DEPARTMENT OF MECHANICAL ENGINEERING

17MECC82 – MACHINE-DRAWING LAB (UG)

STANDARD OPERATING PROCEDURE

Name of the Lab./facility	Machine Drawing Lab
Purpose	The purpose of the subject is to provide basic knowledge in working of Modeling software
Scope	To gain knowledge about Modeling software To get the hands on training in Modeling software.
Responsibility	Faculty i/c of the facility, HOD/MECH

STANDARD OPERATING PROCEDURE FOR COMPUTER AND SOFTWARE
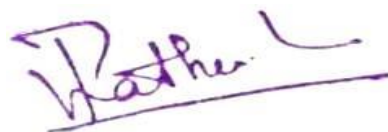
GENERAL PROCEDURE

➢ Switch on the power supply.

➢ Switch on the CPU through the "power" button.

➢ Log-on with your username and password for your use only. Never share your username and password.

➢ Chewing gum, food, or drinks are not allowed in the computer lab or anywhere near a computer.

➢ Respect the equipment. Do not remove or disconnect parts, cables, or labels.

➢ Internet use is limited to teacher assigned activities or classwork.

➢ Personal Internet use for chat rooms, instant messaging (IM), or email is strictly prohibited. (This is against our Acceptable Use Policy.)

➢ Do not download or install any programs, games, or music. (This is against out Acceptable Use Policy.)

- No Internet/Intranet gaming activities allowed.
- Do not personalize the computer settings. (This includes desktop, screen saver, etc.)
- Ask permission to print.
- If by mistake you get to an inappropriate Internet site, turn off your monitor immediately and raise your hand.
- CD-ROMs, or other multimedia equipment are for school work only. Do not use them for playing music or other recreational activities.
- Do not run programs that continue to execute after you log off.
- Log-off — leave the computer ready for the next person to use. Pick-up your materials and push in the chair.

RECORD TO BE MAINTAINED

- Laboratory Manual containing the experiments that can be performed with the equipment
- Maintenance Record

HOD/MECH