STANDARD OPERATING PROCEDURE (SOP)

FOR

COMPUTER CENTRE

Purpose:

- The computer center isan all-purpose facility designed to meet the requirements of the academic and administrative staff and the students of the college.
- The systems in the center are equipped with the latest software which are in tune with the academic requirements with high speed internet.
- The faculty can update their technical skills by using various NPTEL, Spoken Tutorials and Virtual Laboratories 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 center manages more than 35 workstations along with high speed internet with 60 mbps ready for faculty and student use. Also the computer center is used to conduct training programmes on the latest technologies like .Net, Android, R programming and Python programming.

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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-Suchas shouting or cursing will not be tolerated.

- Personal files should not be saved in the systems in the center.Any documentby the students should be savedin self-created directory.

- Changing the configuration of hardwareand software in the systems is completely prohibited. Any person who is found violating this rule will be subject to stringent action.
- Students are not allowed to connect any external devices without prior permission of their lab in-charge.

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