

**Government College of Commerce and Economics, Borda,
Margao-Goa**



CLASSROOM MAINTENANCE AND UTILISATION POLICY

Classroom Appearance & Maintenance Policy

At the end of each class, the faculty member is expected to return the classroom to its original condition. If chairs, desks, or tables are rearranged, they should be arranged back to their original place.

Marker boards should be erased and all equipment returned to its proper place.

The faculty should request that students remove and place any waste paper and trash in proper receptacles.

If a faculty member becomes aware of furniture or structures that are in need of repair the same needs to be reported in writing to the Infrastructure Maintenance and Development Committee.

At appropriate times during the course of the semester, the faculty will remind students of the importance of maintaining a clean classroom.

If the faculty is the last person using the classroom for the day, it is his or her responsibility to turn off the lights and secure the classroom's doors and windows.

Classroom Utilization Policy

Cell Phones

Cell phone use on campus is allowed but should never be disruptive to others. Please silence your cell phones whenever possible. Cell phone usage during lectures however is strictly prohibited and violation of this norm will attract stringent punishment.


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Class Attendance & Participation

Students are expected to maintain the attendance norms as specified by the Goa University.

Classroom Behavior & Civility

Being a student requires appropriate adult behavior and respect for others. Faculty has the right to remove anyone for disruption or obstruction of peaceful functioning of a class.





(Dr. Gajanan Madiwal)

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