



ST. IGNATIUS COLLEGE OF EDUCATION
(AUTONOMOUS)
Accredited with 'A' grade by NAAC (Second Cycle)
Palayamkottai – 627 002

COMPUTER LABORATORY

Principles and Procedures

- The students must move in queue, while moving from classroom to the computer lab.
- The students should have their working pad/register while entering the computer lab,
- The students must be seated in their allotted systems. If they need to speak, they must speak in low voice.
- Properly switch on the allotted computers, wait for the system to properly boot on and after use, switch it off systematically.
- To switch on AC or open windows for better ventilation, intimate the computer lab attendant.
- While working on the computer, the students must name the file properly.
- The students should keep a backup of the work done by her on the computer.
- USB ports must be scanned through the anti-virus software.
- Students are not allowed to use social networking websites.
- When the work is over or the allotted time was over, the students should leave the computer for others.
- While entering / leaving the lab, students must sign in the entry book with the allotment number of the system.

Sr. L. Vasanthi Medonay.

PRINCIPAL i/c
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