

## **Computer Lab Polices and Procedures**

### **Computer Lab Procedure**

Computer labs, provide basic, functional computer services that may include common software applications such as Microsoft Office, printing capabilities, and Internet access. Computer labs are open to all students, faculty, and staff with preference to the regular Laboratory sessions as per the Time Table schedule.

The purpose of this procedure is to establish rules that ensure the installation, operation, maintenance of computer labs that complies with the College Acceptable Use Procedure and security procedures, and to educate the individuals who may use computer labs and their responsibilities associated with such use.

- 1) All computer lab computers will have the firewall enabled.
- 2) All computers are be required to be placed in the College domain.
- 3) All computers in the lab will have an identical software installation.
- 4) The computer Lab Assistant is responsible for configuring and installing all software and hardware in compliance with College procedures.
- 5) Computer Lab Assistant may be responsible for providing end-user support for network access, printing, and basic application assistance.
- 6) User should enter the number of pages and purpose in the Printer Register.

### **Responsibilities**

- 1) All users should make entries in the Log Register.
- 2) Students should wear Identity Card around their neck.
- 3) Students should not use mobiles in the Computer Laboratory.
- 4) Footwear should be removed before entering the Computer Laboratory.
- 5) Complete silence should be observed in the Computer Laboratory.
- 6) Violation of this procedure may result in severe punishment.

### **Purchase Policy for all Departments**

1. Quotation for equipments/handbooks/ journals are invited from 3 or more suppliers in sealed envelopes.
2. Quotation are opened before purchasing committee and compared.
3. Reliable and best price items are selected.
4. Cheque payment is released after satisfactory delivery of handbooks & journals.