



## 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