

# Computer Centre Manual

Lala Rural College, Lala



## **Introduction**

The Lala Rural College Computer Centre is equipped with 10 computers, all with Windows 7/10 operating system and 2/4 GB of RAM, Internet facility and Inverter facility for uninterrupted power supply. The entire computer related practical classes of B. Com students are conducted in this centre. Besides, the centre is available for students for their various computing needs. Students can avail the facilities during the free hours – provided the lab is free – or during intervals (provided staff or teachers are available at the lab during this period). The students may avail the facilities to browse topics related to their field of study, to download notes, prepare assignments, prepare presentations etc.

In order to provide students/ staff with equitable access to campus computing resources and to insure that the areas provided maintain an atmosphere that is suitable for academic work the following policies and procedures have been adopted and implemented. The policy is reviewed from time to time on account of regular developments by the Principal.

## **Scope**

This policy defines the appropriate use of technological resources at Lala Rural College, Lala. It is not the intent of this policy to limit academic freedom in any way, but to provide an appropriate avenue for the proper exercise of those freedoms. This policy applies to all users who access academic technology resources. All users of these resources have a responsibility to know, understand, and comply with this policy. Users assume any responsibility of any civil and/or criminal liability that may arise from the individual use or misuse of technology resources. The institute accepts no liability for interference with, or loss of, any files, programs, or data belonging to any user resulting from efforts to maintain the privacy and security of its computing facilities.

## **The Policy:**

- All the students are given laboratory facility as per the practical subjects allotted to them. The computers are available in the ratio of 1:2.
- The Commerce department use the computer Centre on a regular basis for their practical and assignments as part of their curriculum. Class and course wise time table

and batches is prepared by the subject in- charge and the same is made available to all concerned staff.

- The student attendance is maintained by respective subject in-charge.
- The students are allowed to access the computer facilities in extra hours as per the availability of laboratory by entering their slot details in log book.
- The students are facilitated with Internet service both wifi based and broadband with 100 mbps speed.
- The security policies are strictly applied in the entire campus. There is no access given to students for pen drive or external disc. In case required, then it has to be done under the supervision of subject In-charge.
- In case of hardware or software issues there is a Complaint Register maintained.

### **Computer Lab Rules**

Participating in behavior or activities that disturb other users or disrupt the operations of the lab is not permitted. Violations of the Computer Centre rules will result in loss of computer privileges or other disciplinary action

- Computer lab should be kept clean
- Operate the equipment properly
- Make sure you listen to directions or instructions
- Use the CD-ROM / Internet and other multimedia equipment for academic work only.
- Touch the monitor, keyboard and mouse gently.
- Eat and drink outside the computer lab
- Remember to “Log Off” at the end of each session.
- Learn something new each time you login
- Always work toward your best, not your neighbor’s best.
- Be careful handling CDs.
- Read and abide by the following guidelines:
  - Arrange the chairs before leaving the lab.
  - Switch off the fan, light, computers, when not in use.
  - Saving and backing of your work is your responsibility.
  - Report mal-function and other problems – it saves time and energy.
  - Stay out of other people’s file

## **Do Not**

- Use mobile phones and pen drives
- Over burden the machines by storing the files or downloading programs on local hard drives and the desktop.
- Surf the internet or e-mail when you're supposed to be listening to the teacher or working on an assignment.
- Disturb others working in the lab, using abusive language or discuss private matters.
- Install any software or modify or delete any system files on any lab computers.
- Do not personalize the computer by
  - Installing screensavers from internet or programs without permission.
  - Changing the desktop background
  - Changing the video and audio settings.
  - Adding, changing or moving icons on the desktop or hard drive.

## **Hardware and Software Installation**

Installation of any software applications, upgrades, patches or add-on software, as well as any unauthorized software, to any lab computer is prohibited without written consent of the Centre In-charge. Installing unauthorized software or hardware will result in loss of computer lab privileges.

## **Controversial or Pirated Content**

Some materials accessed on the Internet may be considered controversial, offensive, or inappropriate. Out of consideration for others, the college authorities asks users not to display, broadcast or transmit, images, sounds, or messages that could create an atmosphere of discomfort, harassment, or intimidation for others. In some situations, the display or broadcast of such materials is necessary to further a legitimate educational purpose. In these cases, college authorities ask that users to be sensitive to the public sentiments and make arrangements to access these materials at individual level.

## **Printing**

The printing facility is available for staff for official / academic purpose. Sometimes the students are also provided the printing facility for college committee work.

**Data Storage**

Students may not store data on the local hard-drives. They may only store files on their appropriate alternative storage devices. The college is not responsible for the loss of student data.

**Equipment in Labs**

Movement or disconnection of lab equipment is prohibited without permission of the Centre In-charge. Damaged equipment should be reported to Centre In-charge and the principal immediately on the day of the occurrence.

**Clean workspaces**

For safety reasons, it is important that computer lab users make an effort to keep aisles clear of bags.

**Lost/Stolen Property**

Lab authorities are not responsible for lost or stolen items. Unattended items will be deposited in the college office.

**Unauthorized Computer Use**

Unauthorized access to accounts, files, or data stored on computer system is prohibited. Using lab computing systems and networks to gain unauthorized access to any other system is prohibited.

**Consequences**

Violation of These Rules May Lead to Revocation of centre Privileges and or Disciplinary Action