

# ACADEMIC RESOURCE CENTRE

## RULE FOR STUDENTS

### ARC TIMING

11.00 A.M to 5.00 P.M

- Students must present a valid Library membership Card before entering the ARC.
- Students must keep their shoes outside the ARC.
- No bags/ hand bags/ rain coats/ casual wears will be allowed inside the ARC lab, however note book may be allowed.
- Silence must be maintained in the ARC at all times.
- Be considerate of other ARC users.This is a study area. In consideration of others, do not talk on cell phones in the lab. Please step outside the lab to conduct your phone call.
- Use of ARC for personal work is prohibited.
- Internet facility is only for educational/ study purpose.You can not use the internet for social networking sites.
- Do not install or download any software or modify or delete any system files on any ARC computers.
- Do not use computer for playing music/games.
- Do not install or download any software or modify or delete any system files on any lab computers.
- Respect the equipment.Don't damage, remove, or disconnect any labels, parts, cables, or equipment etc.
- Before leaving the ARC, students must close all programs positively and keep the desktop blank. Students are strictly prohibited from modifying or deleting any important files and install any software or settings in the computer
- If you leave the lab, do not leave your personal belongings. We are not responsible for any theft.
- Users must turn-off the computer before leaving the ARC.