
	<b>Shri Manibhai Virani and Smt. Navalben Virani Science College</b> An Autonomous college affiliated to Saurashtra University, Rajkot	NAAC – Cycle - 3
		Criterion- IV
		Metric - 4.4.2

4.4.2	<b>There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.</b>
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### Decorum for Computer Lab Users

#### General & Technical

1. **Respect Lab Rules and Policies:** Adhere to all computer lab rules and policies, including usage hours, appropriate behaviour, and ethical standards. Respect the lab staff and their instructions.
2. **Log In and Out Properly:** Use your own login credentials and log out when you're done to protect your data and maintain security.
3. **Save Your Work:** Regularly save your work to avoid data loss. Use designated storage locations or external devices for backups.
4. **Avoid Unauthorized Software Installation:** Do not install or download software without permission from lab staff. Unauthorized installations can lead to system issues.
5. **Update Antivirus Software:** Keep antivirus software up to date to protect against malware and viruses. Report any suspicious activities or files to lab staff.
6. **Keep Workstations Clean:** Maintain cleanliness in the lab. Dispose of trash properly and report any damaged or malfunctioning equipment.
7. **Respect Equipment and Peripherals:** Handle computer equipment, keyboards, screen, and mouse with care. Do not tamper with or remove lab equipment.
8. **Use Resources Wisely:** Do not hog resources like network bandwidth. Use the internet responsibly.
9. **No Food or Drinks:** Avoid bringing food or drinks into the lab to prevent accidents and keep the environment clean.
10. **Respect Privacy:** Do not access or tamper with other users' files or personal information. Respect privacy and confidentiality.
11. **Report Technical Issues:** If you encounter technical problems, report them to lab staff immediately instead of attempting to fix them yourself.
12. **Backup Your Data:** Regularly back up your important data to avoid loss due to technical failures or system crashes.
13. **Logout Completely:** Ensure you log out of all applications and services before leaving the computer. Do not leave any personal information behind.
14. **Be Mindful of Noise:** Keep noise levels down to maintain a conducive environment for studying and working. Use headphones for audio.
15. **Comply with Licensing Agreements:** Respect software licensing agreements. Do not use pirated software or engage in any form of software piracy.
16. **Security Awareness:** Be vigilant about cybersecurity. Do not share your login credentials, and be cautious about phishing attempts or suspicious emails.
17. **Assist Others:** Help fellow students who may have questions or face technical difficulties when appropriate. Foster a collaborative and supportive atmosphere.
18. **Time Management:** Be mindful of lab usage time, especially during peak hours. Allow others to access the lab as well.

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19. **Feedback and Suggestions:** Provide constructive feedback and suggestions to lab administrators and staff for improvements in facilities and services.
20. **Attend Training Workshops:** Participate in training sessions and workshops offered by the college to enhance your computer skills and knowledge.

By following these good practices, computer lab users contribute to a productive and respectful learning environment while ensuring the longevity and efficiency of the lab's resources.