SGRRIM&HS COLLEGE OF NURSING
Patel-Nagar Dehradun
SOP-PROCEDURES FOR MAINTAINING AND UTILIZING COMPUTER LABS

LAB INCHARGES

▶ Each Lab will have one lab assistant.
▶ Lab hardware and software functions are strictly 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.
▶ Log books , maintenance of hardware and software registers are maintained by the lab assistants.

ADMISSION INTO COMPUTER LABS

▶ Currently-enrolled students in academic programs are allowed to use the computer labs. Students who have class-related 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 will be provided access to the Computer Labs.
▶ Individual system number will be allocated to the students in their respective class schedule.

OPERATING HOURS

▶ Computer Labs will be open on all working days from 10:00 am to 4:00 pm.
▶ Early closings during exams or any other maintenance work will be posted in advance in the individual labs..
▶ Log book is maintained in each lab to record the student / faculty entry & exit time in the lab.

LAB

▶ Computer Labs can be reserved for the orientations, workshops, 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.

REPORTING PROBLEMS

▶ Minor problems with hardware or software may reported to the lab Assistant immediately so that they can be 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 agencies are called through the IT Department of the Trust. For any software/ hardware upgradation, the request will be sent to the IT department forwarded by the Principal. Computers labs are equipped with
UPS inverters and Air Conditioners that are also subject to regular maintenance and sometimes further servicing and repairing .

DO'S & DON'TS

▶ Cell phones and other electronic devices should be turned on silent or off mode before entering a 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. 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.

POLICY ABUSE

▶ To college-related works Lab Incharges have the authority to restrict lab access from any patron who abuses the Computer Lab procedures.