Maharashtra Shikshan Samiti's

Maharashtra Mahavidyalaya, Nilanga

Computer Laboratory Manual

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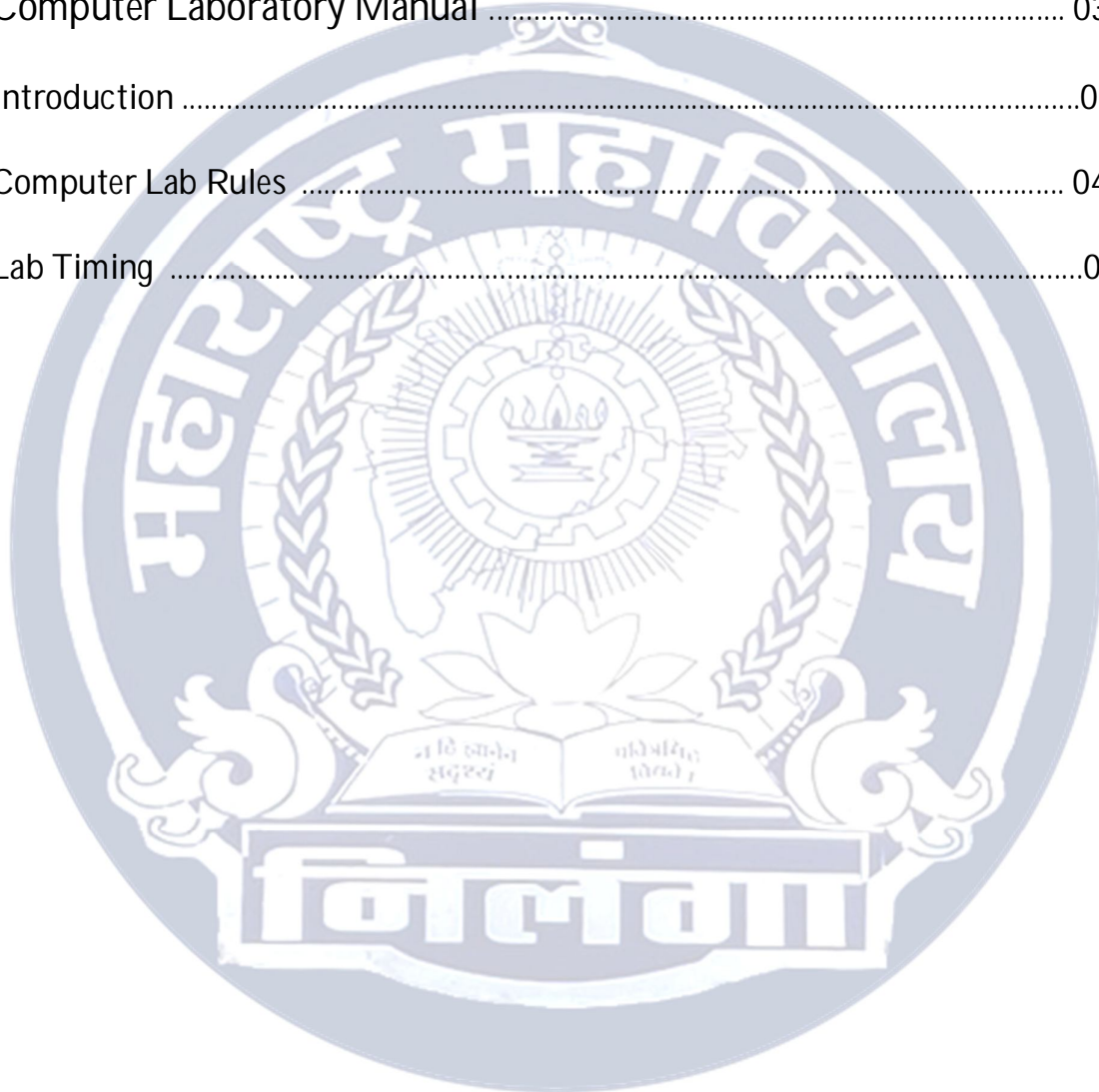
Computer Laboratory Manual

1. Prior permission of the concerned Laboratory Assistant is mandatory for working in the laboratory. However, scheduled classes can continue under the supervision of the concerned faculty member.

2. Students found mishandling the computer systems or peripherals would be penalized with a monetary fine.

3. Students are permitted to use only those software's that have been installed on the computers.

4. Students should log off before switching off the computers.

5. Students should leave the computer laboratory only after switching off the computer.

6. 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.

7. Students must use mouse pads

8. Students should not fiddle with the 'Control Panel' installed in the Computers

9. 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.

10. Students are not permitted to use the computers for playing games.

11. Students are not permitted to print any matter or use the scanner in the absence of the concerned teacher.

12. Students should take off their shoes and put them on the rack provided outside the laboratory before entering the computer laboratory.

13. Food and /or beverages are strictly prohibited inside the computer laboratory.

14. Use of mobile phones is strictly forbidden inside the computer laboratory.

15. Student leaving the laboratory at last must ensure that all lights and fans are switched off after the class.

16. Students must take care of all belongings; the college cannot be held responsible for the loss of the same.

COMPUTER LAB – RULES

17. The students should carry the Institute Identity card with them inside the computer lab. They should produce the same on demand by computer lab staff.

18. Everyone should maintain perfect order and silence inside the computer lab. Any infringement of rules will invite disciplinary action.

19. Use of mobile phone/pagers, electronics games, etc. is not allowed inside the computer lab.

20. Smoking and spitting is prohibited in the computer lab.

21. Eatables and beverages are not allowed inside the computer lab.

22. No one is allowed to dose or sleep in the computer lab.

23. No personal belongings except notebooks are allowed inside the computer lab. However, such belongings may be kept at the property counter at the entrance of the computer lab.

24. Students are liable to punishment and fine if they misbehave or damage the computers and other property of the computer lab.

25. In case of difficulty in making use of the computer lab, students can contact the system engineer at any time.

26. Any amendments / change in the computer lab rules shall be notified from time to time.

27. Everyone must go through the notices pertaining to computer lab displayed on the notice board.

28. Computer lab staff is authorized to check every item coming in and going out of the computer lab.

29. Everyone must switch off the computer, printer, etc. after use.

30. Everyone must switch off the computer whenever the electricity goes off.

31. Games are not allowed in the computer lab.

32. View of objectionable websites is not allowed in the computer lab.

33. Students are not allowed to open any part of the computers, printers, etc. In case of any problem, they should contact computer lab staff.

34. Unnecessary downloads are not allowed in the computer lab.

35. Students are not allowed to modify or delete files and folders of other students.

36. Any infringement of the computer lab rules shall be strictly viewed by the authority and should be reported tothe director for disciplinary action.
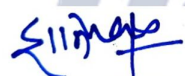
Computer Lab Timings

➤ Timings of the computer lab will be from 9:00 am to 6:00 pm.

➤ Students have to strictly follow the timetable of the computer lab (from 9.45 am to 4.15 pm). No student is allowed in the computer lab without permission.

> ➢ From 9:00 am to 9:45 am and 4.15 pm to 6:00 pm the computer lab will be accessible to all the students for Internet, printing and project work.

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

Policy Signed by

Director, IQAC

Co-Ordinator (IQAC)
Maharashtra Mahavidyalaya,
Nilanga-413521, Dist.Latur

Principal
Maharashtra Mahavidyalaya
Nilanga 413521 Dist Latur