SOP – PROCEDURES FOR MAINTAINING AND UTILIZING COMPUTER LABS

1. Lab Incharges

- Each lab will have one lab assistant.

- Lab hardware and software functions are strictly inspected by lab assistants before the commencement of practical classes and examinations.

- Lab incharges are responsible for assisting students with gaining access to software, exiting, printing and saving.

- Log books , maintenance of hardware and software registers are maintained by the lab assistants.

2. Admission into Computer Labs

- Currently-enrolled students in academic programs are allowed to use the computer labs. Students who have class-related assignments will be given first priority to use the computers in the labs. Unique Mail-ID /login ID with the institution domain name will be given to the students on their admission.

- All others desiring the use of Computer Labs should direct requests to the appropriate Lab Assistants.

- Faculty/staff will be provided access to the Computer Labs.

- Individual system number will be allocated to the students in their respective class schedule.

3. Operating Hours

- Computer Labs will be open on all working days from 8.30am to 5pm.

- Early closings during exams or any other maintenance work will be posted in advance in the individual labs..

- Log book is maintained in each lab to record the student / faculty entry & exit time in the lab.

4. Lab Reservations

- Computer Labs can be reserved for the orientations, workshops, and demonstrations one week in advance by the respective department based on the availability in the regular lab schedule.

- Reservation requests by persons outside the college will be considered at the discretion of the principal.

5. Reporting Problems

- Minor problems with hardware or software may reported to the Lab Assistant immediately so that they can be immediately rectified.

- Complaints Register is maintained in each lab. The students and faculty can register system problems in the complaint register.

- Any repair beyond the scope of the lab assistants, external agencies are called through the IT Department of the Trust. For any software/ hardware upgradation, the request will be sent to the IT department forwarded by the Principal.

- Computers labs are equipped with UPS inverters and Air Conditioners that are also subject to regular maintenance and sometimes further servicing and repairing.

6. Do's & Don'ts

- Cell phones and other electronic devices should be turned on silent or off mode before entering a Computer Lab.
- Students may not unplug or disconnect any equipment to provide laptops with power, network connectivity, or other such resources.

- Students are not allowed to download any software. Downloading or displaying obscene material, copyright infringements, and the transmittal of viruses will be subjected to disciplinary action.

- Printing is limited to college-related works.

7. Policy Abuse

- Lab Incharges have the authority to restrict lab access from any patron who abuses the Computer Lab procedures.

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