

COMPUTER AIDED DESIGN LABORATORY

LAB REGULATIONS

1. Always make entry in register before using any computer.
2. Always shut down your computer after use.
3. Do not remove anything from the computer laboratory without permission.
4. Always scan your external drive before inserting into computer.
5. Do not install/uninstall anything before prior permission of lab in-charge/staff.
6. In case computer is not working, do not attempt to repair it but inform lab in-charge/staff immediately.
7. Report any broken plugs or exposed electrical wires to lab in-charge/staff immediately.
8. Maintain silence in the laboratory.
9. Always keep your bag inside the rack and bring only necessary thing into the lab.
10. Always arrange your chair after using computer.