

# **J.D. BIRLA INSTITUTE**

A UNIT OF VIDYA MANDIR SOCIETY

(Affiliated to Jadavpur University)

**Departments of Science, Commerce & Management**

## **RULES & REGULATIONS: DRAPING STUDIO**

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Entry to the lab is restricted in the absence of a teacher.

### **Rules**

1. Students must take off their shoes before entering the lab.
2. Students must sit only in their assigned work counters.
3. Students must not keep their bags on the table-tops but on the rack provided.
4. Students must carry all required sewing equipments for each class in a plastic box; sharing of equipments will not be permitted.
5. Students must not carry any plastic packets inside the lab.
6. Students must carefully handle all equipments provided by the college and return the same to the teacher after completion of the class.
7. Students must keep all the equipments in its correct place.
8. Students must use tracing boards for tracing patterns; use of carbon paper is banned.
9. Students must carry a personal duster for each class
10. Students must keep the lab clean and should not litter the place.
11. Students must collect all scraps of paper and fabric leftovers in the dustbins provided.
12. Students must clean their tables and work areas before leaving the lab
13. Students must keep the machines and dress forms covered when not in use.
14. Students should not leave behind any pins or ribbons on the dress form.
15. Students should take off their shoes and put them on the rack provided outside the laboratory before entering the computer laboratory.
16. Food and /or beverages are strictly prohibited inside the computer laboratory.
17. Use of mobile phones is strictly forbidden inside the computer laboratory.
18. Students cannot carry any plastic packets inside the lab as it is a plastic free zone.
19. Students must ensure that all lights and fans are switched off after the class.
20. Students must take care of all belongings; the college cannot be held responsible for the loss of the same.

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