

I.K Gujral Punjab Technical University
Mohali Campus-1

Ref.No IKGPTU/MC-1/ 118

Dated: 22/09/2022

Campus Order/Circular

It has been observed that in-disciplinary activities like **manipulation with switches/plugs, Keyboards/Mouse, Network Cable, Computers/Lab Furniture, Sleeping and using eatables** are going on in Computer Labs by Students in Lab timing and after Lab timing. It is hereby informed to all the students that no such kind of activities will be allowed in the labs and following instructions to be followed strictly to make proper discipline in the labs.

- Labs 1 and Lab 2 will be opened only during the lab timings.
- Class teacher will look after the labs during the Lab Hours. Smt. Varinder Kaur, Security Guard will open and close before and after the lab timing as mentioned in the timetable, Sh. Jaspreet will open and close the lab in absence of Smt. Varinder Kaur
- Lab 3 (adjoining to New Lab-2) will be opened from 9 AM to 5 PM daily for students for their project work and other work related to their studies. Sh. Sukhwinder Singh, Office Assistant will look after Lab 3 and ensure his sitting in this lab.
- Class teacher will ensure that every student will make entry in Lab register before entering the lab. Students will also need to mention the computer no which they will use in the Entry Register.

It is hereby informed that a regular check will be done, and strict action will be taken against the student found doing in-disciplinary activities as mentioned above.


Dr. Monika Sachdeva
Director

Cc:

- All Faculty/Staff
- Notice Board of all labs
- ITS for uploading on Mohali Campus-1 Website
- Security Incharge