



Ten Points Guidelines to Students for Effective Use of Computers in the Laboratory

1. The equipments which are available in the computer laboratory are for the use of student community. Students need to maintain a proper decorum in the computer laboratory. Students must use the equipment with care. Any damage is caused is punishable.
2. Students are required to carry their observation/programs book with completed exercises while entering the laboratory.
3. Students are supposed to occupy the machines allotted to them and are not supposed to talk or make noise in the laboratory.
4. Laboratory can be used in free time/lunch hours by the students who need to use the systems should take prior permission from the Officer-in-Charge of the laboratory.
5. Laboratory records need to be submitted on or before the specified date-line.
6. In case of doubts, the teacher concerned must be consulted.
7. Students are not supposed to use pen drives, external disk, memory-chip, CDs, and DVDs.
8. All the students must leave their foot wear outside the laboratory.
9. Strongly recommended not to bring bags, food stuffs, soft drinks, etc. inside the laboratory.
10. After the Laboratory classes, all computers must be cleaned and properly shut-down.