Center for Advanced Studies in Water

Standard Operating Procedures (SOPs)

for

Geographical Information Systems and Remote Sensing Lab (GIS & RS)

Mehran University of Engineering & Technology Jamshoro

SOP Control Information

SOP No.	04
SOP for:	Geographical Information Systems and Remote Sensing Lab (GIS & RS)
Drafted By:	Dr. Tanveer Ahmed (USPCAS-W)
Reviewed By:	Project Management Unit (PMU)
Approved By:	BoG (USPCAS-W)
Date of Approval:	28th January, 2019

Responsible Owner:

Deputy Director USPCAS-W, MUET Jamshoro

Review Schedule:

To be reviewed and updatedon yearly basis

Document History

Version Number	Edited by	Approved by	Effective Date
1	PMU	BoG	1st March, 2019

Communication Plan

This SOP will be communicated in hard and soft format to all concerned.

1. Scope

This Standard Operating Procedures (SOPs) applies to the GIS & RS lab at USPCAS-W, MUET, Jamshoro and it is meant to cover the general guidelines and standard protocol for all the activities associated to this lab.

2. Purpose

This document describes GIS & RS lab policies, protocols, and procedures to be followed during the lab's usage. It includes general standard procedures and protocols needed to work in the related to this lab and will be done by integrating the roles and responsibilities of for Students, Technician, Researchers and Faculty Members, Lab Incharge and Assistants and the regulatory role of the concerned HoD and Center's Management.

3. General Instruction and Policies

The Geographical Information Systems and Remote Sensing Lab is a state-of-the-art computer lab used to teach GIS, remote sensing and hydro-informatics. GIS & RS is equipped with 20 high-end networked workstations, instructional support technology (LED, Projector and whiteboard). GIS & RS contains a wide range of software and hardware, including ArcGIS, ERDAS Imagine, large format printers, large scanner, GPS units, barometer, DJI Phantom pro 4 and DJI Matrice 600 drones,etc.). The lab is also available for commercial training, workshops, aerial mapping, GIS mapping, topographic surveys, printing, and scanning purposes.

- Laboratory attendants are on duty during all of the scheduled operational hours and course attendants monitor those times when classes meet in the lab.
- Please read the GIS& RS ethical rules.
- Violation of the rules can cause administrative actions against the violator.
- Software and Hardware issuance forms are available in Lab attendant office. For the request of Hardware/Software issuance use the form given in **Annex-4.1 page 45.**
- Laboratory is available for commercial rules. Please read commercial use document for further details, given in the following section.
- Printing facilities are available for students, research assistant and commercial use. For the request of the Printing facility, refer the form given in **Annex-4.2 page 46.**

CONTACT INFORMATION:

Email: wapathan.uspcasw@faculty.muet.edu.pk

CONTACT FOR SOFTWARE INSTALLATION AND LICENSING:

Email: asa.uspcasw@admin.muet.edu.pk

GIS & RS Lab Ethics

DO's

- Ask questions! If you can't get something to work, try the lab attendant, assistant system administrator, or your instructor.
- If you have suggestions for new software for the lab, comments about how things are running for you, or anything else that might improve the lab, please let us know.
- Get involved. This could lead to involvement in research projects or even funding.
- If you require software that we do not have on the machines, contact the lab attendant, assistant system administrator, or lab in charge.
- If you are the last person to leave the lab, turn off the lights and make sure the door is locked.
- Let us know if something is not working (e.g., CD-ROMs, the network, printers).
- Leave lab during the timing of classes to be conducted in the lab

DON'S

- Users are not permitted to use computing and network resources for illegal or unlawful activities.
- Users are not permitted to use computing and network resources for commercial activities without permission. The laboratory must be booked before using for commercial purpose
- Users must not access computing and network resources without proper authentication procedure or intentionally enable others to do so.

