Procedures And Policies For Maintaining And Utilizing Physical, Academic And Support Facilities

(computer lab, library, sports room, computers, classrooms, smart/ interactive boards)

Library

- Library/Reading Room is open from 7.15 am to 3.30 pm on all working days. On public holidays, it is open from 8.30 am to 2.00 pm.
- Utmost silence is to be maintained and out of the library/Reading Room.
- Mobile Phones to be in silent mood.
- Use of laptop/Tab strictly only for study purpose.
- Display of ID-Card and Library Card, both are compulsory. a. ID-Card to be used for purpose of reading/photocopying and for purpose of issuing books.
- One book at a time will be issued for a period of one week.
- The book(s) must be returned to the library on the date, marked as per the date mentioned in the slip at the end of the book.
- A book will not be re-issued on the same day; it may be re-issued the next day if there are no other claimants.
- The book will be issued only to the issue and nobody else can issue the book on his/her behalf.
- Lost, damaged books have to be replaced with a new book.
- Librarian / Library staff is not responsible for any belongings lost in the library.
- If the student fails to abide to the rules and regulations of the library, the matter may be taken to the Discipline committee

Computer Lab

- The computer lab facility is available for the students from 7.30 am to 3.00 pm on all working days.
- Use of cell phone in the computer lab will not be not permitted. Cell phone should be kept on "vibration mode". Calls should be attended to outside the lab with prior permission.

- Consumption of any food items or drink will not be permitted inside the lab. A table for the student is made available at the entrance to keep their belonging.
- Students should fill in the entry and exit register when using the lab facility.
- Students should ensure minimal disturbance in the lab and keep the noise to the minimal.
- The computer lab does not have a CD writer. The student should save their document in their USB flash drive.
- USB flash drive should be ejected before removing from the USB port.
- Student should use mouse on mouse pad only.
- Onsite technical staff will always be available for students' assistance.
- Student should log out/Shut down post his session is over
- Student should switch off the electrical switch after shutting down the system
- Students are required to wear their identity cards when in the Computer Lab.

Upkeep of Computers:

- The computers should be switched on and off carefully. When not in use, the computers should be in switched off mode.
- The documents should be saved properly in correct folders.
- The pre-maintenance activity is carried out once in a quarter.
- The systems are updated and formatted once in a month.
- When e-waste is generated, a valid e-waste certificate is procured from the agency.
- In case of breakdown of machine, a spare machine is provided to the user.
- On-site technical engineer and IT support team is available for any technical assistance.
- Antivirus should be updated every week
- Scanning and defragmentation of the system should carried once in the month

Usage and Upkeep of Smart/ Interactive Boards:

Systems Starting Process

Step 1: Open the trolley lock with key provided to all (it is common)

Step 2: Start UPS by pressing Push Button (Long Press 5 Sec)

Step 3: After the UPS Starts, Press the Button marked as CPU

(After UPS and CPU has Started, please check the Mouse LED – the red light must glow, which shows that your computer has started)

Step 4: After Step 3, the Projector will Automatically start. Check the projector power button - the Red LED light must glow, that shows power is being supplied from UPS to projector, further on the Red light will turn Green which means your projector has started.

Step 5: Smart Class System is ready to use.

Systems Shut Down Process

Step 1: Shut Down the CPU from Windows Start Menu

Step 2: After Step 1, Shut Down the projector manually with the help of the remote control

Step 3: After projector has shut down the Red light will blink for a minute.

Step 4: After blinking stops, it means Projector lamp cooling process is completed. Then   Press the UPS Button. Now your system is switched off.

Step 5: Push the keyboard trolley inside the board and lock the Unit.

How to Take Care of Your Smart Class System

Keep the systems clean before using Keyboards & mouse, lock the systems properly, before you leaving the class please check to ensure that the systems are completely switched off and locked.

Instructions

- Not to use pen drives in Smart Class System.
- Not to use permanent marker on Smart class system
- Only Soft Board marker should be used
- Teachers can use internet in class for only teaching purpose.
- Please share your ppt / video on the email id:itsupport@patuck.edu.in.
- For any technical assistance, you may get in touch with the IT support team.
- Faculty should fill in the entry register when using the Stylus pen facility.
- Stylus pen is available with IT Team

Sports Room

- The Sports Room facilities will be available to the students on working days from 10:00 am onwards. Students have to fill in the entry register while using the sports room.
- No student shall be permitted to use the Sports facilities without proper Identity card. The students are required to wear their identity cards when in the Sports Room.
- Students should not use other student's identity card for entry or exit in Sports Room. If any student is found doing so, serious action will be taken against such students.

- No student will be permitted to play in the Sports Room while his/her lectures are in progress.
- Students issuing sports equipment against ID cards will be solely responsible for any damage, breakage, or loss of the equipment. He / she will have to bear the full cost of damage/breakage.
- The Sports facilities shall not be provided during the examination period.
- Students shall not create a nuisance in the Sports Room through their words or actions. Students found guilty of using foul language or indulging in any action that may obstruct the lectures or other work in the College will be barred from the use of the Sports facility.
- Eating, drinking, chewing pan or gutkha is strictly prohibited in the campus.
- Boys section should be used by Boys only.