



ASTHA School of Management Bhubaneswar

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.

Conduct in the Classroom:

1. The students are expected to be in the classroom well on time.
2. The students are not to roam around 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 white boards only at the bidding of the teacher.
8. Audio-Visual Systems can be used by the faculty members during classes. However students are allowed to use it only with permission from and under the supervision of the faculty taking the class.
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.


Principal
Astha School Of Management



ASTHA School of Management Bhubaneswar

STANDARD OPERATING PROCEDURES (SOP) FOR MAINTENANCE AND UTILIZATION OF CONFERENCE HALLS

This document describes Standard Operating Procedures (SOP) and Policies for maintaining and utilizing the Conference Hall of ASTHA School of Management (ASM). Maintenance and Utilization of the hall is under the purview of the Junior Administrative Officer and the cleanliness is taken care of by the housekeeping team.

Effective utilization of Conference Hall for organizing academic meetings, seminars, conferences, and cultural events is made as per the following guidelines;

1. For accessing the facilities, the organizing faculty/staff member informs the Principal.
2. The date of event is registered, and the hall is accessed on priority basis. The hall is reserved without impacting other scheduled events.
3. Students are allowed to enter the hall only during events and under strict supervision of concerned event organisers.
4. For maintaining & utilizing event hall facilities involving hall opening, closing including management of Audio-Visual aids, computing facility, network infrastructure etc. support is provided by the concerned staff for the smooth functioning.
5. The event organizers are responsible for leaving the conference hall in the condition that it was found (e.g., if your group needs to set up, take down, or move tables, chairs, and other furnishings, everything must be returned to its original position).
6. Organizers are responsible for handling all requests from the participants in the event. These requests include answering questions about the event room, making copies for your meeting, directing participants to the correct room, communicating, etc.
7. The Conference Hall is required to be maintained and cleaned on a daily basis by the housekeeping team.

Tharunika
Principal
Astha School Of Management



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STANDARD OPERATING PROCEDURE FOR LIBRARY

LIBRARY RULES

- No Bags will be allowed inside the Library.
- Conversation, discussion, loud talking & sleeping are strictly prohibited.
- No Tea, Snacks, etc. will be allowed inside a Library.
- Every reader must sign in the Entry Register while entering the Library.
- Students should keep silence in the Library. Mobile phones are to be kept in “Switched Off / Silence” mode while using Library.
- Library timings will be from 9:30 a.m. to 8:30 p.m., but issue/return timings will be 10:30 a.m. to 5:00 p.m.
- A Book will be issued for 1 month only. However, issued books may be recalled earlier, if urgently required by the Library.
- At any time, the number of Books issued to a student shall not exceed 9.
- Periodicals and Reference books will not be issued and may be consulted only in the Library.
- A Book must be returned in the same condition in which it was issued.
- In case an issued Book is not returned in time, a fine of Rs. 1/- per day will be charged up to 15 days. After this period, a fine of Rs. 2/- per day will be charged for the next 15 days. If the book is still not returned, double the cost of the latest edition of the book will be charged. No book in exchange will be accepted.
- Absence from the Institute will not be allowed as an excuse for the delay in the return of books.
- No reminders will be issued to individual defaulters, but a consolidated list of defaulters will be displayed on the Notice Board.
- In case a Book is reported lost or found damaged, double the cost of the book of its latest edition, will be charged from the student. No book in exchange will be accepted.
- Books/Old Magazines will be issued to Library Card holders only.
- If a student loses his/her Library Card, he/she will pay a fine of Rs. 50/- per Duplicate Card.
- In case of marking/underlining / folding of pages of books, the cost of the latest edition of the book will be charged from the student.
- In case of theft, tearing / clipping of books, double the cost of the latest edition of the book will be charged from the student.
- Any violation of the above Rules shall attract disciplinary action.

LIBRARY TRANSACTION HOUR

Monday to Saturday -9:00 AM to 8:00 PM (Lunch hour: 1.30 PM - 2.30 PM)

Note: i) Nobody is allowed into the library during the lunch hour.

ii) Library remains closed on holidays.

LIBRARY SERVICE & RULES

The Library is the focal point and nerve center of the Institute. The resources include Books, Journals, and Magazines & E-Study Materials. The library is well equipped with books on various topics on management & IT. It also subscribes to most of the related management & IT magazines and journals (both National & International). While students are encouraged to have their own text-books the library also caters to the Text Book and Reference Book requirement of students.

