

Government MCA College, Maninagar, Ahmedabad

Computer lab utilization policy

Introduction:

Government MCA College, Maninagar, has five well-equipped computer laboratories with more than 100 functional computers having internet connection (LAN/Wifi), required software, and other subject-specific resources. To ensure effective utilization, equitable access, and smooth functioning, the following Computer Lab Utilization and Allocation Policy is adopted.

Objectives:

- To optimize the use of available computing resources.
- To provide fair and systematic allocation of labs for academic and co-curricular activities.
- To maintain discipline, security, and proper functioning of labs.
- To support teaching, learning, research, and skill enhancement.

Lab Allocation:

- Lab slots will be allocated to courses and batches based on the academic timetable prepared by the Time-Table Committee in consultation with faculty members.
- Each lab will be assigned specific subjects (theory/lab courses) depending on software or hardware requirements.
- Student project work, coding practice, and self-learning activities will be allowed during free slots with prior permission.
- Students must obtain approval from their class coordinator or lab incharge for project/research use.

Lab Utilization Guidelines:

1. General Rules

- Bags, eatables, and unauthorized storage devices are not permitted.
- Silence and discipline must be maintained at all times inside the lab.

2. Usage of Computers

- Each student should occupy one system at a time.
- Internet usage is strictly for academic and research purposes. Social networking, gaming, or non-academic browsing is prohibited.
- Any kind of software installation and hardware changes by students without prior knowledge of the subject faculty members are not permitted.
- Storing personal data on the lab computer by any student is strictly prohibited.

3. Security and Maintenance

- Students must shut down the computer, following the proper shutdown process after use and ensure the computer is in proper condition.
- Any system malfunction or damage must be reported immediately to the Lab Incharge or the subject faculty member.
- Student users are responsible for the security of their login credentials.

Lab Administration

- Regular audits of computer labs, installed software, and internet connectivity will be conducted by the institute's hardware/computer maintenance committee.
- Misuse of lab resources may lead to disciplinary actions against the student.
- Any intentional damage to computer systems or equipment will result in the recovery of the equivalent cost from the responsible student.