




## **COMPUTER LABORATORY POLICIES & PROCEDURES**

- This lab may be used only by members of the St. Marys College Computer Applications Students (Current Students and Faculty). If you wish to use a computer, and you are not a Computer Applications Student, you are required to get the permission from the Principal and the Head of the Department. If permission is granted , you have the give a letter for the same .
- Please carry your Student ID card with you while using the lab. You may be asked to present it at any time, and if you don't have it with you, you may be asked to leave the lab.
- Please remember to log out before leaving the computer. You are responsible for the computer you are logged in on.
- Students are to enter the Laboratory for their lab work promptly on time. They will not be allowed to enter if found late.
- Students are not allowed to bring any external devices like CDs/DVDs/pen drives/dongles etc for use in the laboratory.
- Students should take off their shoes and put them outside before entering the computer laboratory.
- Students must display their student card while in the laboratory.
- Use of Mobile Phones is strictly forbidden inside the Computer Laboratory.
- Student s are responsible to replace any damaged or lost equipment if found damaging or losing it on purpose.
- Students are prohibited from changing computer settings (i.e., wallpaper, folder, system file, mouse pointer, and desktop settings including operating system).
- Students are not allowed to remove or relocate any computer equipment from its location without obtaining permission from the Technical Unit.
- Users must switch off the computer after each use to avoid energy waste and equipment damage.
- Users are strictly prohibited from modifying or deleting any important files and install any software or settings in the computer.

- Silence must be maintained in the lab at all times.
- The lab must be kept clean and tidy at all times.
- No bags/ hand bags/ rain coats/ casual wears will be allowed inside the computer lab, however observation note books may be allowed.
- Lab timing will be as per the academic time table of different classes.
- Conversation, discussion, loud talking & sleeping are strictly prohibited.
- Use of Computer Lab for personal work is prohibited.
- In case of theft / destruction of the computers or peripherals, double the cost of the lost will be charged from the student/user.
- 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.
- Food and /or beverages are strictly prohibited inside the computer laboratory.
- Students are not allowed to avail the Internet facility inside the computer laboratory for personal use
- Students are not permitted to use the computers for playing games.



  
PRINCIPAL  
ST. MARY'S COLLEGE  
SULTHAN BATHERY  
WAYANAD-673 592