	WORK INSTRUCTIONS OF COMPUTER ENGINEERING LAB		Document No	TIU.RC.IN.013E
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1- Tools and Equipment (in General)

- Do not bring any food or drinks near the machine.
- Turn off the machine you were using, when you are done using it.
- Do not access external devices without scanning them for computer viruses.
- Ensure that the temperature in the room stays cool, since there are a lot of machines inside a lab, and these can overheat easily. This is one of the many ways of ensuring computer safety.
- Try not to touch any of the circuit boards and power sockets when something is connected to them and switched on.
- Always maintain an extra copy of all your important data.
- Dust can affect computers adversely. Ensure that the machines are cleaned on a regular basis.

2- Safety Rules

- Do not run inside the computer lab.
- Take a note of all the exits in the room, and also take note of the location of fire extinguishers in the room for the sake of fire safety.
- Keep bags and coats in the designated area, as they can cause people to trip if they are simply lying around the room.
- Try not to type continuously for extremely long periods.
- Look away from the screen once in a while to give your eyes a rest.
- Do not touch any exposed wires or sockets.
- Avoid making loud noises and speaking loudly.
- Do not attempt to open any machines, and do not touch the backs of machines when they are switched on.
- Do not spill water or any other liquid on the machine, in order to maintain electrical safety.
- There is a lot of equipment in computer labs that could short circuit itself or cause electric shocks, so one needs to be very careful.




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4-General Rules

COMPUTER LAB RULES

-  Save often.
-  No food or drink.
-  Keep your workstation area neat.
-  Surf safely.
-  Respect others.
-  Keep your files organized.
-  Log off.
-  Don't change settings.
-  Print only when necessary.
-  Work quietly.

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5-Rules & Regulations on Lap & Equipments Use

- Please, no food or drink near the computers!
- Always shut down the computer via Windows' Start button
- Use a surge protector to keep excess electric power from damaging your computer
- Always have at least three copies of all your important files, in case the worse happens!
- Save in your T: hard drive, flash or USB drive, and home computer.
- Turn off the computer when not in use. Like a car engine, parts wear out after a certain 'mileage'!
- Keep dust away from the computers. This can cause short circuits

6-Filled Equipments Log Form

Its been filled in Equipments Form

7-Students Attendance Rules .

- Course coordinator is the one who is in-charge of organizing the laboratory schedule.
- Laboratory schedule and will be put up on the departmental notice boards or faculty webpage before the commencement of laboratory session in each semester.
- Students are not allowed to change laboratory schedule without getting approval from the laboratory instructors.
- The laboratory operating hours of normal working day are: Sunday to Friday, 8.00 am to 5.00 pm (Excluding public holidays)

8-Responsibility.

- The Computer Laboratory Technologists has the principal responsibility for ensuring that this work instruction remains adequate for its intended purposes.
- The Computer Laboratory Technologists have to ensure that all instruments/equipments and apparatus are in good condition for use at all times.
- Technologists shall conduct practical lessons assigned to them.
- Computer Science lecturers tasked with setting practical lessons should coordinate how those practical lessons are conducted and ensure adequate learning for the intended students.