



**ST. IGNATIUS COLLEGE OF EDUCATION  
(AUTONOMOUS)**

Accredited by NAAC at Grade A+ with CGPA 3.42 (Third Cycle)  
Palayamkottai – 627 002

**CLASSROOMS**

**Principles and Procedures**

**2023 – 2024**

The following principles and procedures are followed in all the classrooms;

- Wiping down surfaces, including desks, windowsills, and shelves, to prevent dust accumulation.
- Limiting food and drinks inside the classroom to reduce spills and litter.
- Encouraging proper use of trash cans and recycling bins for paper, plastic, and other waste.
- Keeping windows open or adjust ventilation to maintain fresh air and avoid stagnant conditions.
- Keeping chairs and desks neatly arranged to allow easy movement and maintain a conducive learning environment.
- Clearing out unused items, old materials, and personal belongings at the end of each day.
- Labeling shelves and storage spaces for books and teaching aids to keep things in place.
- Inspecting furniture for damage and report broken chairs or desks immediately for repair.
- Wiping down keyboards, mouse, and screens daily to maintain hygiene and prevent dust.
- Ensuring students handle ICT equipment carefully and do not misuse computers or interactive whiteboards.
- Ensuring all ICT equipment (computers, projectors) is powered off when not in use to conserve energy.
- Reporting malfunctions of ICT equipment to the concern staff for repairs or upgrades.
- Teaching students to be responsible for their workspace and personal items.
- Performing a final check of the classroom at the end of each day to ensure all areas are clean and tidy.

*Dr. S. S. Srinivasan*

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