LABORATORY MANUAL

S. K. Somaiya College of Arts, Science and Commerce, Vidyavihar, Mumbai

1. Introduction

The S.K.Somaiya College has state of Art Laboratory and Computing facilities for students and staff. The institute has well equipped computers with latest configuration. In order to provide students/ staff with equitable access to campus computing resources and to insure that the areas provided maintain an atmosphere that is suitable for academic work the following policies and procedures have been adopted and implemented. The policy is reviewed from time to time on account of regular developments by the computer Laboratory committee constituted by the Principal.

2. Scope

This policy defines the appropriate use of technological resources at S.K.Somaiya College. It is not the intent of this policy to limit academic freedom in any way, but to provide an appropriate avenue for the proper exercise of those freedoms. This policy applies to all users who access academic technology resources. All users of these resources have a responsibility to know, understand, and comply with this policy. Users assume any responsibility of any civil and/or criminal liability that may arise from the individual use or misuse of technology resources.

The institute accepts no liability for interference with, or loss of, any files, programs, or data belonging to any user resulting from efforts to maintain the privacy and security of its computing facilities.

3. The Laboratory Policies

The Lab Assistant is primarily responsible for enforcing the College's Computer Lab Policies and Procedures. The Lab personnel are in charge of the computer lab and their instructions must be followed. Noncompliance with the policies and procedures will be grounds for revoking lab privileges and may result in referral for disciplinary action.

Lab Assistant

Lab assistant in the computerlabs are available to provide users with assistance in using the hardware and software. Lab assistants / residence engineer are not tutors and are specifically prohibited from working on student assignments. Hiring of lab assistants / resident engineer in labs should be accomplished by the department using that resource. In computer labs, assistants may perform only technical support functions.

(Note: The resident engineer is the employee of agency providing Annual Maintenance Contract)

Details of Policy:

- The computers are maintained under Annual Maintainenance Contract.
- There is Software license compliance policy.
- All the computers are connected with Centralized Data Center.
- There is an I.T audit conducted on yearly basis (Since the year 2016 – 17)
- In case of hardware or software issues there is a Complaint Register maintained. Also there is an online application available for the same.
- Annual stock verification is done by the laboratory attended.
- All the students are given laboratory facility as per the practical subjects allotted to them. The computers are available in the ratio of 1:1.15.
- The lab is bifurcated into three sections for the various streams such as Bcom, CS and IT that use the computer lab on a regular basis for their practical and assignments as part of their curriculum. Class and course wise time table and batches is prepared by the subject In charge and the same is made available to all concerned staff such as course coordinators, lab committee and lab assistant.
- Every student is provided the domain based login to access the computer system.
- The student attendance is maintained by respective subject in-charge.
- The students are allowed to access the computer facilities in extra hours as per the availability of laboratory by entering their slot details in log book.
- The students are facilitated with Internet service both wifi based and broadband with 100 mbps speed.
- The security policies are strictly applied in the entire campus. There is no access given to students for pen drive or external disc. In case required, then it has to be done under the supervision of subject In charge or Lab attendant.

4. Computer Lab Rules

Participating in behavior or activities that disturb other users or disrupt the operations of the lab is not permitted. Violations of the Computer laboratory rules will result in loss of computer privileges or other disciplinary action

- Computer lab should be kept clean
- Operate the equipment properly
- Make sure you listen to directions or instructions
- Push your chair in when you are done
- Use the CD-ROM / Internet and other multimedia equipment for academic work only.
- Touch the monitor, keyboard and mouse gently.
- Eat and drink outside the computer lab

- Remember to "Log Off" at the end of each session.
- Learn something new each time you login
- Always work toward your best, not your neighbor's best.
- Be careful handling CDs.

Read and abide by the following guidelines:

- Arrange the chairs before leaving the lab.
- Switch off the fan, light, AC, computers, when not in use.
- Saving and backing of your work is your responsibility.
- Report mal-function and other problems – it saves time and energy.
- Stay out of other people's file

Do Not

- Use mobile phones and pen drives
- Over burden the machines by storing the files or downloading programs on local hard drives and the desktop.
- Surf the internet or e-mail when you're supposed to be listening to the teacher or working on an assignment.
- Disturb others working in the lab, using abusive language or discuss private matters.
- Install any software or modify or delete any system files on any lab computers.
- Do not personalize the computer by
  - o Installing screensavers from internet or programs without permission.
  - o Changing the desktop background
  - o Changing the video and audio settings.
  - o Adding, changing or moving icons on the desktop or hard drive.

5. Hardware and Software Installation

Installation of any software applications, upgrades, patches or add-on software, as well as any unauthorized software, to any lab computer is prohibited without written consent of the lab assistant. Installing unauthorized software or hardware will result in loss of computer lab privileges.

Software Duplication

All software use in S.K.Somaiya computer laboratories must adhere to the Software Compliance Policy and the Software Protection & Licensure Policy. Illegal copying of

software is grounds for disciplinary action and/or criminal prosecution. Violations will be treated in accordance with college policies and procedures.

Security Rights

S.K. Somaiya users are granted the access rights required to accomplish their educational goals. Additional security privileges can be requested by respective faculties when needed; decisions to elevate security rights will be made by the authorities of *computer center*, Somaiya campus. The impact of the request will be considered and will be balanced against the potential risk and threat to the academic network.

Controversial or Pirated Content

Some materials accessed on the Internet may be considered controversial, offensive, or inappropriate. Out of consideration for others, the college authorities asks users not to display, broadcast or transmit, images, sounds, or messages that could create an atmosphere of discomfort, harassment, or intimidation for others. In some situations, the display or broadcast of such materials is necessary to further a legitimate educational purpose. In these cases, college authorities ask that users to be sensitive to the public sentiments and make arrangements to access these materials at individual level.

Printing

The printing facility is available for staff for official / academic purpose. Sometimes the students are also provided the printing facility for college committee work. The necessary entries are made in the register related to the printing job.

Data Storage

Students may not store data on the local hard-drives. They may only store files on their shared network drive or appropriate alternative storage devices. Users are encouraged to save their work often and to make frequent backups of their data on their mails or google drive. The college is not responsible for the loss of student data.

Equipment in Labs

Movement or disconnection of lab equipment is prohibited without permission of the lab committee or lab assistant. Damaged equipment should be reported to lab assistant / lab committee members and the principal immediately on the day of the occurrence.

Clean workspaces

For safety reasons, it is important that computer lab users make an effort to keep aisles clear of bags.

Lost/Stolen Property

Lab authorities are not responsible for lost or stolen items. Unattended items will be deposited in the college lost property section.

Unauthorized Computer Use

Unauthorized access to accounts, files, or data stored on computer system is prohibited. Using lab computing systems and networks to gain unauthorized access to any other system is prohibited.

Reporting Problems in Labs

In case of technical problems in the labs, they should be reported directly to the attending staff or you may also ask for service requests online through *http://helpdesk.edcc.edu/*

Consequences
- Violation of These Rules May Lead to Revocation of Lab Privileges and or Disciplinary Action