**Standard Operating Procedure for Maintenance of Commerce Lab Computers**

This Standard Operating Procedure is to form guidelines and procedures to be adopted for maintenance of computers (Hardware & Software) and networking. This procedure is applicable for maintenance of all the computers and other resources in Department of commerce.

## Activities/ Information:

* General Procedure
* Repair Request
* Policies and Procedures

## General Procedure:

* + Whenever there is a problem with computer hardware or software the respective faculty member individual has to submit the repair request to the TIC.
* TIC initiates further procedure and inform to admin dept.
* The copy of same to be retained in the department.

## Policies and Procedures:

* + The repair request letter has to be signed by the TIC.
  + After duly signed by the TIC the repair request is sent to administrative Office - the repair request letter comes to the Principal.
  + The principal may approves the request and mark to the TIC and administrative office.
  + Administrative office - will procure the items if any required for the repair of computers.
  + The request letter is seemed to be closed once the problem is solved.

## Guidelines for the users:

* The user is not allowed to plug in their external drives without prior permission.
* The respective user will be held responsible for any damage or malfunction of the computer.
* There will be no claim for loss of data saved on desktop.
* The user should not delete/uninstall any data or software.

**Use of Commerce Lab**

Commerce Department Lab is shared with other department of college, the basis of sharing is generally worked out at the time of preparation of time table.

Following Papers of Department of Commerce are taught in computer lab

1. Financial Accounting --- Tally B.Com(H) First Year
2. Commerce- B.Com (H) III Sem
3. Income Tax Laws and Practices- E filing of ITR--- B.Com ( H) III Sem
4. Income Tax Laws and Practices- E filing of ITR--- B.Com ( P) III Sem
5. Computer Application in Business – B.Com (P) III Sem
6. Computer Application in Business – B.Com (H) IV Sem
7. E Commerce—B.Com (P) IV Sem
8. Any other paper for which need of lab is required by commerce department.

Commerce lab is used for the purpose of imparting practical knowledge on above subjects and conducting practical exam, both internal and external.

Also during the fest of commerce department commerce lab is used.