

DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES

POLICY FOR THE USAGE OF COMPUTER LABS

1. It is mandatory that for all the students to sign the Institute's and Departmental IT policy.
2. Students should login into the system using their individual ids and should not use other person's id to access the computer facilities.
3. Computer facility is provided purely for academic purposes. Use of computers for non-academic purposes is not permitted. However, if students need to play audio-visuals for their academic work, they may do so by using their headphones/earphones only (and not speakers). Such students can seek the permission of system administrators for this.
4. Your IITB email id is meant for only official communication concerning your academic pursuit and academic matters alone. Please do not send emails other than that through *this* email id.
5. Departmental group email ids are meant for faculty members or staff members holding certain administrative portfolios to communicate certain academic intimations to the IITB academic community. Please do not send emails to these group mailing ids. Sending emails to any of these group-mailing ids is a violation of the IT Policy and will be treated as an act of spamming.
6. Tampering with any hardware peripherals belonging to the computer labs is notpermitted.
7. As the use of mobile phone (to make calls) inside the computer labs is not permitted, students are requested to keep their mobiles in silent mode.
8. Those who are using the computer labs after the office hours, if they find no one else using the lab, they should make sure that the computers are logged off, the lights, fans and ACs are switched off before they lock the labs.
9. In their own interests, students are advised NOT to save the files in the individual computers. It is alsorecommended that they bring in their own storage devices and take backups of their files so that they don't have to suffer due to unexpected failures in the system. The Sys-admin will not be responsible for your data.
10. Students are not entitled to lock the computers or leave the computer without logging offfor more than 30 minutes.
11. Outsiders (persons who are not part of HSS Department) are not allowed to use the computer facility of the Department. The Departmental lab spaces are meant only for registered students of the Department. Please do not bring or encourage your friends from outside the Department into the lab spaces. This would be considered a violation of the IT policy.
12. Please ensure you maintain a certain level of consideration for others present while using shared spaces. It is expected that you take care of these spaces. Students are strictly prohibited from bringing eatables into the labs. Towards this end, as a courtesy to the other users, they are expected to maintain silence in the labs. They are requested to keep the lab clean and not litter inside the computer labs.

Policy violation may be strictly viewed and the defaulters are liable for penalty which may be in the form of fine or even a complete ban to the access of computer facility provided by the Institute.