



## **RULES & REGULATIONS FOR USING LABORATORIES**

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Entry to any laboratory is restricted in the absence of a teacher/lab in-charge.

- **Computer Laboratories / CAD Studio**

1. Prior permission of the concerned Laboratory Assistant is mandatory for working in this laboratory. However, scheduled classes can continue under the supervision of the concerned faculty member.
2. Students found mishandling the computer systems or peripherals would be penalized with a monetary fine.
3. Food and /or beverages are strictly prohibited inside the computer laboratory.
4. Students should log off before switching off the computers.
5. Students should leave the computer laboratory only after switching off the computer.
6. Students should use the CD/DVD drive very carefully; they should use the 'Open / Close' button to operate the drive and should never '**Push**' the drive shut.
7. Students Must Use Mouse Pads
8. Students should not fiddle with the 'Control Panel' installed in the Computers
9. Students are not allowed to avail the Internet facility inside the computer laboratory for personal use; for this they would have to use the 'Internet Zone' in the library.
10. Students are not permitted to use the computers for playing games.
11. Students are not permitted to print any matter or use the scanner in the absence of the concerned teacher. For this they would have to take permission from the Principal by filling in the required slip. All prints given from the computer laboratory would be charged @ Rs. 5/- per black & white print on an A-4 size paper (paper would be provided by the college). There is no facility for giving coloured prints from this laboratory.
12. Students should take off their shoes and put them on the rack provided outside the laboratory before entering the computer laboratory.
13. Use of Mobile Phones is strictly forbidden inside the Computer Laboratory.

Note: *Students found evading the above orders would be fined and / or an action would be taken against them.*

- **Draping Studio, Sewing & Pattern Making Laboratory**

***Students must***

1. Take off their shoes before entering the lab.
2. Must sit only in their assigned work counters.
3. Not keep their bags on the table-tops but on the rack provided.
4. Not eat in the lab.
5. Not use mobile phones / listen to music in the lab.
6. Must carry all required sewing equipments for each class in a plastic box; sharing of equipments will not be permitted.
7. Not carry any plastic packets inside the lab.
8. Carefully handle all equipments provided by the college and return the same to the teacher after completion of the class.
9. Keep all the equipments in its correct place.
10. Use tracing boards for tracing patterns; use of carbon paper is banned.

11. Carry a personal duster for each class
12. Keep the lab clean and should not litter the place.
13. Collect all scraps of paper and fabric leftovers in the dustbins provided.
14. Must clean their tables and work areas before leaving the lab
15. Must keep the machines and dress forms covered when not in use.
16. Should not leave behind any pins or ribbons on the dress form.
17. Ensure that all lights and fans are switched off after the class.
18. Take care of all their belongings; the college cannot be held responsible for the loss of the same.

- **Dyeing & Printing Studio**

***Students must***

1. Must sit only in their assigned work counters.
2. Not keep their bags on the table-tops, but on the rack provided.
3. Not eat in the lab.
4. Not use mobile phones / listen to music in the lab.
5. Must not carry any chemicals to their individual tables.
6. Must wear labcoats while working and keep their hair tied for their own safety.
7. Carry individual dusters to the practical class.
8. Must keep the lab clean and not litter the place
9. Keep the sinks clean.
10. Keep all the equipments in its correct place.
11. Must clean their tables and work areas before leaving the lab
12. Ensure that all lights and fans are switched off after the class.
13. Take care of all their belongings; the college cannot be held responsible for the loss of the same.
14. In case of any burns or accidents, students must call the nurse.

- **Food & Nutrition Laboratory**

1. Students should enter the laboratory only in the presence of the concerned subject teacher.
2. Students should be punctual and be outside the laboratory five minutes prior to the commencement of the class. Their hair should be neatly tied into a bun and covered with a head scarf. They should wear the college apron.
3. Students should carry their laboratory journal / practical notebook, duster, a knife, some old newspapers, required stationery, their personal *masala* box, measuring cups, spoons and glasses.
4. Students must preferably wear cotton garments during cooking classes.
5. They must keep their bags and other belongings only in the space provided.
6. They should thoroughly wash all fresh ingredients like vegetable and fruits.
7. They should weigh all dry ingredients accurately using weighing scales, measuring cups and spoons before cooking.
8. They should measure all liquids accurately with the help of measuring glasses; they are not permitted to carry the ingredient container to their individual counters.
9. Students should weigh ingredients as per instructions and not waste any ingredients; leftover ingredients should be kept back at the correct place.
10. Students must be aware about the proper use of the electrical equipments (refrigerators, blenders, ovens, sealing machines, etc.) and must follow instructions at all times.
11. They should close cupboards properly after taking out the utensils to avoid accidents.
12. Students are not permitted to carry food items prepared in the lab home.
13. Students must keep all utensils and equipments in their proper place before leaving the laboratory.
14. They must maintain silence in the laboratory at all times during class hours.

15. Use of mobile phones is prohibited during class hours.

### Laboratory Hygiene

1. Long hair should be neatly tied into a bun.
2. Nails should be trimmed and no nail polish should be applied on the nails.
3. Hands should be washed before and after cooking.
4. Tasting of food with hands is prohibited during cooking.
5. All utensils should be cleaned and wiped before and after use. Students must verify the same with the laboratory assistant / concerned teacher before keeping them back in the storage cupboard.
6. Work area (table, stove, burner, slab, sink ground, etc.) must be kept clean during and after use.

### Bio-chemistry Lab & Instrumentation Laboratories

1. Students should enter the laboratory only in the presence of the concerned subject teacher.
2. Students should be punctual and be outside the laboratory five minutes prior to the commencement of the class. Their hair should be neatly tied into a bun. They should wear the college lab coat which should be properly buttoned.
3. Students should carry their laboratory journal / practical notebook, duster, marker pens, and any other material as instructed by the teacher concerned.
4. They must keep their bags and other belongings only in the space provided.
5. Students should work in their assigned place only.
6. No student will be allowed to sit while working.
7. Students must not carry the reagents to their workplace.
8. Glassware and equipments to be handled with care; fine may be imposed on breaking apparatus.
9. They should exercise caution while by pipetting reagents and must avoid direct contact with corrosive reagents.
10. Spirit lamp and burners should be used only when required and kept switched off thereafter.
11. Students are not allowed to work with the instruments without the consent of the teacher.
12. Workplace should be cleaned properly and shown to the lab assistant before leaving the laboratory.
13. Students must maintain silence in the laboratory at all times during class hours.
14. Use of mobile phones is prohibited during class hours.