

Standard Operating Procedure (SOP)

Maintenance and utilization of Computer lab

SCOPE - This SOP aims to provide guidance to the Faculty of Reena Mehta College, students, and other persons for the resumption of campus-based activities.

AIM - Provide training and guidance to students and staff in I.T and Computers and in Technology. Provide an environment for E-learning and research. Keep all the computer hardware software printers internet lines and other items in good working condition.

1. Lab In charges

- Each lab will have one lab assistant.
- Lab hardware and software functions are inspected by lab assistants before the commencement of practical classes and examinations.
- Lab in-charges are responsible for assisting students with gaining access to software, exiting, printing and saving.
- Maintenance and inventory of hardware and software registers are maintained by the lab assistant

2. Admission into Computer Labs

- Currently-enrolled students in academic programs are allowed to use the computer labs. Students who have class-related projects & assignments will be given first priority to use the computers in the labs.
- All others desiring the use of Computer Labs should direct requests to the appropriate Lab Assistants.
- Faculty/staff and students will be provided access to the Computer Labs.

3. Operating Hours

- Computer Labs will be open on all working days from 7.30am to 5pm.
- Early closings during exams or any other maintenance work will be posted on the door in advance in the individual labs.
- Register is maintained in each lab to record the student / faculty entry & exit time in the lab.

4. Lab Reservations

- Computer Labs can be reserved for the orientations, workshops, Events and demonstrations
- one week in advance by the respective department based on the availability in the regular lab schedule.
- Reservation requests by persons outside the college will be considered at the discretion of the principal.



5. Reporting Problems

- Problems with lab hardware or software may be reported to the Lab Assistant immediately so that they can be immediately rectified.
- Complaints Register is maintained in each lab. The students and faculty can register system problems in the complaint register.
- Any repair beyond the scope of the lab assistants, external vendors are called through. For any software/ hardware upgradation, the request will be sent to the management forwarded by the Principal.
- Computers labs are equipped with Air Conditioners that are also subject to regular maintenance and sometimes further servicing and repairing.

6. Do's & Don'ts

- Cell phones and other electronic devices should be on silent or off mode before entering the Computer Lab.
- Students may not unplug or disconnect any equipment to provide laptops with power, network connectivity, or other such resources.
- Students are not allowed to download any software. Or change wallpaper
Downloading or displaying
- obscene material, copyright infringements, and the transmittal of viruses will be subjected to disciplinary action.
- Printing is limited to college-related works.

7. Policy Abuse

- Lab Incharges have the authority to restrict lab access from any patron who abuses the Computer Lab procedures.

8. Lab Capacity

- Lab 1 - 40 Computers
- Lab 2 - 20 Computers
- Language Lab – 5 Computers

