STANDARD OPERATING PROCEDURE

Name of the Lab./facility	Power System Simulation Lab
Name of the equipment	Computer
Purpose	To analysis programming for power system related problems
Scope	To verify Power system performance under various condition
Responsibility	Faculty – Lab in charge, HOD/EEE

STANDARD OPERATING PROCEDURE FOR MICROPROCESSOR KIT

- The Lab assistant/ instructor will assign a computer to individual and will keep a record of it.
- The student will be responsible for the designated computer. He will be fined if any damage to hardware of computer will be fined to provide new hardware against that.
- All lab computers should be banned for social sites eg. Facebook etc., if Connected to internet.
- Computer will be available for use on first come, first serve.
- Cell Phones are to be turned off or set to silent while in the lab.
- Disruptive behaviour-Such as shouting or cursing will not be tolerated.
- Loud Conversations-Should be kept to a minimum while in the lab. If a student's needs to converse with another student, conversations are to be conducted in a quiet manner that will not disturb other lab users. Students who become disruptive will be asked to leave.
- Students working in the lab are expected to show respect toward other trainees, Faculty and staff. Loitering or socializing in the labs is not allowed.
- Open labs are quiet areas-loud talking, holding conversations is not allowed.

- Saving Files-Anything saved on the computer hard drive (My *Document folder/ desktop,* etc.) will be deleted. Data files created in the lab should be saved directly on a USB/zip/flash drive.

PRECAUTIONS TO BE FOLLOWED

- Changing Hardware and Software Configurations-Changing hardware and software configurations in the computer labs is prohibited. This includes modifications of the settings, configurations of printers and modification of system software. Violators of this policy will be referred to the proper authority for appropriate action, which may include the loss of computer privileges.

RECORD TO BE MAINTAINED

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

Prepared by   **Approved by**   **Principal**

(Authorized by)