

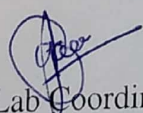
Green Heaven Institute of Management and Research, Nagpur

INSTRUCTIONS TO BE FOLLOWED IN COMPUTER LAB

- I-Card is to be worn in classroom and Laboratory.
- Mobile phone usage is strictly prohibited in Classroom and Laboratory.
- Students should keep their Bags in the Rack.
- Students have to make their entry in the Lab Register before starting their work.
- Before using Computer, understand correct operating procedure.
- Students are strictly restricted to practice for concerned course work only.
- No External Devices are allowed in the Lab.
- No Eatables are allowed in the Lab.
- Computer settings should not be disturbed.
- In case of any operational difficulty, bring to the notice of the concerned Faculty / system Administrator.
- Playing Games and logging in social networking sites is strictly prohibited.
- You should shut down your Computer, Switch it off and Rearrange your chairs in proper manner before leaving the Computer lab.
- Make sure that you don't forget your belongings when you leave the Centre.
- Student's having login is responsible for his/her password security.
- Maintain silence during the work.

If any of the students failed to follow the above mentioned instructions, then you will have to face :-

- You may be asked to leave the lab immediately.
- Your presence may be marked as absent
- Your I-Card or Bus Pass may be forfeited.
- You may be asked to report to the HOD.
- You may be asked to call your Parents.
- You may be suspended from the coming lab sessions.


PC Lab Coordinator




Director
Green Heaven Institute of
Management & Research
Nagpur