J.D. BIRLA INSTITUTE
A UNIT OF VIDYA MANDIR SOCIETY
(Affiliated to Jadavpur University)
Departments of Science, Commerce & Management

RULES & REGULATIONS:
COMPUTER LABORATORY / CAD STUDIO

These rules shall apply to all students while using the facilities at all Computer Laboratories at the Main Campus (Departments of Science & Commerce) and Management Campus (Department of Management)

Entry to the lab is restricted in the absence of a teacher.

Working Hours (Main Campus)
- Monday to Friday: 7:00 a.m to 3:30 p.m
- Saturday: 9:00 a.m to 12:00 p.m

Working Hours (Management Campus)
- Monday to Friday: 11:30 a.m to 6:30 p.m
- Saturday: 9:00 a.m to 12:00 p.m

Rules

1. Prior permission of the concerned Laboratory Assistant is mandatory for working in this laboratory. However, scheduled classes can continue under the supervision of the concerned faculty member.   Type your text
2. Students found mishandling the computer systems or peripherals would be penalized with a monetary fine.
3. Students are permitted to use only those softwares that have been installed in the computers.
4. Students should log off before switching off the computers.
5. Students should leave the computer laboratory only after switching off the computer.
6. Students should use the CD/DVD drive very carefully; they should use the 'Open / Close' button to operate the drive and should never **'Push'** the drive shut.
7. Students must use mouse pads
8. Students should not fiddle with the 'Control Panel' installed in the Computers
9. Students are not allowed to avail the internet facility inside the computer laboratory for personal use; for this they would have to use the 'Internet Zone' in the library.
10. Students are not permitted to use the computers for playing games.
11. Students are not permitted to print any matter or use the scanner in the absence of the concerned teacher. All prints given from the computer laboratory would be charged @ Rs. 5/- per black & white print on an A-4 size paper (paper would be provided by the college). There is no facility for coloured prints from this laboratory.
12. Students should take off their shoes and put them on the rack provided outside the laboratory before entering the computer laboratory.
13. Food and /or beverages are strictly prohibited inside the computer laboratory.
14. Use of mobile phones is strictly forbidden inside the computer laboratory.
15. Students must ensure that all lights and fans are switched off after the class.
16. Students must take care of all belongings; the college cannot be held responsible for the loss of the same.

Note: Students found evading the above orders would be fined and / or an action would be taken against them.