



KOTTAKKAL FAROOK **ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

STANDARD OPERATING PROCEDURE FOR CLASSROOM ALLOTMENT

Standard Operating Procedure for Classroom Allotment

Kottakkal Farook Arts and Science College

1. Objective

To elaborate on the procedure for classroom allotment to support the instructional program of the institution.

2. Scope

This SOP applies to all departments and administrative staff involved in the process of classroom allotment at Kottakkal Farook Arts and Science College.

3. Responsibilities

- Department Coordinator: Collaborate in the data collection and allocation process.
- Heads of Departments (HoDs): Oversee the allocation process within their departments.
- Admin Officer (AO): Manage the overall classroom allotment process and maintain records.

4. Procedure

S. No.	Activities	Responsibility	Target Dates/Days
1	Classify the Lecture Halls: Based on the floor space, lecture halls can be categorized as: - Large Lecture Halls: Seating capacity of 70 or higher - Medium Lecture Halls: Seating capacity of 55-69 - Small Lecture	Principal	Before commencement of the academic year

S. No.	Activities	Responsibility	Target Dates/Days
	Halls: Seating capacity less than 55		
2	Lecture Hall Statistics: List the total number of lecture halls available along with their seating capacity.	Principal	Before commencement of the semester
3	Department-Owned Lecture Halls: List the total number of lecture halls exclusive to each department with their seating capacity.	Respective HoDs	Before commencement of the semester
4	Student Statistics: Number of students admitted to each branch, obtained year-wise (First year to Final year).	Admission Section	Before commencement of the semester
5	Data Sharing Meeting: Convene a meeting among the department	HoDs and Department Coordinators	Before commencement of the odd/even semester

S. No.	Activities	Responsibility	Target Dates/Days
	coordinators, HoDs, and Admin (AO) to share the statistical data collected.		
6	Student Segregation: Based on student strength and lecture hall size, each department can segregate their students into sections.	HoDs and Department Coordinators	Before commencement of the odd/even semester
7	Classroom Allocation: Each floor of the block can be allotted to a particular department. If sufficient lecture halls are not available, allotment can be done on the next floor.	HoDs, Department Coordinators, and Principal	Before commencement of the odd/even semester
8	Final Classroom Allocation Chart: Convene a common meeting of all department coordinators and	Department Coordinators and Principal	Before commencement of the academic year

S. No.	Activities	Responsibility	Target Dates/Days
	Admin (AO) to prepare the final classroom allocation chart.		

5. Detailed Procedures

- 5.1 Classify the Lecture Halls
- Principal will categorize lecture halls based on their seating capacities into large, medium, and small lecture halls before the academic year begins.
- 5.2 List Lecture Hall Statistics
- Principal) will compile a list of all available lecture halls, including their seating capacities, before the semester starts.
- 5.3 Department-Owned Lecture Halls
- Respective HoDs will list the total number of lecture halls exclusive to their departments along with seating capacities before the semester starts.
- 5.4 Obtain Student Statistics
- The Admission Section will provide the number of students admitted to each branch, year-wise, before the semester starts.
- 5.5 Convene Data Sharing Meeting
- A meeting will be convened among HoDs, department coordinators, and Principal to share the collected statistical data before the odd/even semester starts.
- 5.6 Student Segregation
- HoDs and department coordinators will segregate students into sections based on student strength and lecture hall size before the odd/even semester starts.
- 5.7 Classroom Allocation
- Classroom allocation will be done by HoDs, department coordinators, and Principal based on student strength and lecture hall sizes. Each department will be assigned a floor or, if necessary, the next floor before the odd/even semester starts.

- 5.8 Prepare Final Classroom Allocation Chart
- A final meeting will be convened by department coordinators and Principal to prepare and finalize the classroom allocation chart before the academic year starts.

6. Documentation and Records

- All classroom allotment records and changes will be documented and stored securely in the administrative office.
- Electronic copies will be maintained in a secure, access-controlled digital repository.

7. Review and Compliance

- The Principal and Principal will review this SOP annually.
- Any updates or changes to the procedure will be communicated to all staff members and relevant stakeholders.

8. Approval

This SOP is approved by the Principal and is effective from [Date].

Principal's Signature:

Date:

Admin Officer's Signature:

Date:

9. Distribution This SOP will be distributed to all teaching and non-teaching staff members, HoDs, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.