

## **STANDING OPERATING PROCEDURE**

### **(Lecture Halls / SGD Rooms)**

1. **Gen.** The Lecture Halls / SGD Rooms are regular venues for conferences, workshops, seminars and other activities. RCoD Lecture Halls / SGD Rooms is constructed keeping in view the seating, sightlines and acoustical requirements. RCoD Lecture Halls / SGD Rooms can be used for all types of formal assembly, lectures, etc.

2. **Aim.** The purpose of the Lecture Halls / SGD Rooms is to enhance the quality of education.

3. **Facilities Available**

- a. Seating capacity of 75 **students** at a time in each Lecture Hall of 25 student in SGD Room each
- b. Comfortable seats
- c. Built-in seats / rows of chairs that face a single point of focus in lecture hall
- d. Good quality sound system with extra microphones
- e. Projector with Screen
- f. Adequate lighting arrangements
- g. Raised stage in lecture hall

4. **Management.** Following are responsible for maintenance of Lecture Halls / SGD Rooms:-

- a. Principal RCoD
- b. Deputy Director Admin
- c. Admin Inspector

5. **Responsibilities.** Management team is responsible to ensure following:

a. **Opening and closing Procedures.**

- (1) Unlock and lock the doors as per schedule activities.

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- (2) Check that all equipment is functioning properly.
- (3) Switch off all lights, Sound System, Projector.
- (4) Will be opened and used only for approved activities and no personal activity will be allowed without prior approval of competent authority.


b. **Maintenance.**

- (1) Conduct regular inspections of seating, lighting and sound systematic
- (2) Hygiene and cleaning of Lecture Halls / SGD Rooms before and after the activity.
- (3) Report any Issue of malfunctioning to Principal RCoD forthwith and ensure rectification.

c. **Safety Precautions.**

- (1) **Emergency Exit.** Ensure all exits are clearly marked and are unobstructed.
- (2) **Fire Safety.** Will ensure that all fire extinguishers and alarms are maintain. Regular inspection of firefighting equipment will be carried out.

6. **Conclusion.** Above instructions / guidelines will be taken as executive orders. Willful violation / defiance will be viewed seriously, leading to contemplation of an appropriate action.

  
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(RCoD)

**SOP - Lecture Hall / SGD Rooms**

It is intimated that all use of Lecture halls / SGD rooms, concerned HoD will apply to Principal RCoD. Adm Inspr will ensure availability of Lecture halls / SGD rooms. All arrangements / necessary equipment will be provided by Adm Inspr. Lecture halls / Discussion rooms related faculty activities shall be recorded on register with timing by Adm Inspr. Lecture halls / Discussion rooms will not be opened without prior permission of Principal RCoD.

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No. 102/RCoD/ 647 dated 02 Dec 2024

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Adm Insp  
All Hods

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Subj: SOP - Lecture Hall / SGD Rooms

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To: Adm Insp

# All HODs

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