GOVT. V.Y.T. PG. AUTONOMOUS COLLEGE, DURG, C.G

DEPARTMENT OF ENGLISH

Code of Conduct for Language Lab
(Do's & Don'ts)

DO'S

- ➢ Remove your shoes outside the Language Lab.
- ➢ Maintain discipline in the Lab.
- ➢ Seek permission before you print anything.
- ➢ Ask permission to download pdf/ subject material if any.
- ➢ Clean up the work area before you leave.
- ➢ Always use the bins provided
- ➢ Turn off the lights and fans before leaving the Lab.
- ➢ Having completed your work, turn off the system.
- ➢ Check your belongings before leaving the Lab.

DON'TS

- ➢ Do not plug in external devices (pen drive) without scanning them in order to escape computer viruses.
- ➢ Do not misbehave with the systems of the Language Lab.
- ➢ Do not bring any eatables or drinks near the machines.
- ➢ Do not change computer settings or backgrounds.
- ➢ Do not open any attachment in emails.
- ➢ Do not blindly click on links in browsers or emails.
- ➢ Do not run the anti-virus in the machines.
- ➢ Do not attempt to dismantle the different parts of the system.
- ➢ Do not touch electrical sockets and plugs.
- ➢ Do not insert any object in drives, USB ports or Jack sockets.
- ➢ Do not bring magnetic objects in the Language Lab.
- ➢ Do not mark on parts of the computers.

Principal
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