



DON BOSCO COLLEGE - TURA
STANDARD OPERATING PROCEDURE (SOP)

CLASSROOMS

Standard Operating Procedure for Classrooms

The **College** is a temple of learning and classrooms are the various spaces that offer different forms of learning according to the options made by the students. Learning requires an atmosphere of peace and quiet and the right ambience for teaching-learning can help students achieve their goals in an effective way. Classrooms are sanctums which provide atmosphere and ambience for the teacher and the taught to meet and go through the process of discovery and self-realization in the broadest sense of the term.

The physical divisions of the classrooms help to demarcate the various classes/semesters/streams and help to fulfill the basic prescribed norms of teaching. However, classrooms also accord spaces to go beyond the syllabi and provide opportunities for teacher-students and student-student interactions, learning resulting in growth and development of persons concerned.

The prime objectives of the classrooms are:

1. To provide teaching according to the syllabi provided by the University (NEHU) to which the institution is affiliated.
2. To create an environment that encourages learning for life, questioning mind and a zeal for advancement.
3. To enhance the understanding of different subjects or disciplines among the students.
4. To prepare the students to play the role of responsible citizen as intelligent, aware, informed and enlightened individuals.
5. To provide the teachers with an environment that is suitable for imparting teaching.
6. To provide both the teacher and the taught an environment that is safe and free from outside distractions and is conducive to serious pedagogical exercises.

Conduct in the Classroom:

1. The students are expected to be in the classroom well on time.
2. The students are not to loiter inside the classroom when class is not underway.
3. The students are not to loiter along the corridor during the free periods but spend their free-time either in the library or in the open spaces in the gallery or under the trees.

4. The students are not to use mobile phones inside the classroom, in the corridors or in the lobby. (However, they may use mobile phones in the Common Rooms).
5. The students are to keep their classrooms clean and tidy and switch off fans and lights before they exit from the classroom.
6. The students are to maintain silence during lectures and participate in group discussions and deliberations as and when required.
7. Students are to use the black/white boards only at the bidding of the teacher.
8. The students are to shun smoking and chewing of tobacco, gums or betel nuts in the classrooms.
9. If any student causes damage to any college property either in the classroom or outside it, he/she will have to make good the damage by replacing the **damaged property**.

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Member

Building and Infrastructure Development and Maintenance Committee

Don Bosco College - Tura