



PRMSU-ASA-CCITSP02

April 29, 2019

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	ACADEMIC UTILIZATION OF COMPUTER AND DIGITAL/NETWORKING LABORATORY	Doc Control No.	PRMSU-ASA-CCITSP02
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 BY: GERRY OG. DRAYA
 DATE: APR 29 2019

1.0 OBJECTIVE

To create and preserve a documented system regarding the proper use of computer laboratory as a primary tool in delivering and enhancing skills related to Information Technology.

2.0 SCOPE

This procedure applies to all students and faculty of every college in the university that uses and utilize the computer laboratories.

3.0 REFERENCES

Computer Laboratory Manual

4.0 DEFINITION OF TERMS

CLS (Computer Laboratory Schedule) Form – A form used to group students and assigned specific computer units to each students.

COR (Certificate of Registration) – A paper given to a student after enrolment that reflects his/her enrolled subjects as well as his/her schedule.

CRR (Computer Repair Request) Form – A form used for the request of repairing fault or error on the computer units.

Dean – An administrative officer in-charge of a college, faculty or division in a university that supervises the enforcement of rules.


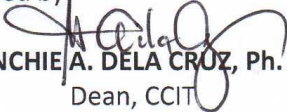

Faculty – The teaching staff of a university or college, or one of its departments or divisions, viewed as a body.

Laboratory Custodian – A non-teaching personnel who was assigned to maintain the computer laboratories.

PC (Personal Computer) – Refers to a single computer unit.

Schedule – a reference that shows the date and time allotted which particular subject are taught and the computer laboratories should be used.

UMISO (University Management Information System Office) – an administrative center responsible on the university's transactions and processes with regards with enrolment and other relative hereto.

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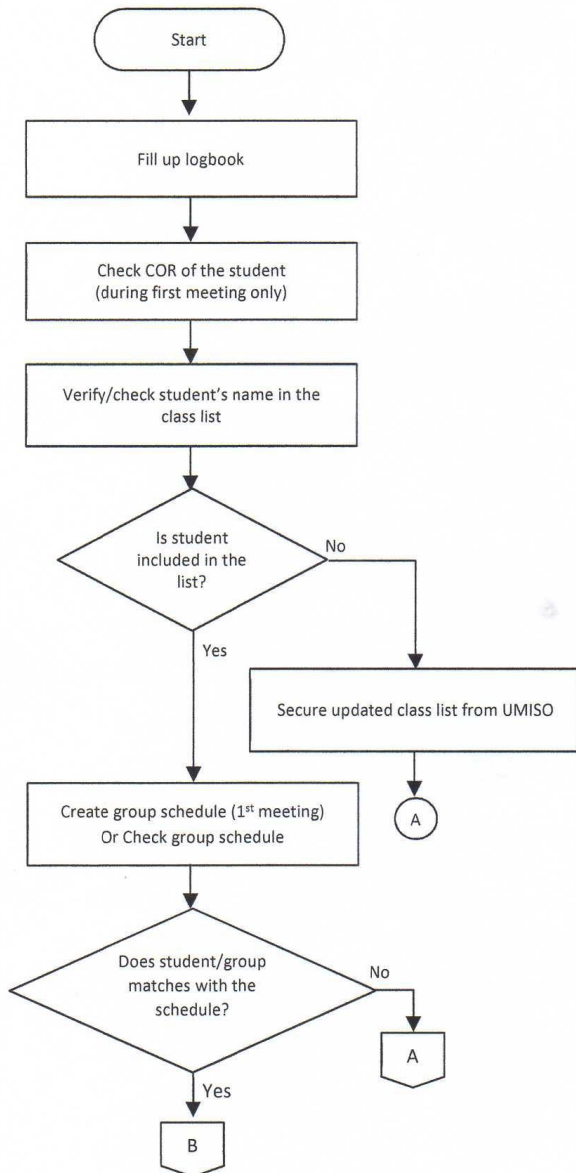
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5.0 PROCEDURES

Flowchart



Responsible

Details/Process

Faculty

Before using the laboratory, faculty should fill up details on the logbook as follows: Laboratory No., Faculty Name, Start Time of using the laboratory and Signature.

Faculty

Check the COR of the student if he/she is officially enrolled in that particular subject with a computer laboratory schedule.

Faculty

Verify the name of each student in the class list generated by the system. If the student is not included in the list, secure an updated class list from the system for re-verification, else proceed to the next step.

Student/Faculty

During the first meeting, create a group schedule for the computer laboratory utilization and assigned each student with a specific computer unit. Afterwards, check and verify the schedule before starting the class. If the student should not be on the computer laboratory, advise him/her to return on his/her respective schedule.

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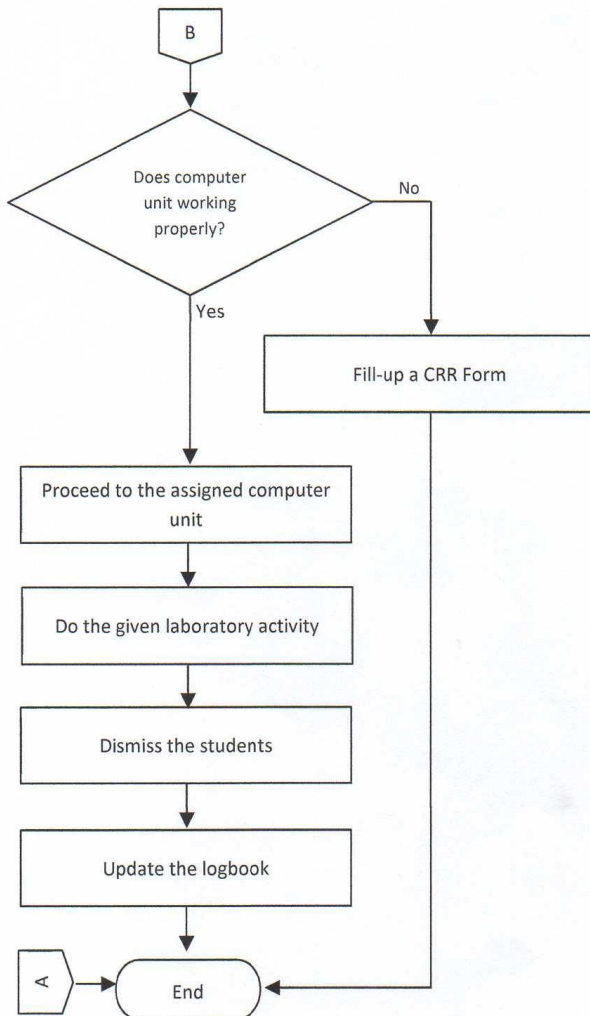
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Faculty/Laboratory
Custodian

If a problem within the computer unit was found, fill-up a CRR Form to be given to the Laboratory Custodian. Otherwise, proceed to the assigned computer unit and do the activity given by the instructor/professor.

Student/Faculty

The student should be dismissed five (5) minutes before the scheduled time ends regardless if the given activity was done and checked. Upon dismissal, make sure that all computer units was shut down, its peripheral devices was in the proper place and the area was clean.

Faculty

Faculty should update the logbook upon the end of the time the Laboratory was used with affix signature.

6.0 ATTACHMENT/FORMS

- CLS Form
- ERR Form

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