COMPUTER LAB COMMITTEE

Introduction:

The Computer Lab committee attempts to identify the various facilities provided to the students towards using the lab for academic purposes.

Objectives:

- ❖ To provide a support system for the students to use the lab for academic purposes.
- ❖ To initiate measures for enhancing the lab facilities for the students.
- ❖ To determine the requirements for students in effectively utilizing the computer lab.
- ❖ To get suggestions periodically from the students for improvement.

Procedure:

- ❖ Students are encouraged to use the computer lab regularly for performing their subject assignments and tasks respectively.
    1. The students can use the lab for doing various subject related assignments and activities.
    2. The Computer lab is available for use to the students from morning onwards.
    3. The students can use the lab and record their entry in the register kept in the lab.
- ❖ They may also approach the members of the lab or any of their other teachers as is comfortable to them for any queries related to lab.
- ❖ Students may also use the lab extensively for publications in journals.
- ❖ The students are encouraged to use the latest academic softwares installed in the lab.
- ❖ The Computer lab committee will identify the requirements of the students and suggest the final action to be initiated at the institutional level for the redressal of the same.
- ❖ Any student may approach the committee members, if he/she has any queries regarding use of lab for academic matters and the committee will take up necessary action.

    Note:

1. Students are requested to note that before using the lab they have to register in the respective ledger.
2. The students have to use the lab strictly for academic purposes only.

Responsibilities:

❖ The lab requirements at departmental level are governed by the concerned mentors, class Coordinators and Department Heads then and there.

❖ Requirements that are not fulfilled at the departmental level are referred to the Computer Lab committee of the institution.

Frequency of Meetings:

Every third week of June, November and February

Committee Membership Details

Committee Role	Designation
Chairperson	Director
Convener	Director / Professor / Associate Professor (Academics/Administration)
Members	2 Associate Professors 2 Assistant Professor 1 Non teaching clerical staff

Computer Lab Committee Members:

Name	Designation	Committee Role
Dr.D.Nisar Ahmed	Director	Chairperson
Dr.Major.Zahid Hussain	Additional Director(Admin)	Convener
Dr.TAM.Hameed Kan	Associate Professor(Accreditation)	Member
Dr.B.Saipriya	Assistant Professor	Member
Mr.Mahabub Khan	LabTechnician	Member