

COMMERCE COMPUTER LABORATORY MANUAL (GUIDELINES AND POLICIES)

Procurement

- Computer systems and accessories, teaching aids, furniture, electrical fittings and fixtures are purchased following due procedures set forth by the government and college, inviting quotations from multiple suppliers. The purchase committee at college level then selects the supplier who has quoted the lowest price for the product meeting the requirement and standards

Safety

- No student or personnel shall be allowed to attach or detach any peripheral to and from any IT equipment or devices without explicit permission from the Head of the Department. Users are not allowed also to attach personal devices in any computer laboratory's network without permission from Lab. In-charge
- Users are not allowed to install, update or download any software in any computers inside the laboratories. It is also prohibited the users to boot from any bootable devices to run software in any computers in the laboratory. In cases that there is need to install, update or download software or boot from other device the instructor must seek for the approval of the Laboratory In-charge
- All computer systems are protected with firewall to protect them from unauthorized access
- Additionally genuine Quick Heal security software has been installed on all computer systems to protect them from potential threats in the form of malwares.

Utilisation

- The student must check the computer unit and its peripherals attached before using it. The student must immediately inform the instructor if there's any defect, error or damage observed at the computer (hardware/software) assigned or if there are any missing peripherals (mouse, keyboard, etc.). The instructor should immediately report the incident to laboratory In- charge
- Teachers (Instructors) shall closely monitor the conduct of their students while they are inside the laboratory
- Playing games are not allowed inside the computer laboratory, this includes video games, card games and other games. However in cases of the topic is related to games the instructor must inform the Laboratory In-charge on duty
- Proper computer laboratory etiquette must be observed:
 - a. Ensure that no trash is left behind
 - b. Turn-off computer units and arrange the computer peripherals (mouse, keyboard and headset) after use
 - c. Chairs must be rearranged properly to its original places
 - d. Orderly dismissal must be observed by the instructor and the class

- Printing of manuscripts, letters, personal documents and research works are not allowed in the laboratory. Only the printing of program listings is allowed using the laboratory printer

Maintenance

- To monitor the operation of computer systems, and other peripherals, a System Administrator-cum-Programmer and a Lab Assistant is always present during the working hours of the laboratory
- Students are not allowed to bring bags, food and beverages inside the laboratory. Chewing gum, eating, drinking, littering is prohibited inside the computer laboratory
- No one is allowed to alter or delete configuration settings of any computer laboratory equipment. Tampering, deleting or modifying CMOS/BIOS settings, IP Configuration, system parameters, or system files stored in the hard disk are strictly prohibited
- Anyone who is causing disturbance, trouble and exhibiting hostile or threatening behavior will be requested to leave the computer laboratory
- Theft, vandalism, or abuse in any form is a grave offense and shall be dealt with accordingly. Willful violations of the above provisions shall constitute disciplinary actions. Violators of these guidelines may be subject to any, but not limited to, the following sanctions:
 - a. admonition
 - b. temporary or permanent suspension of computer laboratory privileges
 - c. dismissal

Notwithstanding the above sanctions, the college shall impose additional penalties as may be allowed by the provisions of the Thiruvalluvar University, Vellore

Support

- Warranty or Guarantee terms and conditions form a important part in the purchase decision making process of equipments, computer systems, furnitures and fittings. Hence any defect is addressed swiftly.
- To ensure perfect working condition of the computer systems, The System Administrator-cum-Programmer oversees the task of Annual Maintenance