Code of Conduct – Laboratory
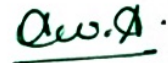
Lab Regulations:

- Every student must enter his/her name and sign in the log book maintained in lab before using any lab.
- Internet use in the Computer Lab must only be for course-related research.
- Student who need to work on class assignments have priority to use the lab computers over those students using the computers for emailing, web surfing etc.
- Students should keep workstations, terminals, PCs and laboratories clean and tidy so as to be usable by others. Chairs must be properly arranged after the lab hours.
- Students should not be occupying more than one workstation, terminal or PC simultaneously while other users are waiting.
- Misusing of computer software: Students must not damage, alter, or remove without permission any software package in the custody of the College. Students must not access another person's data or text files without proper permission.
- Misusing of computer Hardware: PESIAMS is the owner of all the hardware equipment residing in the Computer Labs. Students must not damage or pilfer any hardware equipment. Any malicious attempt to damage any hardware system or component is a serious offence. Students are not allowed to remove any hardware system or component from any lab. Such an action will be considered as theft and will be dealt very seriously.
- Reading, duplicating, copying, removing, or misuse of a document, record, book, ledger, file, printout, cartridge, disc, key, or any property maintained by any individual(s) or department(s) of the college is strictly prohibited.
- Use of the computer system for frivolous purposes like playing games is prohibited.
- Any attempt to alter the boot sequence and operating system loader by students is forbidden.
- Use of Pen Drive, CD, and DVD etc. in the lab by students is prohibited. However, if student is working on any project/seminar etc., he or she can take special written permission from the respective HODs for such use. These students must take sufficient care not to use infected data disks on computer systems, or to copy/store any virus infected file on any computer system.
- Most of the computer systems in the Labs have at least two different operating systems installed. For most of these operating systems, file systems corrupt if machines are switched off or rebooted without proper shutdown. Before rebooting a computer system or switching it off, users must make sure to follow the proper shutdown procedures for the current active operating system.

- Error Reporting: It is expected from all users to report to the LAB administrator / in charge, if there is any hardware, software, or any other operational errors.
- Any kind of misconduct or behavior, which is intended to denigrate, threaten or harm others, will not be tolerated.

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