

LADY DOAK COLLEGE
DEPARTMENT OF FASHION DESIGNING
DIPLOMA IN APPAREL DESIGNING LAB
LAB POLICY

- Students are permitted to enter the Lab with Identity Card and proper dress code.
- Students entry to the lab is restricted in the absence of faculty.
- Students must take off their footwear before entering the lab.
- Students must occupy their allotted sewing machines only.
- Students must have their individual sewing kits.
- Chemicals and equipments should be handled with care.
- Students must keep all the equipments in its place.
- Students must put all scraps and fabric leftovers in the dustbins provided.
- Students must clean their tables and work area before leaving the lab.
- Students must take care of their belongings.
- Students should keep their hair out of the way while operating the sewing machines.
- For storage of pins/needles, students should always use a personal pin cushion instead of placing pins/needles in their mouth, on garments, desks, or sewing tables.
- At the end of the class, students should make sure the machine is free of threads and fabric.
- Only one student should be at the pressing table at a time and the iron box to be set on its heel, turned off and unplugged when finished.
- Students should ensure that all electrical equipments are turned off before leaving the lab.
- Students should not bring bags and food inside the lab.
- Students should keep the Lab neat and clean.