



RULES & REGULATIONS FOR USING COMPUTER LABORATORIES

These rules shall apply to all students while using the facilities at all Computer Laboratories at the Main Campus (Departments of Science & Commerce)

Working Hours

- **Monday to Friday: 7:00 a.m to 3:30 p.m**
- **Saturday: 9:00 a.m to 12:00 p.m**

Rules

- Prior permission of the concerned Laboratory Assistant is mandatory for working in this laboratory. However, scheduled classes can continue under the supervision of the concerned faculty member.
- Students found mishandling the computer systems or peripherals would be penalized with a monetary fine.
- Food and /or beverages are strictly prohibited inside the computer laboratory.
- Students should log off before switching off the computers.
- Students should leave the computer laboratory only after switching off the computer.
- Students should use the CD/DVD drive very carefully; they should use the 'Open / Close' button to operate the drive and should never '**Push**' the drive shut.
- Students Must Use Mouse Pads
- Students should not fiddle with the 'Control Panel' installed in the Computers
- Students are not allowed to avail the Internet facility inside the computer laboratory for personal use; for this they would have to use the 'Internet Zone' in the library.
- Students are not permitted to use the computers for playing games.
- Students are not permitted to print any matter or use the scanner in the absence of the concerned teacher. For this they would have to take permission from the Principal by filling in the required slip. All prints given from the computer laboratory would be charged @ Rs. 5/- per black & white print on an A-4 size paper (paper would be provided by the college). There is no facility for giving coloured prints from this laboratory.
- Students should take off their shoes and put them on the rack provided outside the laboratory before entering the computer laboratory.
- Use of Mobile Phones is strictly forbidden inside the Computer Laboratory.

Note: Students found evading the above orders would be fined and / or an action would be taken against them.