

Computer Studies Unit (CSU)

Rules for the use of Computers.

1. Computer facilities of the Computer Studies Unit (CSU) are only for the undergraduate student of the Sri Palee Campus. The use of the CSU is prohibited for any other purpose and / or any other person or organization.
2. The Computer Lab is open during the working hours in the week days. (8.30 – 4.30) and it will be closed once every month for maintenance.
3. Undergraduates should use the computers only for the educational purpose.
4. No student should use the computers for practical when a lecture is in progress.
5. All computers should be shut down and power should be disconnected after use of the computers for practical purpose.
6. No computer should be operated when it is thunder & lightning.
7. No Computer should remove or change any part of the computer.
8. No undergraduate shall install any new program in the computers or copy any available programmes.
9. Silence should always be observed in the computer lab. No Undergraduate is permitted to bring into the computer lab, any drink or foods.
10. Any computer defect found should immediately be reported to any officer of the computer lab.
11. No undergraduate is allowed to watch any VCDs brought from outside and the Head of the department's recommendation should be granted if any such VCD need for educational purposes. The recommendation of Head of the Department should be got prior to using them.
12. No undergraduate is allowed **to play computer games** in the computer lab.
13. Any undergraduate who wishes to get computer printouts should bring with him/her A4 papers and they will be charged as follows.

Dot metrics (Black & White)	-	Rs. 2.50
Laser	-	Rs. 10.00
14. Scanning facilities have been provided for undergraduates and they must pay Rs. 25/- for one page of A4 paper.
15. Undergraduates are allowed to copy CD into CD and sum of Rs. 50/- will be charged for each C.D. and the empty C.D should be provided.
 - ◆ A problem what so ever occurred in the computer lab should be reported to the office staff or the Head of the Department.
 - ◆ It is your responsibility to extend your fullest cooperation to establish a formal administration in the computer lab.