



BHASKAR ENGINEERING COLLEGE

(Approved by AICTE & Affiliated to JNTU, Hyderabad)

Yenkapally, Moinabad Mandal, P.O. Himayathnagar, R.R District, Hyderabad-500 075.

Ph.No. : 08413-235024, Principal Mobile No. 8008096774

STANDARD OPERATING PROCEDURE (SOP) FOR LAB IN-CHARGES

1. Objective

To establish guidelines for effective management and safety of all laboratories under the Department of Computer Science and Engineering (CSE).

2. Scope

To all faculty, technical staff, and students working in or using any CSE laboratory — including Programming Labs, Database Lab, AI/ML Lab, Data Science Lab, Computer Networks Lab, Cyber Security Lab, and Project/Research Labs.

3. Responsibilities of Lab In-Charge

- Ensure smooth functioning of all lab sessions as per weekly timetable of the lab -No of Hours.
- Coordinate with the lab technician for hardware/software maintenance.
- Maintain lab records, stock registers, and equipment logbooks.
- Monitor student discipline and safety during lab hours.
- Report breakdowns, shortages, or requirements to the HOD.
- Ensure licensed and updated software installations only.
- Keep data backup and network security practices in place.
- Master Lab Manual
- Notice Board for each Lab

4. Responsibilities of Lab Technician / Assistant

- Assist the Lab In-Charge in preparing the lab for scheduled sessions.
- Ensure all systems and peripherals are in working condition.
- Regularly perform preventive maintenance, updates, and cleaning.
- Maintain anti-virus, firewall, and system imaging routines.
- Record all repairs, issues, and replacements in the maintenance register signed by HoD.

5. Lab Cleanliness and Infrastructure

- Maintain clean and dust-free environment at all times.
- Ensure tube lights, fans, curtains, and whiteboards are functional.
- Arrange systems and seating neatly in rows with proper cable management.
- Ensure fire extinguisher and first aid kit are available in the lab.
- Display lab rules, safety instructions, and software usage guidelines prominently.

6. Documentation and Registers

- Lab Timetable and Utilization Register
- Stock and Consumable Register
- Maintenance / Complaint Register
- Issue Register (equipment / accessories)
- Student Attendance Register
- System Configuration and Software Inventory List
- Record of Annual Stock Verification and Disposal Reports



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7. Safety and Security

- Ensure all electrical wiring, sockets, and cables are secure.
- Do not overload circuits or use damaged cords.
- In case of any fire or electrical issue, turn off the main power supply and evacuate safely.
- Keep drinks, food, and water bottles away from all systems.
- Strictly prohibit external pen drives or hard disks without prior scanning.
- Ensure proper data backup and restricted access for project and research data.

8. Student Conduct

- Students must enter the lab in uniform and with ID cards.
- Bags, food, and mobiles are not permitted inside the lab.
- Students should log in using their assigned credentials only.
- Internet usage must be strictly academic.
- Students must not alter system settings or install software.
- Any misuse, damage, or indiscipline shall be reported immediately.

9. Periodic Review and Reporting

- Lab In-Charge must conduct monthly reviews of system health and submit reports to the HOD.
- Annual stock verification to be completed before the start of each academic year.
- Maintain backup copies of all software and student project data.
- Prepare lab readiness reports before practical examinations and internal audits.

10. Accountability

- Lab In-Charge is directly responsible for equipment, discipline, and safety within the assigned lab.
- Negligence, damage, or non-compliance shall be reported to the HOD and reviewed by the Academic Committee.

Copy to:

- All CSE Lab In-Charges
- All Faculty and Technical Staff
- Head of Department – CSE, CSM, AID, IT
- Director for Information
- Secretary for Information

PRINCIPAL