



**Department of Statistics,  
Assam University, Silchar-788011**

**Report on the Mock Drill and Lecture conducted in the Department  
regarding Lab Safety Norms**

The Department of Statistics hosted an interactive, knowledge-sharing lecture and Mock Drill on the topic of “Safety Measures and Risk Management within the Computer Lab” on July 18, 2023. Dr. Vivek Verma, Assistant Professor and Convener of the Departmental Lab Safety Committee delivered an insightful lecture on managing safety in the computer lab followed by a Mock Drill on how to follow the safety norms inside the computer lab. He also mentioned the Standard Operating Procedure, which must be followed not only for situations involving electricity and fire but also for the upkeep of data and computer security. Dr. Verma stressed the critical significance of upholding safety precautions within the computer lab in his captivating talk.

The main focus of the conversation was on everyone's obligation to turn off all electrical devices and computer systems correctly before leaving the lab. A warning against turning the AC off completely was also mentioned in order to ensure its effective operation. Dr. Verma also emphasised the need to scan any external storage devices, such as pen drives, before use in order to maintain sanitation and hygiene. He emphasised that in order to ensure data security and accountability, each student must check in to the campus network site using their assigned login ID and password. In order to avoid any system disturbances, he also advised the students not to install any software on the lab computers without first getting permission from the professors.

Dr. Verma graciously reminded everyone to double-check and collect all of their items before leaving the lab as the lecture came to a close to ensure a secure and beneficial environment for all. He also reminded that everyone shall properly log out of their systems and shut down the computer as expected by the operating system. The knowledge of how to manage a safe and well-organized computer lab gave the students a sense of empowerment as they left the lecture hall.

## Computer Lab Rules

- Please login to the **Campus Network Portal** with **your login id and password** to enable the computers for auto antivirus update.
- Please **do not install** any software without permission of the faculty members.
- All the systems are secured with Licensed Antivirus. Please **do not install** any other Antivirus even prompted by the system
- Please ensure to **switch off the system** and cover the computers and place the chair in appropriate position before leaving
- Don't switch off the **AC** directly, first use the remote to switch it off.
- Do not **consume food** in the Computer lab
- Take permission from the course teacher before you take **printout** of your results.
- Scan your **pen-drive** before you use it.
- Take **your belongings** before you leave the lab.

**Head, Department of Statistics**

This lab safety rules are printed outside the computer lab of the Department which the students read and stored in the mobile phones as photographs.



*Dr. Vivek Verma with the attending students after the lecture and mock drill*

*Vivek Verma*

(Dr. Vivek Verma)

Convener of Departmental Safety Committee

*Bhattacharjee*

(Endorsed by Head, Department of Statistics)

Date: 20<sup>th</sup> July, 2023

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