



STUDENT CENTER FOR INNOVATION IN 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.

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.

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 videographic proof.

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.