

DEPARTMENT OF MATHEMATICS

STANDARD OPERATING PROCEDURE



COMPUTER LABORATORY



G.T.N. ARTS COLLEGE (AUTONOMOUS)

A Telugu Linguistic Minority Institution | Affiliated to Madurai Kamaraj University
Re-accredited (Cycle - II) by NAAC with 'A++' Grade
Recognized under DBT STAR COLLEGE SCHEME | Supported by DST - FIST Program
Indexed in NIRF- 2024
Old Karur Road, Dindigul – 624 005.

STANDARD OPERATING PROCEDURE (SOP): COMPUTER LAB

(For Department of Mathematics Students)

1. **Authorized Entry:** Open strictly to undergraduate math students and department staff.
2. **Mandatory Log:** Sign the entry register with your name, ID, and time.
3. **Strict Cleanliness:** No food, drinks, or water bottles allowed near systems.
4. **Quiet Zone:** Maintain absolute silence; use personal headphones for video tutorials.
5. **Desktop Integrity:** Do not unplug, move, or swap any hardware cables.
6. **Academic Priority:** Use systems only for math practicals, coding, and assignments.
7. **License Respect:** Do not alter MATLAB configuration files or license settings.
8. **Open-Source Courtesy:** Use SciLab and Python environments without changing global paths.
9. **No External Apps:** Installing games, personal software, or VPNs is strictly banned.
10. **Malware Check:** Scan all USB drives before transferring code or datasets.
11. **Local Cleanup:** Local drive data is temporary and cleared during routine maintenance.
12. **Profile Sign-Out:** Log out of your user account completely before leaving.
13. **Resource Sharing:** Release system resources and close heavy IDEs when finished.
14. **Internet Restrictions:** Browser use is limited to academic research and documentation.
15. **Prompt Reporting:** Note down and report software bugs or hardware issues immediately.
16. **No Self-Repair:** Do not attempt to fix frozen systems or open cabinets.
17. **End-of-Day Shutdown:** Follow standard OS shutdown steps if you are last.
18. **Workspace Discipline:** Arrange your keyboard, mouse, and chair before exiting.
19. **Emergency Path:** Keep backpack wires and stools out of the main walkway.