

Standard Operating Procedure for Class Assistants

1. Purpose and Background

- 1.1 This SOP is designed to ensure the efficient working of class assistants in well-disciplined manners under the office of campus management.
- 1.2 Following guidelines must be adhered in this regard:
 - 1.2.1 All class assistants should be in uniform during their duty hours.
 - 1.2.2 Everyone will complete his daily assigned task and report his supervisor after the completion of task.
 - 1.2.3 No one will leave the campus without informing his immediate supervisor.
 - 1.2.4 A class assistant must have good knowledge of management of classes, must be organized and able to follow schedule.
 - 1.2.5 Must be aware of Health and Safety requirements noting that all duties must be carried out to comply with current Health & Safety at Work legislation.

2. Duties and Responsibilities

- 2.1 The class assistants will be responsible for following activities under the supervision of their concerned Officer.
 - 2.1.1 Issue and deposit the keys of classes from gate.
 - 2.1.2 Daily cleaning and general maintenance of their respective classes.
 - 2.1.3 Display the Schedules of all schools for regular classes.
 - 2.1.4 Provide services of multi-media and sound system wherever required.
 - 2.1.5 Ensure proper cleaning by housekeeping before leaving.
 - 2.1.6 Open the class on arrival of teacher.
 - 2.1.7 Ensure that the students follow the Classroom Rules.
 - 2.1.8 Weekly clean the tables with thinner.
 - 2.1.9 Ensure the repair and maintenance of class by respective staff.
 - 2.1.10 Keep the classroom clean at every time.
 - 2.1.11 Report equipment malfunctions when noticed.
 - 2.1.12 Ensure Paint wherever required.
 - 2.1.13 Shifting of classroom furniture as per need.
 - 2.1.14 Ensure all equipment's, machinery are secure and clean after use in classroom.

3. Review

The policy will be reviewed after every two years.