



DR. VIKHE PATIL FOUNDATION'S
**PRAVARA CENTRE FOR MANAGEMENT RESEARCH
AND DEVELOPMENT**

(Permanently Affiliated to Savitribai Phule Pune University, Recognised by Govt. of Maharashtra
and Approved by A.I.C.T.E., New Delhi)

Standard Operating Process of Computer Laboratory

DOs:

- Please make an entry and sign in the Lab Register every time you visit the Lab.
- Take care of the Computers and peripherals in the Lab.
- Observe silence in the Lab.
- Keep the Mobile phones on Silent mode in the Lab.
- Approach the Lab Instructor for any guidance.
- Observe cleanliness in the Lab.
- Shut down the PCs before leaving the Lab.
- Take a prior permission before using the Printer, Scanner or Wi-Fi access.

DONTs:

- Do not fidget with the Settings of PCs, Printer, LCD or Internet.
- Do not use the resources for any personal or unofficial work.
- Do not carry valuables in the Lab.
- Avoid the use of external devices like Pen drives and store data online.
- Do not use your Mobile in the Lab.
- Do not eat, mess or loiter in the Lab.

Dr. Manoj Narwade

Director

Mr. Dinesh Medage

System Admin

DIRECTOR
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