

Computational Laboratory

General Instructions

- ❖ The laboratory can be used only by the students of the Department of Mechanical and Civil Engineering of NIT Meghalaya during the working hours (9:00 am – 5:30 pm) in weekdays.
- ❖ Students are requested not to encourage their fellow mates of other departments (except CE and ME) to use this laboratory facility.
- ❖ Keep your bags and belongings on the shelves provided outside the laboratory. However, you may keep your wallets with you.
- ❖ Use of mobile phone inside the laboratory is strictly prohibited.
- ❖ Use of this laboratory is restricted to regular classes and for research work only. However, during scheduled class hours, only the registered students are allowed in the lab.
- ❖ No food or drinks are allowed inside the laboratory.
- ❖ Shut-down your PC after use and arrange your place of work before you leave.
- ❖ Switch off the lights while leaving, if no one is using the lab.
- ❖ This laboratory should not be used for browsing of social networking sites and other websites for entertainment purpose.
- ❖ Do not install any software or program without prior permission from the faculty in-charge.
- ❖ Keep a backup of your work before you leave. The systems will be cleaned time to time without any prior notification.
- ❖ In case of any problem with the PCs, please bring it to notice of our staff or the faculty in-charge. You may register your complain in the log-book.
- ❖ Strict action will be taken on the students, disobeying the above mentioned rules.

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Do's

- ✓ Always be on time. At the start of the lab period, there will be a short introduction.
- ✓ Do keep your lab clean.
- ✓ Before starting any laboratory work, follow all written and verbal instructions carefully.
- ✓ Do inform the instructor and/or TA if there is any problem while any simulation/programming.
- ✓ Be aware of all the safety devices.
- ✓ Keep clutter to a minimum. There is a rack to store your backpacks.
- ✓ Please report any unsafe behavior or condition to the instructor or staff.
- ✓ Be aware of others in the lab. Areas of the room may be crowded at times and you should take care not to disturb the experiments of others in the lab.
- ✓ Do bring your lab notebook to every lab meeting.
- ✓ When you are done with your project, all the programs or applications must be closed.
- ✓ Perform only those programs authorized by your teacher. Carefully follow all instructions, both written and oral.
- ✓ Unauthorized sites are not allowed in the laboratory.

Don'ts

- × Do not eat, drink, chew gum, smoke or apply cosmetics in the lab.
- × Conduct yourself in a responsible manner at all times in the laboratory.
Don't talk aloud or crack jokes in lab.
- × Do not upload, delete or alter any software on the lab PC without the permission from the authorized person
- × Do not work in the laboratory alone or without presence of the teacher.