

COMPUTER CENTRE-RULES

The Tata Chemicals Computer Centre labs are designated for use by current students, instructor, and staff of the Institute.

- a) Users are advised to maintain discipline in computer lab. Use of cell phone is prohibited inside the lab.
- b) Students are not permitted to install, modify or delete any software on lab computers.
- c) Food or drinks are not allowed in the computer labs at any time.
- d) Scheduled computer based classes in the labs have priority over all other uses.
- e) Students are allowed to access & download material from internet as per IMI Internet Policy.
- f) Users are provided with User ID & E-mail ID for accessing IMI network & emails. The maximum space allotted to each email box is 25 GB and attachment limit is 20 MB.
- g) User should save their data files either on flash drives or on network drive (O: drive). Each user is assigned a maximum of 200 MB space on the Network Drive (O: Drive). Do not save files on lab computer.
- h) Computer Centre is not responsible for data losses caused due to computer viruses, improper use of the computer or any other malfunctions.
- i) Equipment in the computer labs may not to be removed, modified, relocated, or disassembled without permission of the lab coordinator.
- j) Computer Centre resources may not be used for illegal or disruptive purposes.
- k) Usage of pirated software is prohibited.
- l) Reproduction of any copyrighted material (e.g. software, music, video, books, photographs, etc.) is prohibited.
- m) Do not access, upload, or download obscene, pornographic, threatening, or discriminatory material.
- n) Do not use chat rooms, online games in the computer lab.
- o) Any problems with the computer should be reported to the lab coordinator immediately.
- p) Scanning facility is available free of cost.
- q) Online database can be accessed through IMI intranet (<http://intranet>)
- r) Laser & Color Printers are available and charges per page as follow:
 - Black & White Printing (Rs.1/-)
 - Text & Graphics Color Printing (Rs.5/-)
 - Full Graphics Color Printing (Rs.10/-)
- s) User must log off the computer before leaving the computer lab.
- t) For Security reason you must change your passwords every 30 days. If you suspect your

password has been stolen or compromised, change it immediately and don't disclose to others.

Timings

Working Days (Monday-Friday) 8:00 am to 06:30 pm

Saturday, Sunday & Other Holidays 9:00 am to 5:00 pm

National Holidays Closed