



DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

STANDARD OPERATING PROCEDURE

STANDARD OPERATING PROCEDURE FOR STANDALONE SYSTEMS

- The use of computer lab is a **Privilege**. Treat Equipment and **Each other with Respect at All Times**.
 - Please **Walk Quietly** when coming into computer lab.
 - For **utilization of computers**, the users have to make an **entry in the log register**.
 - The user is **not allowed to plug in their external drives** without prior permission.
 - The respective user will be **held responsible for any damage or malfunction** of the computer.
 - There will be **no claim for loss of data saved on desktop**.
 - The **user should not delete/uninstall** any data or software.
 - If you have technical problems, **check with Instructor**. Do not touch any wires.
 - If you need help, raise your hand or use the signal your teacher asks to use. **Patience is needed**.
 - You must **take permission** to print.
 - Be sure to **save your work** often, while working.
 - **Shutdown the systems properly**, after closing all the Programs.
 - Keep the lab **Neat & Tidy**
 - Push in **your chair into computer station**.
 - Exit **Quietly**.
- RECORD TO BE MAINTAINED IN LAB/Research Centre:**
- Laboratory Manual Containing Experiments.
 - Maintenance Record
 - Log Book
 - Stock Verification Register


HOD/CSE


PRINCIPAL