**Computer Lab Instructions for Students**

**Welcome to the Computer Lab! In order to ensure a productive and enjoyable experience for everyone, please follow these guidelines:**

Submit your mobile phone either at the counter or to your instructor before entering labs.

Clean your Workstation before Turn on Computer.

No food or drinks are allowed near the computers.

Respect the equipment, report any malfunctions or damage to the lab assistant.

Only use your assigned computer and workstation.

Keep noise levels to a minimum to create a conducive learning environment.

Do not install or download any software without permission.

Save your work regularly to avoid losing data.

Use the internet for educational purposes only.

Do not access inappropriate websites or engage in non-academic activities.

Do not attempt to fix technical issues on your own unless instructed to do so.

Save your work to the designated folders.

Log out of your account before leaving the computer.

Ensure you have all personal belongings before leaving your station.

Use your time efficiently to complete assigned tasks.

Be mindful of the lab schedule and be prepared to leave when the session ends.

**Remember:**

Follow these guidelines to create a positive learning environment.

Ask questions if you need clarification on any instructions.

Enjoy your time in the computer lab and make the most of the resources available.

**Thank you for your cooperation!**

***Regards***

***Engr. Arifa***