



Standard Operating Procedures (SOP)

M.Sc. Smart Classroom

Objective:

This Standard Operating Procedure (SOP) outlines the guidelines and procedures to be followed in the M.Sc. Smart Classroom to ensure effective and efficient use of technology for teaching and learning purposes.

Access and Setup:

Access: Only faculty members, technical staff, and student (C.R.) are allowed to access the M.Sc. Smart Classroom.

Key Personnel: Assigned technical staff member are responsible for maintaining and troubleshooting the smart classroom equipment.

Check-In: Faculty members before using the smart classroom, ensure that they are familiar with the equipment.

Turning On/Off Equipment:

Power On: Follow the prescribed sequence to power on the projector, interactive whiteboard, computers, and audio systems.

Power Off: Turn off all equipment in reverse order after use to conserve energy and prolong equipment lifespan.

Equipment Use:

Projector and Display:

- Select the appropriate input source for projection (computer, laptop, document camera, etc.).
- Adjust screen resolution and orientation for optimal display.
- Do not touch the projector lens or screen with bare hands.

Interactive Whiteboard:

- Calibrate the interactive whiteboard at the beginning of the session.
- Utilize interactive tools and software for engaging presentations.
- Clean the whiteboard surface with the provided cleaning materials.

Audio System:

- Adjust speaker volume to an audible level without causing disturbance.
- Test microphones before use to ensure clear audio communication.

Computers and Software:

- Use authorized software and applications relevant to the curriculum.
- Save and organize files in selected folders for easy recovery.

Internet Connectivity:

- Connect to the appropriate Wi-Fi network or use a wired connection as needed.

Document Camera and Visual Aids:

Document Camera:

- Use the document camera to display physical documents, objects, or experiments.
- Adjust the focus and lighting for clear visibility.

Visual Aids:

- Utilize multimedia content like videos, presentations, and images to enhance teaching.
- Ensure all content is relevant and supports the learning objectives.

Troubleshooting and Maintenance:

Troubleshooting:

- Report any technical issues to the technical staff for timely resolution.
- Avoid attempting repairs or adjustments without proper training.

Maintenance:

- Regularly clean equipment surfaces using permitted cleaning materials.
- Report damaged or malfunctioning equipment promptly to prevent further issues.

Room Management

Seating Arrangement:

- Maintain a well-organized seating arrangement for active learning and engagement.

Noise Control:

- Maintain a noise-free environment for effective communication and concentration.

Classroom Exit:

- Turn off all equipment and lights when leaving the smart classroom.
- Securely lock the classroom if required.

Emergency Procedures

Fire Safety:

- Familiarize yourself with the location of fire exits and fire extinguishers.
- In case of a fire, evacuate the classroom immediately and follow established evacuation procedures.

Medical Emergencies:

- Keep a first aid kit accessible and know how to use it.
- Contact medical personnel in case of medical emergencies.

Compliance and Security:

Security:

- Do not leave personal belongings unattended in the classroom.
- Lock the classroom doors when not in use.

Compliance:

- Adhere to copyright and intellectual property guidelines when using multimedia content.
- Follow data protection and privacy protocols while handling student information.

Feedback and Suggestions

Feedback:

- Provide feedback on the functionality and usability of the smart classroom equipment for continuous improvement.

Suggestions:

- Share suggestions for new software, tools, or improvements to enhance the smart classroom experience.