## Kindly follow the guidelines while using the PC LAB facilities:

### Do's

- Log-out of computer systems when you have finished using them.
- Keep the PC lab premises clean and tidy: please trash all scratch paper, and push back your chair in place.
- Place keep backpacks in computer counters, and keep clear for foot traffic at all times.
- Contact the **Help Desk** if you notice any kind of machine malfunction, broken plugs and exposed Electrical wires.
- If the System is not in working condition, do not use it, but inform to the **Help Desk** immediately.
- Only use the PC Lab provided for purposes relating to your study, research or work.

### Don'ts

- Don't use Laptops unless other wise it is needed for particular purpose.
- Don't disconnect network cables in order to connect them to another PC or the Laptop.
- Don't install any application software without permission.
- Don't disconnect or modify any machine, either PC or peripheral equipment.
- Don't try to repair any machine.
- Eatebles are not allowed inside the lab & Avoid using Cell phone inside the PC Lab.

**There are faculty and students nearby who are trying to get work done. Keep the noise down, and donot disturb those who are trying to study or prepare lessons.**

**Thank you for helping us to maintain a friendly working and studying environment.**