



**INSTITUTE OF MANAGEMENT STUDIES, DEHRADUN
UTTARAKHAND-INDIA 248001**

Computer Lab. Rules

1. Computer Lab. timings will be as per the Academic Time Table of different classes.
2. Each student or visitor must take off his/her shoes at the Entry Door before entering a Computer Lab.
3. No Tea, Snacks, Smoking etc. will be allowed inside a Computer Lab.
4. Students are not allowed to use personal Floppies, Pen Drives, CDs etc., in a Computer Lab. Only prescribed official Floppies, Pen Drives, CDs etc. will be used in the Computer Lab. to avoid *VIRUS* in Computers. No duplicate or pirated Software(s) will be allowed to be used in a Computer Lab.
5. Use of Computer Lab. for personal work is prohibited. However, permission for doing personal work on payment basis may be given by the Director.
6. Students are not allowed to do their Summer Projects or Term Paper or other Projects of the Industry in a Computer Lab. till there is official cause approved by the Director in writing.
7. A student or a visitor who will not follow the above rules shall be fined heavily, even to the extent of expulsion from the program.
8. These rules could be changed any time by an executive order from the Director.