NATIONAL COLLEGE

Faculty of Science/Management/Humanities

(Affiliated to Tribhuvan University)

"Learn, Explore & Lead"

Date: 24th November 2026

NOTICE: COMPUTER LAB RULES AND RESPONSIBLE USE OF COLLEGE PROPERTY

Dear Students,

All students are kindly requested to follow the rules and maintain proper discipline while using the computer lab facilities.

Please observe the following instructions strictly:

1. **Shut down the computer after use.** Please ensure that you properly shut down the computer before leaving the lab. Do not switch off the monitor separately or leave the computer running.
2. **Do not disconnect internet/network cables.** Students are strictly prohibited from unplugging network cables to connect them to their personal laptops.
3. **Do not disconnect power cables.** Students are not permitted to unplug power cables from lab computers or other equipment for personal use.
4. **Do not remove mouse or keyboard.** Students must not unplug or take lab keyboards and mouse for use with their personal laptops.
5. **Maintain cleanliness.** Unused A4 papers and other waste materials must be disposed of in the dustbin. Do not throw papers or litter around the computer lab.

Please remember that **college property is a shared resource and belongs to the entire college community.** Every student has an equal right to utilize these facilities for learning and academic purposes, along with the responsibility to take proper care of them and ensure they remain available for other students.

Any student found violating these rules or engaging in prohibited activities will be subject to **strict disciplinary action** by the college administration.

We expect all students to cooperate, act responsibly, and maintain the computer lab as a clean, organized, and resourceful learning environment.

Thank you for your cooperation.

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Dr. Nav Raj Heka
Campus Chief

Lainchour, Kathmandu, Nepal | Ph.: 01-4964068, 01-4960509, 01-4960096
Email: info@nacolnist.edu.np | Web: www.nacolnist.edu.np