



DON BOSCO COLLEGE - TURA
STANDARD OPERATING PROCEDURE (SOP)

COMPUTERS/ COMPUTER LABS

Standard Operating Procedure for Computer / Computer Labs

Computers are the books and work-books of the present digital generation. However, since they are also machines, they are to be treated with care. In the first place, basic knowledge of operating on a computer is necessary. It is necessary to maintain the computers in good condition and protecting them from dust and undue clutter is one way of ensuring their longevity.

The prime **objectives** of having computers in the institution are:

1. To provide technical aid to teaching-learning process
2. To bring about faster dissemination of knowledge
3. To ease communication
4. To bring about better and more efficient processes of writing in the forms of notes, answers, reports, minutes, etc.

Systems and Procedures:

1. The students are to access the computers only for academic purposes.
2. However, they may be accessed for any work related to college programmes or any other work related to student programmes, with the permission of the Principal.
3. The students shall not use the computer-rooms for any purpose other than those stated above.
4. Silence is to be maintained in the computer-rooms.
5. Students shall not litter the computer rooms.
6. If any student causes damage to any property or to any part of any machine in the computer room, the student will have to make good the damage and restore it to its former condition.
7. Compute-rooms shall be accessible to students only during those classes that require the use of computers. However, the computers in the library shall remain open during library hours.

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