



RULES OF COMMON COMPUTER CENTRE

- ❖ Your Identity card is **REQUIRED** and should be exhibited visibly inside the lab
- ❖ A register will be maintained where in the Students **MUST** enter their Name, Roll No, Branch, Purpose, and also **MUST** record the time at the time of Departure
- ❖ Footwear & other personal belongings **NEED** to be left outside.
- ❖ **PRIOR** Permission to be obtained for using CD's / DVD's and Pen Drives.
- ❖ Usage of Internet, DTP and other Scanning/Printing services will be limited to One hour **ONLY**
- ❖ Family members will **NOT** be allowed in or around the lab or in hallway at anytime. **NO EXCEPTIONS AT ANYTIME.**
- ❖ Noise levels should be always at its **LOW** at all times in the Lab.
- ❖ The lab will **NOT** be responsible for any of your belongings.
- ❖ The user must see that the systems are **SHUT DOWN** after use.
- ❖ Additional facilities/privileges on services shall be provided **ON** authorization from respective tutors.
- ❖ The Students **MUST** keeps the lab clean and arrange chairs properly after using systems.

19th Nov, 2014