



DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

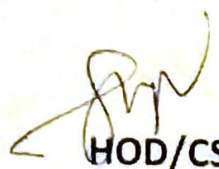
STANDARD OPERATING PROCEDURE

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