STANDARD OPERATING PROCEDURE FOR
CLASS ROOM MAINTENANCE

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KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

1. Objective

To elaborate the procedure for maintaining classrooms to ensure a conducive learning environment.

2. Scope

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

3. Responsibilities

- Supervisor: Oversees the overall maintenance and repair activities.
- System Admin: Ensures ICT facilities are operational.
- Teaching/Non-teaching Staff Members: Maintain classroom cleanliness and functionality.
- Heads of Departments (HoDs): Allocate classrooms and ensure they are maintained.
- Vice principal: Coordinates the overall classroom allotment process.

4. Procedure

S. No	Activities	Responsibility	Target Dates/Days
1	Department-wise allotment of classrooms	principal	Two weeks before commencement of Odd/Even Semester
2	Allotment of individual classrooms for respective classes	HoDs	One week before commencement of Odd/Even Semester

S. No	Activities	Responsibility	Target Dates/Days
3	Verification of working ICT facilities in each classroom	System Admin	One week before commencement of Odd/Even Semester
4	Arrangement/Repair of students' desks and teachers' desks/tables	Supervisor	Two weeks before commencement of Odd/Even Semester
5	Repair of existing electrical outlets – tubes/fans/bulbs replacement	Electrician, Supervisor	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	Housekeepers	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

5. Detailed Procedures

5.1 Department-wise Allotment of Classrooms

- The Dean of Academic will coordinate with all departments to allocate classrooms based on their needs two weeks before the commencement of the semester.

  5.2 Allotment of Individual Classrooms

- HoDs will allocate specific classrooms to respective classes one week before the semester starts.

- **5.3 Verification of ICT Facilities**

- The System Admin will ensure that all ICT facilities in each classroom are functional one week before the semester starts.

- **5.4 Arrangement/Repair of Desks and Tables**

- The Supervisor will ensure that all students' and teachers' desks and tables are properly arranged and repaired as needed two weeks before the semester starts.

- **5.5 Repair of Electrical Outlets**

- The Electrician, under the supervision of the Supervisor, will repair or replace any faulty electrical outlets, including tubes, fans, and bulbs, one month before the semester starts.

- **5.6 Ventilation/Window Replacements**

- The Supervisor will oversee the replacement or repair of ventilation systems and windows one month before the semester starts.

- **5.7 Routine Maintenance**

- Housekeepers will perform routine maintenance and cleaning of classrooms every working day.

- **5.8 Classroom Cleanliness**

- Students and teaching staff are responsible for maintaining the cleanliness and tidiness of classrooms every working day.

- **5.9 Classroom Security**

- The Supervisor will ensure that classrooms are secured with a lock system every working day.

6. **Documentation and Records**

- All maintenance activities and repairs will be documented and stored in the administrative office.

- Electronic copies will be maintained in a secure, access-controlled digital repository.

7. Review and Compliance

- The Principal and IQAC Co Ordinator 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 the IQAC Co Ordinator [Date].

Principal's Signature:

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Date:

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Dean of Academic's Signature:

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Date:

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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.