COMPUTER LAB

Standard Operating Procedures for Students

- Students must use the computer laboratory for academic-related activities only.

- Login through individual username and password

- Print only classwork related material from the laboratory.

- Print only when necessary.

- Handle computer with care.

- Do not unplug the system on your own, also don't change any settings.

- Do not charge your mobiles in the computer labs.

- Avoid using pen drives.

- In case of any software/hardware related issue, student may approach the laboratory assistant or teacher concerned.

- Students must not have food or eatables inside the laboratory.

- After use, kindly keep the furniture back in place.

- The academic software, if required for practice at home can be taken from the lab assistant.

Convenor   Principal

Responsibilities of Computer Lab Committee

The computer lab committee has been working to ensure:

- the smooth access of computers to all students studying computer related papers as a part of their curriculum

- that computers are in good working condition at all times

- that a computer is made available to each student individually in the lab

- the use of computer/internet facility in lab by students for their project/research during vacant slots

- timely preparation and execution of computer time table and date sheet for each semester, after discussion with TIC of each department

Any issue in the computer lab is reported to the lab staff who then reports it to Senior Technical Assistant (STA). He prepared a request letter, gets it signed by the convenor of computer lab committee and submit it in the office. The office takes necessary action in consonance with the STA and lab staff.

Convenor

Principal