14. INFORMATION TECHNOLOGY WORKSHOP STANDARD OPERATING PROCEDURES

1. PURPOSE

The main objective of this document is to provide the standard operating procedures for the students who are going to attend the IT workshop Lab in KG Reddy College of Engineering.

Students in finding the appropriate resource to answer their questions resolve any computer or network related problems, update applications developed in-house, assist with specific program needs, and aid them in finding appropriate computer related tools to accomplish their job.

2. MISSION STATEMENT

The mission of the Information Technology workshop lab is to provide opportunities for students by implementation and incorporation of technological advancements in hardware and software.

3. SCOPE

The IT Workshop Lab provides training of technical assistance and maintenance and oversight of the computer network, software, and hardware.

4. PROCEDURE

 i. The IT Lab assistant/ instructor will assign a computer to individual student and will keep a record of it.

 ii. The students will be responsible for the designated computer. He/She will be fined if any damage to hardware of computer will happen, to provide new hardware against that.

 iii. All IT lab computers are banned against social networking sites eg. Facebook etc., if connected to the Internet.

 iv. No Cell Phones are allowed, to be turned off or set to silent while in the IT lab.

 v. Disruptive behavior-Such as shouting or cursing from students will not be tolerated.

 vi. Loud Conversations-Should be kept to a minimum while in the lab.

vii. If a student needs to converse with another student, conversations are to be conducted in a quiet manner that will not disturb other students.

viii. Students who become disruptive will be asked to leave.

ix. Studentspracticing in the IT lab are expected to show respect towards other students, faculty and staff. Loitering or socializing in the IT lab is not allowed.

x. IT labs are quiet areas-loud talking, holding conversations is not allowed

xi. Saving Files-Anything saved on the computer hard drive (My Document folder/desktop, etc.) will be deleted.

xii. Data files created in the IT lab should be saved directly on a USB/zip/flash drive.

xiii. Changing hardware and software configurations in the IT labs is prohibited. This includes modifications of the settings, configurations of printers and modification of system software.

xiv. Violators of this policy will be referred to the proper authority for appropriate action, which may include the loss of computer privileges.

5. LABORATORY SAFETY MANUAL

i. The IT lab safety manual includes all the safety procedures which should be carried out in the laboratory. The contents in the manual should include:

ii. Working rules that are appropriate to the particular laboratory should be written and displayed in the labs.

iii. Before the commencement of work, each person should sign the manual that they have understood the rules and regulations which must also be countersigned by the lab in-charge.

iv. In case of injuries, first aid kit will be available in the laboratory.

v. In case of fire mishaps fire extinguishers are available in the laboratory.

vi. There should be a refugee area where all can gather in case of fire accidents.

vii. Appropriate protective clothing (aprons) should be worn in IT lab premises.

viii. Do not run around or engage in reckless behavior while working in labs.

ix. It is prohibited to eat and drink in the laboratories.