



Unveiling Excellence

USTM

Computer Lab Utilazation Policy

UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA



Laboratory Instructions:

- Lab users must sign in and out in the lab register of the lab.
- No food, drink in any form is allowed in the labs.
- Bags are not allowed inside the lab.
- TURN OFF MOBILE PHONES.
- Lab users should maintain professional and courteous communication. Electronic devices should be used on a professional level. No obnoxious or belligerent behaviour will be tolerated.
- Please operate the equipment with respect and care.
- Activities in the lab(s) that are considered by the lab aides to be abusive to the software, hardware, and/or personal may result in expulsion from the lab(s) and denial of future use of the lab(s).
- Don't use Laptop, plug in/out power cables, LAN cable inside the lab aides permission.
- The lab aides are here to help when they can and to maintain the lab' operation. However, the lab aides are not here to do your work for you. The lab aides will refer students to their instructors at the lab aides discretion.
- Software may be installed by Computer Lab staff only. Do not install any software on your own. Files not put on by Computer Labs staff will be routinely removed.
- Do not modify any software or files. Do not overwrite the operating system, modify the autoexec.bat or config.sys or any other system parameters.
- For any hardware, software, printer, paper or ink problems, please contact Lab Administrator.
- Illegal use of materials in the lab is grounds for denial of use of the labs and confiscation of illegally used materials.
- Any failure to follow these lab rules may result in the loss of your lab privileges.
- You should shutdown your machine properly, before leaving the lab.
- Priority will be given for course related use of computers in the lab.
- Students are expected to act in a professional manner in the computer labs.

Safety measures/Troubleshooting:

The partial list of basic safety precautions to be taken while working on a computer:

- Remove your watch and jewellery and secure loose clothing.
- Turn off the power and unplug equipment before performing service.
- Cover sharp edges inside the computer case with tape.
- Never open a power supply or a CRT monitors.
- Do not touch areas in printers that are hot or that use high voltage.
- Know where the fire extinguisher is located and how to use it.
- Keep your workspace clean and free of clutter.
- If any power failure occurs check for loose cables and then restart the machine.
- To smoothly work in any application it is necessary to conduct a virus scan, run disk defragmenter time to time.
- To deal with the error message using the Internet, check for software and driver updates, inspect for recently installed programs or updates, study the computer hard drive to determine if storage space is limited, or look at the amount of RAM to see if there is a memory problem.
- External devices like mouse, keyboard may not function properly if the port connections are loose, for that before using the computer check the connections and fix it firmly.

Total Number of Terminals in the lab: 60

Hardware Specifications (minimum): 150 GB HDD, 1 GB RAM, keyboard, mouse and LAN connectivity available in all terminals.

Software Specifications: Windows 10 and Ubuntu 16.04.1 OS are installed in the systems of the Laboratory.