

AARUPADAI VEEDU INSTITUTE OF TECHNOLOGY
DEPARTMENT OF CIVIL ENGINEERING
CADD LABORATORY

STANDARD OPERATING PROCEDURE
FOR STANDALONE SYSTEM

1. The use of the computer lab is a privilege. Treat equipment and each other with respect at all times.
2. Please walk quietly when coming into the computer lab.
3. Keep your hands in your lap and wait for instructions when entering the computer lab.
4. If you have technical problems check with the faculty or lab technician. Do not touch any wires.
5. Stay in your seat in the computer lab
6. If you need help raise your hand or use the signal your teacher asks you to use. Patience is needed
7. You must have permission to print.
8. When you have permission to print press print only once. If the printer is not working the faculty or lab technician will solve the problem.
9. Be sure to save your work often while working
10. Think before you leave the lab,
 - Did you save your work?
 - Did you close all programs?
 - Did you restart the computer for the next class and Login?
11. Please leave the lab neat and clean for the next class
 - Push in your chair.
 - Put the computer station in good order.
 - Take all of your things with you.
12. Your teacher will leave a note for the Building Technician if something is not working correctly.
13. Exit quietly.

PRECAUTIONS TO BE FOLLOWED

1. Do not eat or drink in the laboratory.
2. Avoid stepping on electrical wires or any other computer cables
3. Do not open the system unit casing or monitor casing particularly when the power is turned on. Some internal components hold electric voltages of up to 30000 volts, which can be fatal.
4. Do not insert metal objects such as clips, pins and needles into the computer casings. They may cause fire.
5. Do not remove anything from the computer laboratory without permission.
6. Do not touch, connect or disconnect any plug or cable without your faculty or lab technician's permission.
7. Do not misbehave in the Computer laboratory.

RECORD TO BE MAINTAINED

1. Laboratory Manuals or building drawing sheets must be present with the students as per the lab faculty's instruction
2. Record Note must be maintained neat and submitted at appropriate time to the faculty.


HoD/Civil Engg.