



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

CAMPUS : Saraswati Vihar, Gangapada, Bhubaneswar, Khurda, Odisha, INDIA

Mail : principalgitam@yahoo.com Mob.: 7978380513, 8144861715

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Date 17.07.2023

STANDARD OPERATING PROCEDURE FOR CLASS ROOM MAINTENANCE

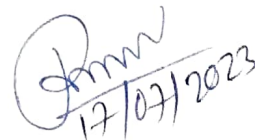
Objective: To elaborate the procedure for Maintaining the class room.

Responsibility:

- Supervisor
- System Admin
- All the teaching/non-teaching staff members
- Heads of the respective Departments
- Dean of Academic

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Department wise allotment of classrooms department wise	Dean of Academic	Two weeks before commencement of Odd / Even Semester
2	Allotment of individual classrooms for respective Class students	HoDs	One week before commencement of Odd / Even Semester
3	Verification of working of ICT facilities in each and every class room	System Admin	One week before commencement of Odd / Even Semester
4	Arrangement / Repair of student's Desks and teacher's desks / tables.	Supervisor	Two weeks before commencement of Odd / Even Semester
5	Repair of existing electrical outlets – Tubes / fans / bulbs replacement	Electrician, Supervision	One month before commencement of Odd / Even Semester
6	Ventilation / Window replacements work if any	Supervisor	One month before commencement of Odd / Even Semester
7	Routine services or maintenance	House keepers	Every working day
8	Keeping the classroom clean and tidy	Students and teaching staff	Every working day
9	Classroom security with lock system.	Supervisor	Every working day


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