ISSUE & RETURN PRIVILEGE

- Borrowers Ticket shall be issued to all the students.
- Students are allowed to issue number of books equal to the number of subjects taught in a semester as per the syllabus. However, students are required to return the same number of books as issued earlier within 1 month from the date of issue including Sundays & holidays, failing which a fine @ Rs. 1.00 per book per day of delay shall be charged.
- All the books issued for a Semester are to be returned within two days of completion of the end term examination failing which fine @Rs. 5/-per book per day of delay shall be charged.
- Books and journals or any other materials issued from the library for reading purpose in library are required to be returned on the same day failing which a fine @ Rs. 200/- per material shall be charged.

ACCESS TO RESOURCES

- Books: All the books are kept in open shelves, which are accessible directly to the users. However, Books are issued for use in library against submission of identity cards, which are required to be returned on the same day during library hours.
- Periodicals: The current periodicals, journals are displayed on magazine stand. Students can use the magazines, journals etc. for reading purposes in library by submitting the I. Card, which is required to be returned on the same day during library hours.
- Newspapers: Current Newspapers shall be available for reading in the library.
- Audio Visual Resources: Students can avail the Audio-visual resources (CD) available in the library for their reference inside the library and is to be returned on the same day.


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STANDARD OPERATING PROCEDURES FOR COMPUTER LAB

- The computing lab resources of ASTHA School of Management are intended for support of the instructional, research, and administrative activities. In congruence with the standing rules students and employees shall not use computing lab resources to benefit their personal or financial interests.
- ASTHA's computer labs are a place of study. Disruptive noise or behavior is disrespectful to other students using the lab.
- ASTHA's computer labs are provided for students to use in completing class related work only. Students may be asked to confirm they are working on class related work. Faculty and the Lab in-charge may be asked to verify a student's specific computer use is for class work.
- ASTHA's computer labs are for use only by students and employees of the institution.
- Use of computer labs for personal or financial gain is prohibited.
- Unauthorized access or privileges are not permitted.
- No food and drinks is permitted in the computer lab.
- Unauthorized copying of software is illegal and not permitted.
- Personal software is not to be used on lab computers.
- Use of computer labs is a privilege. Any person not following the above rules may be denied use of the lab and access to computing resources.
- Students are not allowed to use floppies/CD/USB Drives etc. If required prior permission of Laboratory in-charge is needed.
- Students are allowed to open only the prescribed applications.
- All students will be responsible for keeping the computer Lab clean.
- Students should keep their shoes outside the computer Lab.
- Students should refrain from dislocating, shifting and tinkering with any parts of the computer or any other device in the Lab.
- Students have to enter and leave the Lab in their scheduled time.
- The students should properly shut down the workstations before they leave the Lab.
- The students should not load or delete any program from the computer.
- Browsing of non-academic Internet sites will not be allowed in the Lab.
- Before downloading any materials please consult your instructor and save the downloaded files as told by the laboratory in-charge.
- Browsing of Internet will not be allowed in the lab beyond the stipulated hours.
- The Instructor/Lecturer will be the sole authority to judge the disciplinary behavior inside the laboratory. For violation of any of the above rules, the management reserves the right to take appropriate disciplinary action.

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STANDARD OPERATING PROCEDURES FOR LANGUAGE LAB

FACILITIES:

The Department has a modern Language Laboratory with state- of-the-art audio-visual equipments to aid in imparting language skills. The Laboratory is effectively utilized by students and faculty members for various self- enhancement and soft skill development activities. It has a store of software and CDs to help in this regard.

RULES:

- Only the teacher may operate the controls.
- After logging quietly await and listen carefully to instructions.
- Do not place anything in the headset trays except headsets.
- Use headphones for listening to instructions.
- Do not Switch on / off screens.
- Do not Put your feet on chairs / Rock your chairs.
- Do not Change the screen settings / Move computers or monitors.
- At the end of the lesson Log Off/ Close all windows.
- Remain seated during the entire lab assignment unless there is an emergency.
- Help keep the lab neat and clean.
- Fees for usage should be deposited on time.
- Minor violations will result in a 5 point deduction from student's homework grade.
- MAJOR violations will result in loss of the PRIVILEGE to use the language lab along with disciplinary action.


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