



## SOP – CLASSROOM

- Students should ensure that they are seated in the classroom allocated to them
- Students should 'Enter' and 'Exit' the Classroom in a quiet and orderly manner
- Students must practice Super Brain Yoga and Breathing exercises every day in the morning.
- Students must bring required books and other learning materials
- Students should maintain silence and be attentive during the class hours
- Students should actively participate in discussions, role play, quiz, etc.,
- The use of cell phones during class hours is prohibited. Under the direction of faculty for academic purposes cell phones may be used.
- Assignments should be submitted on schedule.
- Class time table and Day Order are to be written on the board every day.
- Printed newsletters, flyers, posters, social media posts, online forums can be shared by the students on the Notice board available in each classroom.
- Students must keep the classrooms tidy. Class in charge is in control of ensuring the same.
- Newspaper, used papers and other unwanted materials should be cleared while leaving the classroom.
- Sticking notice/ paper on the wall is prohibited.
- Writing on walls, desks, etc., are to be strictly avoided.
- Students are motivated to conserve energy by the careful usage of electricity in the classrooms.
- Resources in the Classroom viz., Light, Fan, LCD, Projector Screen, Public Addressing System etc., should be used in a diligent manner.



- In case of damage caused to the classroom resources, the amount will be collected through breakage charges.
- Classroom property maintenance is ensured by the Class in Charge. Any discrepancy is reported to the office and recorded in the Maintenance register and the same is rectified.
- Students are responsible for the valuable things brought by them. The valuables should not be left in the classroom while attending practical sessions and other programs.
- Plants in the classroom to be watered and taken care.

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