Standard Operating Procedures (SOP)

SOP of PG Department of Computer Applications Laboratories

Spacing and Seating

The PG lab has the Seating capacity of 60 students with 1:1 computer facility.

The Department has Research Labs with seating capacities for 20 students.

Opening of Labs

Lab Keys are maintained in MCA Staff Room.

Switching on MCB to start power supply to the labs.

Cleaning and preparing the lab for the day.

Lab will be available from 9.00 AM to 5 PM from Monday to Saturday.

PG Laboratories Services

All computers are used for conducting practical sessions of the students enrolled PG program (MCA) as per their time table.

All the students of PG program (MCA) are provided computers to carry out their practical assignments and project work as per their time table.

These labs are also used for:

    Conducting practical examinations

    Lab assessments

Practical sessions for Workshops/ Conferences/FDPs organized by the PG Department of Computer Applications.

Lab counseling sessions of BCA students in the morning hours.

Smooth running of the labs is aided by the availability of the lab manuals and updated software which serve as a procedural framework that delineates the laboratory activities.

Both labs are equipped with Network Printers (LAN).

SOP for Lab Operation

Software in both PG labs are updated regularly. Few widely used software are Oracle, Python, MySQL, Java and Dev C++ etc. Apart from these, other software and tools are installed as per the requirements of the students.
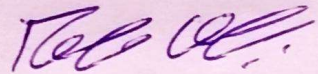
Antivirus and software are updated timely.

Students are required to make entries in the log register before using the system.

The standard operating procedure applies to all users of the Computer Laboratory room facilities.

All students are prohibited to:

- Damaging, unplugging any cables or devices, changing the layout of computers, monitors, and other things that interfere with the smoothness and neatness of the Computer Laboratory.
- Take any items that are assets of the Computer Laboratory.
- Wearing sandals, wearing inappropriate clothes, and eating food.
- Using the computer laboratory facilities for activities unrelated to the computer,
- Installation and un-installation of any software without the permission of the faculty or technician.

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