



UNIVERSITY
GWALIOR · MP · INDIA

“ CELEBRATING DREAMS ”

Guidelines for Floor Coordinators

Purpose

This Guideline outlines the responsibilities and procedures for Floor Coordinators to ensure the availability, functionality, and security of all apparatus, including IT equipment, in the classrooms.

Scope

This procedure applies to all Floor Coordinators responsible for classrooms within the university.

Responsibilities

- Floor Coordinators
- Dean
- Heads of Departments (HODs)

Procedures

1. Pre-Class Procedures

- Arrive at least 15 minutes before classes start.
- Inspect each classroom to ensure all apparatus, including IT equipment, are present and functional.
- Verify the availability of projectors, computers, microphones, speakers, air-conditioners, and other teaching aids.
- Report any missing or malfunctioning equipment to the IT department or maintenance team immediately.

2. Post-Class Procedures

2.1 Classroom Inspection After Classes

- Inspect each classroom after classes end.
- Ensure all apparatus and IT equipment are in place and turned off.
- Turn off all air-conditioners and other electronic devices.
- Check for any damages or issues with the equipment.
- Get the classes locked within 15 minutes after they are over.
- Ensure that lock and key procedures of the rooms are functional and effective.



UNIVERSITY
Gwalior • MP • INDIA

" CELEBRATING DREAMS "

2.2 Reporting and Documentation

- Document and report immediately any missing or damaged equipment.
- Prepare a report summarizing the status of classroom apparatus and IT equipment.
- Submit the report to the Dean and HOD.

3. Weekly Review Procedures

3.1 Dean and HOD Inspection

- Dean and HOD to conduct a weekly review of the classrooms.
- Ensure Floor Coordinators are following the SOP.
- Inspect documentation and reports prepared by Floor Coordinators.

3.2 Feedback and Corrective Actions

- Provide feedback to Floor Coordinators based on the inspection.
- Identify any gaps or issues in the process.
- Take necessary corrective actions to address any gaps.

4. Training Sessions

- Conduct regular training sessions for Floor Coordinators on handling and maintaining classroom apparatus and IT equipment.

5. Guideline Updates

- Review and update the Guideline periodically based on feedback and operational requirements.

Compliance

Failure to comply with this SOP may result in recovery of the cost of lost apparatus and disciplinary actions as per university policies.

Review and Approval

This Guideline will be reviewed annually and updated as needed. All changes must be approved by the Registrar.


Dr. Omveer Singh
REGISTRAR
ITM University
Gwalior (M.P.)