	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR CLASS ROOM ALLOTMENT		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/30
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Objective: To elaborate the procedure for classroom allotment to support the instructional program of the institution.

Responsibility:

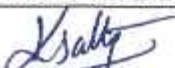


- Department Coordinator
- Heads of the respective Departments
- Administrative Officer

Procedure:

Sl.	Activities	Responsibility	Target days
1.	Classify the lecture halls Based on the floor space, lecture halls can be categorized as i. Large Lecture Halls: Seating capacity of 70 or higher ii. Medium lecture Halls: Seating capacity of 55-69 ii. Small lecture Halls: Seating capacity less than 55	AO	1 st week of April / November
2.	Lecture Hall Statistics List the total no: of lecture halls available along with their seating capacity	AO	2 nd week of April / November
3.	Department owned Lecture halls List the total no: of lecture halls exclusive to each department with their seating capacity	AO	2 nd week of April / November
4.	Student Statistics No: of Students admitted to each engineering branch has to be obtained year wise (First Year to Final Year)	Department Coordinator	2 nd week of April / November
5.	A common meeting shall be convened among the department coordinators, HODs and AO to share the statistical data collected.	Department Coordinators & AO	3 rd week of April / November

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
		
EOMS Team member	EOMS Team Leader	PRINCIPAL

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6.	Based on the student strength and lecture hall size, each department can segregate their students into sections.	Department Coordinators	3 rd week of April / November
7.	Classroom allocation in Main Building / CMS i. Each floor of the block can be allotted to a particular department. ii. If sufficient no: of lecture halls are not available, allotment can be done in the next floor.	Department coordinators & AO	4 th week of April / November
8.	A common meeting of all department coordinators & AO can be convened to prepare the final classroom allocation chart	Department coordinators & AO	4 th week of April

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