



# BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of the UGC Act, 1956)

OFF-CAMPUS (NOIDA) – 201301 (INDIA)

September 07, 2022

## NOTIFICATION

Students willing to access computer laboratory for educational purposes shall be permitted beyond Institute working hours (till 7.00 p.m on all working days) and they have to contact Ms. Bikash Kumar, Lab Incharge for the same.

The Computer Laboratory rules for the students is as per annexure for strict compliance.

Prof. (Dr.) S L Gupta  
Director

### Copy forwarded for information to:

- (1) All Academic Coordinators for wider circulation amongst students of their respective departments / courses
- (2) Notice Board – Staff & Student
- (3) Webmaster for suitably uploading on Institute's website

# Annexure

## Computer Lab Rules for the Students

- (1) Students must carry a valid ID card before entering the Computer Lab
- (2) Students are not allowed to use Pen Drives, CDs, DVDs et., in a Computer Lab. Only prescribed official Pen Drives, CDs, DVDs etc. will be used in the Computer Lab to avoid VIRUS in Computers.
- (3) Playing of games on computer in the lab is strictly prohibited.
- (4) Downloading, viewing or distributing any offensive materials (for example pornography, profane language etc.) is strictly prohibited.
- (5) Using/exchanging peripherals like mouse, keyboard etc. of one system to another system is prohibited.
- (6) Before leaving the lab, all programs need to be closed positively and computers need to be turned off properly.
- (7) Eating and drinking inside the computer labs is strictly prohibited for the students and faculty members
- (8) Internet facility is strictly for educational purposes only.
- (9) Silence must always be maintained in the lab.
- (10) If any problem arises, the same shall be brought to the notice of Lab in-charge.

