

STANDARD OPERATING PROCEDURE (SOP)

for

COMPUTER CENTRE

Purpose:

- The computer centre is an all-purpose facility designed to meet the requirements of the academic and administrative staff and the students of the college.
- The systems in the centre are equipped with the latest software which are in tune with the industry requirements.
- The faculty can update their technical skills by using various packages available in the systems and can share their knowledge to students.

Scope:

The Computer Centre serves as the hub for computer educational services and support all the activities of the College. The centre manages more than 100 workstations along with printers, plotters, scanners and sophisticated software ready for student and faculty use.

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Code of Conduct:

- A computer will be assigned to each student and a lab instructor keeps track of it.
- The users of the system will be fined if any damage is caused to the hardware of the computer.
- All the social networking sites (Face book, Twitter) will be blocked if the systems are connected to internet.
- Mobiles should be deposited with the instructor before coming into the centre.
- Disruptive behavior-Such as shouting or cursing will not be tolerated.
- Personal files should not be saved in the systems in the centre .Any data files that are created should be saved on the computer hard drive (path file).
- Changing the configuration of hardware and software in the systems is completely prohibited. Any person who is found violating this rule will be subject to stringent action

- Loitering or socializing in the labs is not allowed. Open labs are quiet areas-where everyone in the centre should adhere strictly to this.