



Unveiling Excellence

# USTM

## **CLASS ROOM UTILIZATION POLICY**

### **UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA**



### Management and maintenance of classroom:

#### Management:

- The various academic departments place their specific requirements of classrooms as well as the infrastructural facilities inside (black/white board, sound system, projector and screen or LED and any other) to the Registrar.
- The classrooms are allotted as per the number of students, batches under different programmes of the respective departments.
- The requirement of the infrastructural facilities is fulfilled by the purchase department after getting prior approval from the Registrar.
- Tenders are invited on the basis of requirement.
- Then the tenders are reviewed and placed to the tender committee for approval.
- Purchase order is placed after getting final approval from the purchase committee.

#### Maintenance

- Classrooms are monitored and maintained on regular basis by the estate office.
- The estate office has a team of skilled and unskilled labours, cleaners, electrician, plumbers, carpenters etc.
- The block officers of each block inform the estate officer if there is any maintenance related issue.
- The team of estate office immediately reviews the issue. If the issue can be resolved instantly, it is resolved.
- Otherwise, an estimate is prepared for necessary approval from the Registrar.
- After approval and financial sanction, purchase order is placed to a particular vendor with lowest bid with required specifications selected through the tendering process.

#### Code of ethics for the students:

- Students are expected to adhere to and practice the code of ethics on a university level and while representing the university.
- Students should arrive punctually to all classes.
- Students should come to every class with the correct equipment and homework, as specified by the teacher.
- Students should actively participate in class and show commitment to their studies.
- Every student of the class is expected to represent him or her honestly and respectfully in all situations.
- Students are expected to maintain the highest standards of academic integrity.
- Students are encouraged to engage others in thoughtful and meaningful dialogue while refraining from acting or using language with malicious intent.
- Students must behave respectfully toward their peers and professors. It is important to maintain the best learning environment for all students and professors.

  
Registrar  
University of Science & Technology,  
Meghalaya