

## **General Guidelines For Laboratory work for all lab users**

1. Every student should obtain a set of instruction sheets entitled manufacturing processes Laboratory.
2. For reasons of safety, **every student must come to the laboratory in shoes. No student is allowed to come to the laboratory wearing garments with parts that hang loosely.** Students should **preferably Use half-sleeve shirts.** The Students should also ensure that floor around the machine is clear and dry (not oily) to avoid slipping.
3. An **apron** will be issued to each student. Students not wearing an apron will not be permitted to the work in the laboratory.
4. Instruments and tools will be issued from the tool room. Every student must produce his identity card for the purpose. Tools, etc. must be returned to the tool room on the same day.
5. The student should take the permission of the Lab Staff / Tutor before handling any machine.
6. The student should not lean on the machine when it is working.
7. Power to the machines will be put off 10 minutes before the end of laboratory session to allow the students to return the tools.
8. **Students are required to clear off the chips from the machine and lubricate the slide guides etc. at the end of the session.**
9. Laboratory reports should be submitted on A4 size sheets.
10. Reports will not be returned to the students. Students may see the graded reports in the laboratory

---

---