



IARE

**INSTITUTE OF
AERONAUTICAL ENGINEERING**

**STANDARD OPERATING PROCEDURE
FOR
CLASSROOM ALLOTMENT**

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Objective:

To elaborate the procedure for classroom allotment to support the instructional program of the Institution

Responsibility:

- Department coordinator
- Heads of the departments
- Admin (AO)

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	<p>Classify the lecture halls Based on the floor space, lecture halls can be categorized as</p> <ul style="list-style-type: none"> • Large Lecture Halls: Seating capacity of 70 or higher • Medium lecture Halls: Seating capacity of 55-69 • Small lecture Halls: Seating capacity less than 55 	Admin (AO)	Before commencement of academic year
2	<p>Lecture Hall Statistics List the total no of lecture halls available along with their seating capacity</p>	Academic (AO)	Before commencement of semester
3	<p>Department owned lecture halls List the total no of lecture halls exclusive to each department with their seating capacity</p>	Respective HODs	Before commencement of semester
4	<p>Student Statistics No of students admitted to each engineering branch has to be obtained year wise (First year to Final year)</p>	Admission Section	Before commencement of semester
5	<p>A common meeting shall be convened among the department coordinators, HODs and Admin (AO) to share the statistical data collected.</p>	HoDs and department coordinators	Before commencement of odd / even semester
6	<p>Based on the student strength and lecture hall size, each department can segregate their students into sections.</p>	HoDs and department coordinators	Before commencement of odd / even semester
7	<p>Classroom allocation Each floor of the block can be allotted to a particular department. If sufficient no of lecture halls is not available allotment can be done in the next floor.</p>	HoDs, department coordinators and Academic (AO)	Before commencement of odd / even semester
8	<p>A common meeting of all department coordinators and Academic (AO) can be convened to prepare the final classroom allocation chart and Department coordinators</p>	Academic (AO)	Before commencement of academic year