SOP - PROCEDURES FOR MAINTAINING AND UTILIZING COMPUTER LABS

1. **General Procedures:**

   - All ownership rights of computer lab shall belong to the State CET CELL, Mumbai.
   - Computer Labs will be made available when and where required to the State CET Cell, Mumbai.
   - Maintenance of computers in computer labs will be the responsibility of respective institution.
   - Computer Lab will be made available for the all Entrance Examination to be taken by State CET Cell and Facilitation Centers will be run by respective centers in said computer labs for Centralized Admission Procedure runs by State CET CELL.
   - The organization will be responsible for electricity and other necessary equipment.
   - Structure of computer labs and spare parts of computers not to be modified without prior permission of Commissioner. State Common Entrance Test Cell, Mumbai.
   - Maintenance of general equipment's provided by state cell cell for the computer labs such as Air Conditioner, Fans, Lights, table and chairs are to be maintained by respective organization.
   - Maintain adequate bandwidth for internet connectivity.
   - A High Power Committee (HPC) Comprising Commissioner, CET Cell, Mumbai - Head, Concern Director - Additional Head, Concern Joint / Deputy Director - Conveyor & other officers from departments will periodically review the functioning of the lab's for CET purpose.
   - High Power Committee (HPC) Meeting will be conducted once in a 3 months.
   - Monthly report should be submitted to Admission Regulating Authority (ARA).

2. **Lab Incharge:**

   - Each lab will have one lab assistant.
   - Lab hardware and software functions are strictly inspected by lab assistant before the commencement of practical classes for examinations.
   - Lab in-charges are responsible for assisting students with gaining access to software, exiting, printing and saving.
   - Log books, maintenance of hardware and software registers are to be maintained by lab assistants.

3. **Do's and Don'ts**

   - Cell phone and other electronic devices should be turned on silent or off mode before entering a Computer Lab.
   - Students may not unplug or disconnect any equipment to provide laptops with power, network connectivity or other such resources.
   - Students are not allowed to download any software. Downloading or displaying obscene material, copyright infringements and the transmittal of viruses will subjected to disciplinary action.
   - Printing is limited to college related work.
   - All the social networking sites (Facebook, Twitter) will be blocked if the systems are connected to internet.

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