



## **DADI INSTITUTE OF ENGINEERING & TECHNOLOGY**

(Approved by A.I.C.T.E., New Delhi & Permanently Affiliated to JNTUK, Kakinada) NAAC  
Accredited Institute

Recognized under section 2(f) & 12(b) of UGC Act 1956

An ISO 9001:2008, 14001:2004 & OHSAS 18001:2007 Certified Institute NH-16,  
Anakapalle, Visakhapatnam-531002, Andhra Pradesh

Phone: 9963694444/9963981111, E-Mail: [info@diet.edu.in](mailto:info@diet.edu.in), Web: [www.diet.edu.in](http://www.diet.edu.in)

### **SOP for Teaching and Learning facilities**

**Purpose:** The Dadi institute of engineering and technology has many classrooms including ICT classrooms. The aim of this Standard Operating Procedure is to ensure cleanliness and regular maintenance of the classrooms.

**Responsibility:** Concerned Staff

#### **Procedure:**

1. **Cleaning:** The maintenance of Classroom is done on regular basis by the cleaning staff which is supervised by care taker of the institution.
2. **Classroom discipline:** Any problem in the class room is reported to the Class teacher by students and the class teacher takes the problem to the section in-charge who in return brings the issue to the administrators and fixes the problem.
3. **Maintenance:** Any technical faults encountered in the ICT classrooms are reported to the concerned staff.



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### **SOP for Laboratories**

#### **Procedure:**

1. **Systems Record:** All Systems are registered in the stock register.
2. **Safety:** In case of fire mishaps fire extinguishers are to be used.
3. **Cleanliness:** The floors should always be kept clean and dry and the waste should be disposed properly.
4. **Discipline:** The students should Keep the tables, chairs and systems at appropriate places before leaving from laboratories. Turn off all the systems in use before leaving the laboratory.
5. **Resource usage:** The systems used by the students while performing the lab practical and any external or peripheral devices used, are issued by the lab attendant and collected back from students before leaving the lab.
6. **Maintenance:** Any technical faults encountered in the Labs are reported to the concerned Technicians in addition to annual AMCs.

Dr. Challa. Narasimham

Principal