



SARASWAT EDUCATION SOCIETY'S

*Sridora Caculo College of Commerce & Management Studies*

(Affiliated to the Goa University)

Telang Nagar, Khorlim, Mapusa, Goa 403 507

Phone No: 08322254478(Office) / 08322250042 (Principal)

E-mail: [saraswat@caculocollege.ac.in](mailto:saraswat@caculocollege.ac.in) Website: [www.caculocollege.ac.in](http://www.caculocollege.ac.in)

Re-accredited by NAAC with B Grade (2<sup>nd</sup> Cycle)

ISO 9001:2015 CERTIFIED

## COMPUTER LAB MAINTENANCE AND UTILIZATION POLICY

### 1. Preamble:

The Computer Lab Maintenance and Utilization Policy is established to provide guidelines for the proper upkeep and efficient utilization of the computer labs at SES's Sridora Caculo College of Commerce and Management Studies, located in Mapusa, Goa. These labs serve as vital resources for academic, research, and administrative endeavors within the college. It is imperative to maintain their functionality and ensure their optimal use.

### 2. The Policy Statement:

This policy aims to ensure the effective maintenance and utilization of the computer labs to support the educational and administrative activities of SES's Sridora Caculo College of Commerce and Management Studies. The policy outlines guidelines for lab access, security, maintenance schedules, software management, user conduct, and reservation protocols.

### 3. Objectives of the Policy:

- To maintain the functionality and efficiency of the computer labs throughout the academic year.
- To facilitate access to the labs for authorized staff and students during regular college hours.
- To ensure the security of lab equipment and data.
- To provide guidelines for the reservation of lab facilities for orientations, workshops, and demonstrations.
- To establish protocols for the installation and management of authorized software.
- To promote responsible user conduct and adherence to lab rules and regulations.

### 4. Scope:

This policy applies to all computer labs within SES's Sridora Caculo College of Commerce and Management Studies, including those designated for B.Com, BBA, and BCA programs. It encompasses the maintenance, security, reservation, software management, and user conduct aspects of lab operation.

### 5. Practices:

#### Lab Hours:

- The computer lab will be accessible during regular college hours.
- Any extension of operating hours will be arranged as needed, contingent upon demand and the availability of technical support personnel. If the lab is unavailable due to maintenance or other reasons, timely communication will be provided to inform the relevant stakeholders.

#### Lab Reservations

- Computer Labs can be reserved for the orientations, workshops, and demonstrations one week in advance by the respective department based on the availability in the regular lab schedule.
- Reservation requests by persons outside the college will be considered at the discretion of the Principal.

#### Access and Security:

- Exclusive entry to the computer lab is granted solely to staff and students of respective section.
- While classroom sessions are going on, students are not permitted to access computer lab unless they take permission from the faculty engaging session for them.
- Access requires logging in with the provided credentials.
- Users are accountable for securing their data.

#### Maintenance:

- At the start of the academic year, college appoints a computer system maintenance contractor to perform regular maintenance of the computer systems in the college.
- The lab in charge, in coordination with the contractor's service technician, develops regular maintenance schedules to guarantee the optimal functioning of all computers, peripherals, and networking equipment.
- In case there are any scheduled maintenance activities, stakeholders to be informed about the same in advance.
- Technical support staff / Lab in charge to remain present during lab hours to promptly address any arising technical issues.

#### Software and Updates:

- Only authorized software, licensed and approved by the organization, shall be installed on lab computers.
- Software updates and patches shall be applied in a timely manner to ensure security and optimal performance.

#### User conduct:

- Users must handle computer equipment and peripherals with care. Any damage caused by negligence may result in disciplinary action.
- Students need to take prior permission to connect their personal devices to be lab computers.
- Cell phones and other electronic devices should be turned on silent or off mode before entering a Computer Lab.
- Food and drinks are strictly prohibited in the computer lab.
- Disruptive behavior, including but not limited to loud conversations and inappropriate content, is not permitted.
- Installation of software by students is strictly prohibited.
- In the event of a technical emergency, users should contact technical support / Lab in-charge immediately.



03.05.2024

**Ms. Poonam Navelker**  
**Assistant Professor**  
**Department of Computer Science**



03.05.2024

**Assoc. Prof. Smruti Borkar**  
**H.O.D**  
**Department of Computer Science**



03.05.2024

**Prof. Santosh Patkar**  
**PRINCIPAL**

