



Student Center for in Innovation Engineering and Technology

Rulebook

Access control

- Access is permitted only to those who register on our online portal.
- Do not tail gate, enter one at a time.
- For showcasing the project to anyone, prior permission must be obtained from SCIEnT.
- All user's details should be noted down in the entry-exit register. If you wish to bring any unauthorized persons into SCIEnT, that person must provide their details in the register and prior permission must be taken from SCIEnT representatives beforehand.
- All users who wish to use SCIEnT to do work under a club, must register under the club name in the form as their purpose to use SCIEnT.
Henceforth, the club can be held responsible for the actions taken by their members at SCIEnT.
- The user must register separately for individual and club work at SCIEnT
- The user will register as an Individual/Group for Individual/Group project



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Machine handling / Safety

- Thorough knowledge of handling the tools and machinery is compulsory before using them in the lab.
- Anyone using any kind of heavy machinery is expected to be familiar with the respective machinery's instruction manual/handbook.
- Always use appropriate safety equipment while working in the lab.
- Loose clothing such as skirts or kurtas is discouraged in assembly areas, and such clothing will have to be covered by an apron if machinery is being handled.
- Approach the SCIEnT attendant/representative for any help.
- SCIEnT is not responsible for any injuries that occur due to negligence of individual users.



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General discipline

- All users must maintain decorum inside the SCIENT premises.
- All users of the lab should wear properly covered clothing (like full pants) and shoes, as a safety precaution.
- Return the tools and extra consumables to their places once the work is finished.
- Tools cannot be removed from the SCIENT premises under any circumstances.
- All stationery items which belong to SCIENT must be returned when exiting the premises.
- Students will be responsible for any damage done to tools/machineries/premises of SCIENT, caused due to negligence.
- All users are expected to be aware of the fact that every activity that happens inside the lab is subjected to constant CCTV surveillance.
- Ragging or sexual harassment WILL NOT be tolerated. Incidents, if any, will be immediately reported to the college administration, along with video graphic proof.
- Anyone found to be indulging in any form of harassment against the SCIENT members for enforcing the rules and guidelines; stern action WILL be taken against them via proper channels.



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General house keeping

- Switch off all lights, fans and ACs before leaving a room
- Any furniture displaced, should be placed back in its original positions.
- All kinds of E-waste generated must be disposed in the E-waste bin.
- Do not carry food and drink into SCIEnT building.
- Any project material/ personal belonging left behind in the SCIEnT lab are not the responsibility of SCIEnT.

Reporting

- If any tool/machine is found faulty before usage, immediately report it to the concerned SCIEnT representatives.
- In the event of any damage or mishap of any mechanical tool or machinery, report the person/club/team responsible for the damage to the SCIEnT representatives present at the time.
- During an emergency situation, all users of lab must leave the SCIEnT lab immediately, regardless of the project you were working on.
- In case of any recklessness and indiscipline, he/she is banned from SCIEnT. SCIEnT has the right to deny access to anyone.