

Department of Humanities and Social Sciences

Policy for the Usage of Computer Labs

1. All those students, who would like to use the computer labs after the office hours, should obtain the necessary permission for getting the keys issued from KIOSK1. The key permission form is available with the office.
2. It is mandatory that all students to sign the IT policy of IIT Bombay.
3. Students should login into the system using their individual ids and should not use other person's id to access the computer facilities.
4. Computer facility is provided purely for academic purposes. Consequently use of computers for non-academic purposes such as watching movies, playing videos, etc. are not considered as legally permitted. However, if students are used to listening music while working, they may do so by using head phones only (and not speakers). Students can seek the permission of system administrators if they want to watch movies or videos in the labs which are of academic interest.
5. Students are not entitled to lock the computers or leave the computer without logging off for more than 15 minutes.
6. Outsiders (persons who are not part of HSS Department) are not allowed to use the computer facility of the Department without the prior permission of HOD and/or the system administrators.
7. Students should send grievance mails to help@hss.iitb.ac.in or hod@hss.iitb.ac.in
8. Tampering with any hardware peripherals belonging to the computer labs is not permitted.
9. Students are strictly prohibited from bringing eatables into the labs.
10. As a courtesy to the other users, they are also expected to maintain silence in the labs.
11. They are requested to keep the lab clean and not litter inside the computer labs.
12. As the use of mobile phone inside the computer labs is likely to cause inconvenience to others, students are requested to keep their mobiles in silent mode.
13. 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. They also should make it a point to immediately deposit the key in KIOSK 1.
14. In their own interests, students are advised not to save the files in the individual computers, but to save them in the servers like bighome.iitb.ac.in or 10.108.1.12(NAS). It is also recommended 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.

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.

System Administrators and Their Duties

Administrators

Sl.No	Name	In charge of
1	Prof. Ramasubramanian (ram@hss.iitb.ac.in) Prof. Ratikanta Panda (ratikanta@hss.iitb.ac.in)	Faculty Advisors for System Administrator
2	Prof. Ratheesh Radhakrishnan (ratheesh@hss.iitb.ac.in)	Faculty Advisor for HSS Website
3	H.Faizal Ahamed (faizal@hss.iitb.ac.in)	Web Server, Mail Server and HSS Domain Server, Student Computer Lab
4	Biju Antony, Jitthin Mathew	Student Computer Lab, Class Room
5	Sriram Aditya , Poonam Suresh Argade	Seminar Room, Faculty Room

Duties

1. Request students shift to other computers at any point of time for maintenance purposes.
2. Alter/remove the computer and its peripherals.
3. Unlock any computer found locked and make it available for others.
4. Format the computer hard disks (not the servers) as and when found necessary which may result in loss of data if the user hasn't stored it in the servers.
5. Take action against persons who are violating the computer usage policy.

Note: These policies and privileges laid down are subject to change from time to time.