



Policy on Use of Laptops in Institute Premises/Laboratories

1. Objective

This policy aims to ensure a secure, standardized, and disruption-free environment in the Computer Laboratories at MMCOE. It regulates the use of personal laptops and tablets in line with the institution's infrastructure policies and India's IT and Cybersecurity laws.

2. General Policy

- Students are **not permitted** to use personal laptops or tablets within the computer laboratories **without prior written authorization**.
- Use of personal laptops on the **wired lab network** is **strictly prohibited** to avoid security risks, unless explicitly permitted by the **Lab Coordinator**.

3. Rationale

This policy is enforced to:

- Maintain **uniformity and consistency** in systems used during lab sessions.
- Prevent potential **cybersecurity risks**, including malware infections, data leaks, or unauthorized access.
- Minimize **technical conflicts** due to heterogeneous devices.
- Ensure compliance with the **Information Technology Act, 2000**, including its provisions on unauthorized access, hacking, and data protection.

4. Internet and Network Access

- Students must use the **designated lab systems** for wired network access, which are preconfigured and secured under institutional policies.
- Personal devices must **not be connected** to the lab's internal wired network under Any circumstances.

5. Wi-Fi Usage

- Wi-Fi connectivity may be used on personal devices **within lab premises** but only for **Academic and research-related activities**.





MARATHWADA MITRA MANDAL'S

COLLEGE OF ENGINEERING

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- Students must follow MMCOE's **Internet and Wi-Fi Usage Policy**, ensuring:
- No illegal, unethical, or non-academic browsing.
- No use of VPNs, proxy servers, or software that can circumvent network security.

6. Exceptions and Special Access

- Exceptions may be granted for **project work, research activities, or accessibility requirements**, but must meet the following conditions:
- A formal **written request** submitted to the **Lab Coordinator or HOD**.
- The personal device must meet **institutional security standards** (e.g., updated OS, antivirus software, no pirated tools).
- Approval will be **temporary and conditional**, and may be revoked if misused.

7. Responsibilities and Enforcement


- Lab staff and technical personnel will monitor lab usage and ensure compliance with this policy.
- Students found in violation will:
 - Be **immediately asked to leave the lab**.
 - Face **disciplinary action**, including temporary suspension of lab access.
 - Be reported under relevant provisions of the **IT Act**, if required, in cases of unauthorized access or network compromise.

8. Legal and Institutional Compliance

This policy is in accordance with:

- **The Information Technology Act, 2000** and relevant amendments.
- **Digital Personal Data Protection Act, 2023** – for responsible data handling.
- **MMCOE's Institutional IT Policies**, including Internet Usage Policy.




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2/2