SIENA COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)
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COMPUTER LAB POLICY

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Rules

1. 1.Students must present a valid ID card before entering the computer lab.
2. Playing games on computer in the lab is strictly prohibited.
3. Users are strictly prohibited from downloading, viewing or distributing any offensive materials.
4. Users are strictly prohibited from modifying or deleting any important files and install any software or settings in the computer
5. Eating and drinking inside the computer labs is strictly prohibited.
6. Internet facility is only for educational/ study purpose.
7. The lab must be kept clean and tidy at all times.
8. If any problem arises, please bring the same to the notice of lab in-charge.
9. Lab timing will be as per the academic time table of different classes
10. Conversation, discussion, loud talking & sleeping are strictly prohibited.
11. Students are not allowed to use personal Pen Drives, CDs, DVDs etc., in a Computer Lab. Only prescribed official Pen Drives, CDs, DVDs etc. will be used in the Computer Lab to avoid VIRUS in Computers.
12. In case of theft / destruction of the computers or peripherals, double the cost of the loss will be charged from the student/user.
13. The use of cell phones is prohibited in the computer lab. Cell phone usage in the computer lab is distracting to other students and instructors.
14. No personal belongings except notebooks are allowed inside the computer Lab. However,such belongings may be kept at the entrance of the computer lab.
15. All lab computers are set up to remove any data stored or any programs installed by users.
16. Before leaving the lab, users must close all programs positively and power off the systems.
17. DO NOT leave your personal belongings at the computer lab. The College is not responsible for items left behind.
18. No one is allowed to sleep in the computer Lab.
19. Students are not allowed to modify or delete files and folders of other students.