



COMSATS Institute of Information Technology

Defence Road, Off Raiwind Road, Lahore
Tel: 042-111-001-007 Fax: 042-9203100

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Subject: **SOPs for Multimedia Rooms (Revised)**

The purpose of this document is to define the role of Teaching Aid Section (TAS) and Academic Departments for the smooth operation of Teaching Aid Equipment in the Multimedia Rooms (Class rooms, meeting rooms and in conference rooms).

All the multimedia rooms would be handed over to the department as given below;

- a) Block A = Physics Department
- b) Block B = Electrical Engineering
- c) Block C = Computer Science
- d) Block D = Management sciences
- e) Gul Muhammad Shah Block = Administration
- f) Architecture Block = Architect Department
- g) Chemical Block = Chemical Engineering
- h) Chemical Labs = Chemical Engineering
- i) Bio-Media = IRC Block
- j) Graduate School = Humanities Department
- k) Math Block = Mathematics Department

The Department will nominate a person who will be responsible for the general administration of the Multimedia Rooms in their respective departments. The department will also dedicate a staff for this activity. The staff will work under department however will be trained by Teaching Aid Section.

List of general administration task done by the departments are given below.

- a) Opening and closing of the multimedia rooms as per the given time table schedule and requirement.
- b) Power on and power off the Multimedia Equipment as per the requirement ensuring the equipment is off in idle time.
- c) Facilitating faculty members in class room for the installation of their laptops and remote drives.

M. K. Khan
20/09/12

A-Block
20/09


[Signature]

- d) Cleaning and dusting of trolley, keyboard, and mouse etc on daily basis however the cleaning of trolley internal equipment and multimedia will not be done by the departmental nominated person .
- e) Looking for any missing or damage item and informing TAS for immediate replacement/repair.
- f) Reporting error problem to TAS.
- g) The keys of the room and the trolley will be in the custody of the department and the department will be responsible for the security.
- h) All the cleaning and the maintenance done by the Teaching Aid section will be documented and will be done in the presence of the departmental staff. All the replacements and movements will be documented properly.
- i) Daily report of the Multimedia class rooms and maintain record.

Teaching Aid Support (TAS) TAS would be responsible for:-

- a) Providing technical assistant to the department in case of any failure of multimedia, computer system, KVM switch, VGA cable, keyboard, and mouse and power cable.
- b) TAS will also be responsible for providing the replacement in case of failure of any equipment/item. All the replacements and movements will be documented properly.
- c) TAS support will make sure that all multimedia trolleys are in their original shape for that an overall daily report would be documented to ensure the smooth operation of multimedia system.
- d) Local and outsource repairing and warranty claims of assets would be handled by Teaching Aid support.
- e) Submit weekly report to Incharge NOC.

The smooth operation of the multimedia class room is only possible by the good coordination of the Teaching Aid Section and Academic blocks.


(M. Imran S. Qureshi)
Deputy Registrar (Admin)

CC:

- All HoD's / Incharges of Departments
- Additional Registrar GIIT Lahore
- Sr. Manager IT / SSA
- SO to Director
- Personal File