# Laboratory Usage Policy

## Guidelines for Computer Laboratory Usage

- **Valid Student ID:** Only registered students with a valid identity card from VMPIM are allowed to use the computer lab. Unauthorized access is strictly prohibited.
- **No Food or Drinks:** Eating or drinking inside the computer lab is not allowed to maintain a clean and safe environment for the equipment.
- **Silence:** Maintain a quiet environment to allow fellow students to concentrate on their work. Refrain from making loud noises or engaging in disruptive behavior.
- **Save Work Regularly:** Remind students to save their work frequently to prevent data loss due to unexpected events like power outages or system failures.
- **Personal Storage:** Students are required to place their bags in the designated rack outside the lab to keep the workspace clutter-free.
- **Shoe Rack:** Shoes must be removed and placed in the shoe rack outside the lab to maintain cleanliness and hygiene inside the lab.
- **Respect Equipment:** Treat computers and other lab equipment with care and respect. Avoid tampering with hardware or software settings.
- **Logout:** Always remember to log out of the computer and any applications or accounts you used before leaving the lab.
- **No Unauthorized Software Installation:** Students are not allowed to install any software on the lab computers without prior approval from the lab administrator.
- **No File Sharing:** Do not share copyrighted or illegal material over the lab's network. Respect intellectual property rights.
- **No Gaming or Entertainment:** The computer lab is strictly for academic purposes only. Avoid playing games, watching movies, or engaging in non-academic activities.
- **Internet Usage:** Use the internet responsibly for academic research and educational purposes. Accessing inappropriate websites is prohibited.
- **Cleanliness:** Keep the computer station and surrounding area clean. Dispose of trash in the designated bins.
- **Time Limit:** If there is high demand, students may be limited to a specific time slot to ensure fair access to the lab resources.
- **Report Issues:** If any computer or equipment malfunctions or encounters technical issues, inform the lab administrator or staff immediately.