
**MANAKULA VINAYAGAR**  
**INSTITUTE OF TECHNOLOGY**  
KALITHEERTHALKUPPAM  
PUDUCHERRY-605 107

## **PREFACE**

The institution has recognized the need for personal space for both boys and girls. Thereby it has created exclusive rooms for adult girls and boys. These rooms are identified as gender specific Common rooms that would be provided to students for comforting themselves, privately, if and when required, especially during minor illness.

## **COMMON ROOM FACILITIES**

- Proper ventilation, lighting and cleanliness to be ensured in all the common rooms.
- Common rooms would be well furnished with Table, chairs and resting facilities.
- Internet connectivity would be ensured to facilitate Information access by the students.
- Common rooms would be provided with Drinking water facility.
- Copies of Newspapers and Journals would keep for reading, on the Tables.
- Suggestion Box would be kept for receiving complaints, if any.

## **STANDARD OPERATING PROCEDURE FOR COMMON ROOM UTILIZATION OF MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY, PUDUCHERRY**

- The common room remains open from 8.50am to 4.40 pm on all working days.
- The common room would be cleaned daily by the house keeping staff.
- The change of bed-spread (Bed sheet) would be ensured on daily basis.
- The Principal nominates a Senior Professor as in charge for Common Rooms.
- The students (Sick) would be allowed to use the common rooms during the working hours after showing the permission letter from their respective HOD.
- Maximum of 3 to 5 students would be permitted at a time, to utilize the common room facilities.
- Students would be requested to maintain silence in the common rooms to avoid disturbances among the other inmates of the common rooms.
- Students would be advised not to keep any cash/ jewelers or any costly items in the room.
- No outside guest would be permitted to stay with the students in the common room.
- While leaving the room students should ensure energy saving by switching off the lights and fans without fail.
- Suggestions and complaints related to the facilities of the common room should be posted in the "Suggestion Box" kept in the common room, and it would be addressed immediately.

## **UTILIZATION OF THE COMMON ROOM**

- Common rooms should be used by the students, when they feel sick.
- Students would be permitted to use common rooms for Preparation/ studying during Examination.
- Students interested in Group study would use it, with proper permission from their HoD.
- Common rooms would be used to have Project related – Group discussions.
- Students would refresh in the common rooms during the cultural events or other occasions.

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

- Giving students a secure place to relax, study and have informal discussions.
- Ensuring convenience at times of need with exclusive/ specific facilities to Girls and Boys.
- Providing comfortable and safe environment to the students when their situation demands a calm place to relax.

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



MIT-Manakula Vinayagar  
Institute of Technology

