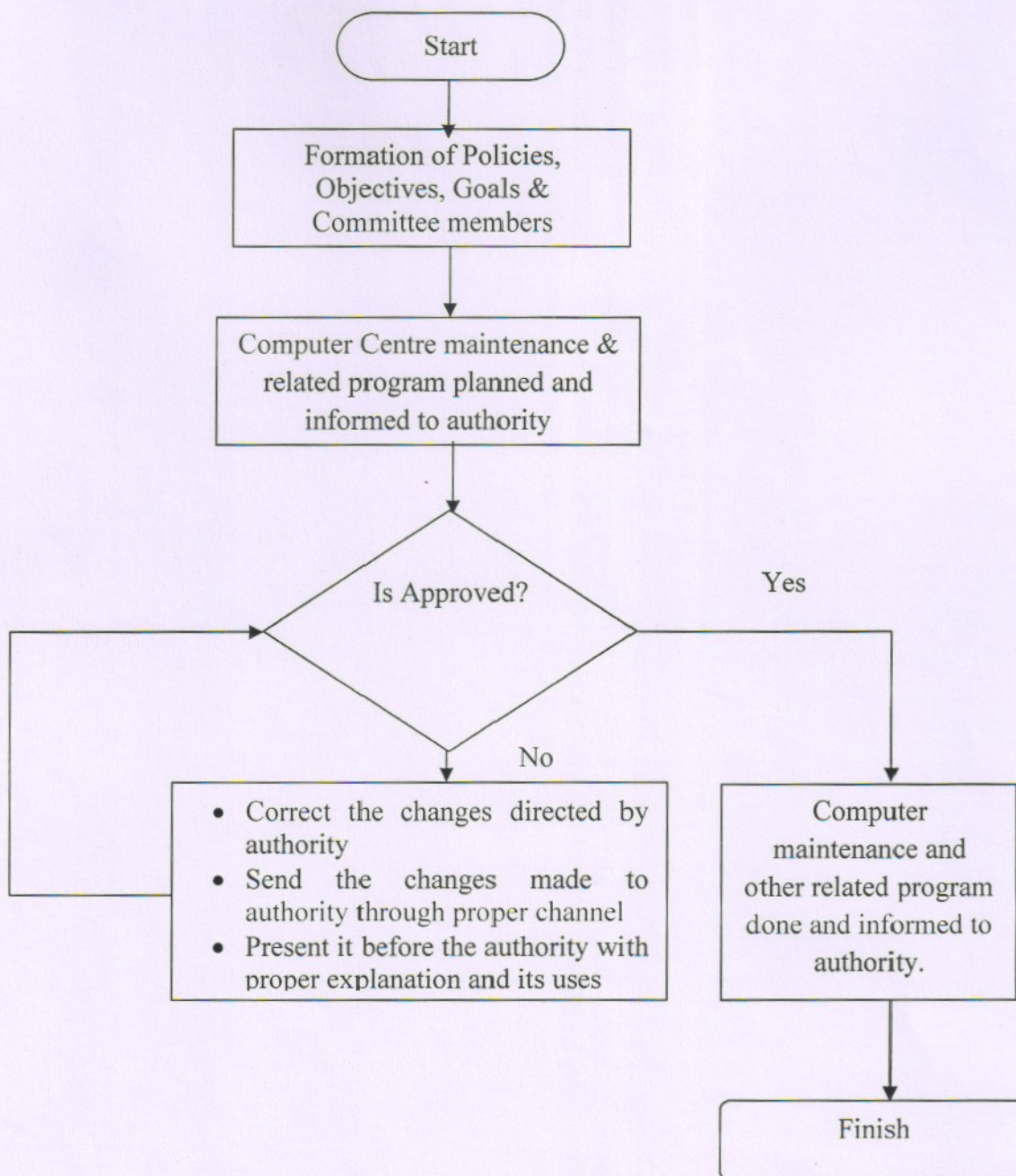


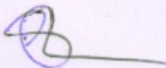


St. Martin's Engineering College

Dhulapally, Secunderabad-500 100

STANDARD OPERATING PROCEDURE (SOP) for COMPUTER CENTRE COMMITTEE




Convener



St. Martin's Engineering College

Dhulapally, Secunderabad-500 100

Computer Centre Strategy:

The faculties who are the Computer Centre members give their feedback for effective utilization of Computer Centre. A Committee is constituted with members to address the needs and requirements for solving the problems of Computer Centre.

1. The faculty members and students have to approach Computer Centre Committee to utilize the lab.
2. It has to be approved by the Computer Centre Convener.
3. System to be allotted to staff members and students by concerned Lab In-charge.
4. Students and staff members have to sign in the log book before entry and exit.
5. Computer Centre is used to conduct placement drive related activities.
6. It is used to conduct faculty online feedback.
7. It is used for online NPTEL Courses for the faculty members and student, under Students Faculty Development Program.
8. Students and staff members to use library resources as and when required in the Computer Centre.
9. To conduct Telangana Academy of Skill and Knowledge (TASK) online examination as and when required.

Flow chart of Standard Operation Procedure (SOP) for the above is enclosed:

Convener