	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR CLASS ROOM MAINTENANCE		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/56
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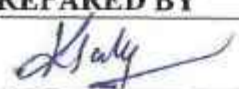
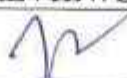
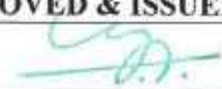
Objective: To elaborate the procedure for Maintaining the class room.

Responsibility:

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

Procedure:

Sl.	Activities	Responsibility	Target days
1.	Allotment of department wise classrooms.	Principal	1 st week of June
2.	Allotment of individual classrooms for respective Class students	HoDs	1 st week of June
3.	Projector screens in classrooms, ICT board with stylus	System Admin	1 st week of June
4.	Arrangement/Repair of student's Desks and teacher's desks/tables.	Supervisor	2 nd week of June
5.	Repair of existing electrical outlets: Light bulb replacement	Electrician	3 rd week of June
6.	Ventilation/Window Treatments	Supervisor	3 rd week of June
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.	Teaching and non-teaching staff members.	Every working day

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