



**ST. IGNATIUS COLLEGE OF EDUCATION
(AUTONOMOUS)**

**Accredited by NAAC at 'A+' Grade with CGPA 3.42 (Third Cycle)
Palayamkottai – 627 002**

COMPUTER SCIENCE LABORATORY-2023-24

Principles and Procedures

- The students must move in queue, while moving from classroom to the computer lab.
- Students should be wearing the ID card entering the computer lab
- Every user must make an entry in the entry register while entering in the Computer Lab and also at the time of exit from the lab.
- The students should have their writing pad while entering the computer lab.
- Report any technical problems or malfunctions to the lab staff promptly.
- The students must be seated in their allotted systems. If they need to speak, they must speak in low voice.
- The computer lab is for academic purposes so students should use the lab only for learning purpose.
- Teachers should record the reason for using the computer lab in the lab log book.
- Students are not allowed to enter the laboratory without the permission of the teacher.
- Properly switch on the allotted computers, wait for the system to properly boot on and after use, switch it off systematically.
- Teacher and students strictly prohibited remove or update any one software into the computer.
- To switch on AC or open windows for better ventilation, intimate the computer lab attendant.
- While working on the file give a proper name to the file and save it.
- The students should keep a backup of the work done by her on the computer.
- USB ports must be scanned through the anti-virus software.
- Students are not allowed to use social networking websites.
- When the work is over or the allotted time was over the students should leave the computer for others.
- Students always Keep computer lab clean and tidy at all times.

Sr. L. Vasanthi Medana

**PRINCIPAL
ST. IGNATIUS' COLLEGE OF EDUCATION
(AUTONOMOUS)
PALAYAMKOTTAI - 627 002**