

Policies for Computing Laboratory

Department of Mathematics, IIT Guwahati

To maintain academic environment in the computer laboratory, all users are requested to follow the guidelines given below with immediate effect:

- Only students of the department of Mathematics can use the facilities provided in the laboratory. Others can avail the facilities with permission from laboratory administrator or supervisor.
- All users must make an entry in the register kept near the main door before using the laboratory.
- Normally every student is assigned a computer and he/she is responsible for maintaining the same. Students might have to share a computer with others depending on the availability of computers. In such condition they are jointly responsible for maintaining it. **In case of any damage caused due to misuse, it will be recovered from the assignee and he/she may be suspended from using any facility in the laboratory.**
- The laboratory will be opened by the administrator during office hours. During non-official hours, a student of department of Mathematics (except B.Tech. first year student) can get the keys issued from the security counter by submitting his/her institute identity-card and recording details (Date, Roll No, Name, Entry Time, Leaving Time, Signatue) in the issue-register. In case, the student who opened the laboratory wants to leave, he/she must find some other student who is working in the laboratory to take the responsibility after recording details in the issue-register and submitting the identity-card.
- The last person working in the laboratory is responsible for ensuring that all lights are switched off and the door is properly locked before leaving.
- The student who is issued the laboratory keys is responsible for the laboratory including all equipments.
- All users must shutdown their computer and switch off monitor before leaving the laboratory. In case, a user wish his computer to be ON he must create a file **do_not_shutdown** and place it under **/tmp** directory, otherwise his/her computer will be shutdown forcefully at 11:59 PM every

night. A log file will be generated every night of such computers (computer having do_not_shutdown file in /tmp directory). If someone found intentionally doing thing, his/her computer will be poweroff forcefully and all the lab facilities for such student will be terminated.

- Eating and drinking are strictly prohibited in the laboratory. Don't leave personal material on the computer table. Keep the laboratory clean.
- Use the dustbin for throwing unwanted paper. Please maintain silence in the computer lab.
- Please don't displace chair from their positions, they should be kept in appropriate places.
- Keep the door closed while air conditioning is in use.
- Playing games and watching movies are not allowed, however one can listen to music using headphones.
- All users must ensure that the LAN cable and the power cables are properly connected to the PCs before leaving the laboratory.
- For any trouble-shooting with regard to the facilities provided in the laboratory, please contact Mr. Santanu Majumdar (JTO), Mr. Pranpratim Borgohain (TS) & Mr. Pranab Jyoti Boro (JTS), Department of Mathematics.

By order

Faculty in-charge, Computer Lab

Policies for Changing Cubicle (For Ph.D. Students only)

Department of Mathematics, IIT Guwahati

- A Scholar may be allowed to change his/her cubicle only after the completion of 2 years from the date of joining to Ph.D. programme subject to the availability of free cubicles.
- Change of cubicle is permissible only once for the entire period of Ph.D. programme.

By order

Department competent authority