- A user account for internet access must be used by its owner only. Users are forbidden to communicate their password or otherwise give access to their account or any computing or network resource to third parties.
- Any anomaly discovered in the authentication procedure must be reported to the Lab In charge so that steps can be taken to investigate it and eventually correct it.
- Users must not make any attempt to modify or remove computing/network equipment, software or peripherals they do not own without proper authorization.
- Installing software — do not attempt to install any software on the lab machines. If you need something, please ask the assistant system administrator.
- Storing your data locally on the computer — Store things on a network drive. Anything on the local machine may be deleted at any time. You may store things temporarily in the D: drive, but it will be deleted without notification.
- Opening e-mail attachments without checking their origin or scanning them for viruses
- Eating and drinking in the lab — we would prefer that you do neither in the lab, but if you have a drink with a sealed top, then you can have it if you set the drink on the floor.
- Letting friends/strangers into the lab to use the facilities
- Downloading pirated software, unethical videos (or viewing), viruses, trojans, or other questionable material
- Playing music too loudly — Use headphones.
- Leaving books, papers, or other materials in the lab — they will be discarded if left long enough.
- Changing settings on the computer without asking
- Disrupting others using the lab

Action on unethical behavior
- Issuance a letter to violator from the administration office
- Suspension from the laboratory use until the action taken by the administration office

- In the case of financial loss, the violator will be fined accordingly.

Borrowing Rules

- Software and hardware to be used outside the GIS & RS lab can be requested via filling in the forms that are available on RS & GIS Administrative office. The signature of respective Supervisor/Director/Program Coordinator is required for issuance of Software and hardware.
- Students of USPCASW will require to fill in the request of printing/scanning approved by his/her supervisor. Printing/scanning will be charged once the student uses semester quota.
- RS&GIS lab will charge printing fees according to its policy.

Use of Lab for training and commercial purpose

- Users will use the lab booking forms that is available on RS & GIS Administrative office. The signature of respective Supervisor/Director/Program Coordinator is required for booking of the lab.
- For official courses to be held on GIS lab, the User (Non-USPCASW faculty member) will take permission from USPCASW administration through RS&GIS.
- RS&GIS lab will charge maintenance fees according to its policy.
- _____ Rupees (per course/per semester)
- _____ Rupees (per training/per day)
- All assistance will be provided to the respective course within our reach.

U.S.-Pakistan | Centers for Advanced Studies in water
Mehran University of Engineering & Technology, Jamshoro
Software/Hardware License Issuance Form

THIS FORM MUST BE SIGNED BY ALL EMPLOYEES AND STUDENTS
Please check one of the boxes below that applies to your status.

Faculty	
Staff	
Lecturer	
Grad Students	
Other	

First Name: _____ **Last Name:** _____

Roll No/Employee Code: _____ **Cell Ph.:** _____

Address: _____

Email: _____

The above named person is authorized to have software license or hardware listed below.

Items Checklist		
☐_____	☐_____	☐_____

Purpose of Request:

_____

_____

Approval of Issuance / Acknowledgment

Issuer signatures

Name: _____

Title: _____

Date: _____

Authorized signatures

Name: _____

Title: _____

Date: _____

Concurrent user must connect with internet in order to gain license from server

Comments (if any):

Signature:_____ **Date:**_____

Annex-4.2

U.S.-Pakistan | Centers for Advanced Studies in water
Mehran University of Engineering & Technology, Jamshoro
Printing/Scanning Request Form

THIS FORM MUST BE SIGNED BY ALL EMPLOYEES AND STUDENTS
Please check one of the boxes below that applies to your status.

Faculty	
Staff	
Lecturer	
Grad Students	
Other	

First Name: _____ **Last Name:** _____

Roll No/Employee Code: _____ **Cell Ph.:** _____

Address: _____

Email: _____

The above named person is authorized to;

Items Checklist		
☐ Scanning	☐ Printing	☐ Other _____

Student Quota: _____ **Request:** _____ **Remaining Quota:** _____

Non-USPCAS Request: _____ **Price/page:** _____ **Total:** _____

Purpose of Request:
_____

_____

Approval of Issuance / Acknowledgment

Issuer signatures   **Authorized signatures**

Name: _____   **Name:** _____

Title: _____   **Title:** _____

Date: _____   **Date:** _____

Concurrent user must connect with internet in order to gain license from server

Comments (if any):

Signature: _____ **Date:** _____