



**SIDDHARTH INSTITUTE OF ENGINEERING & TECHNOLOGY::PUTTUR
(AUTONOMOUS)**

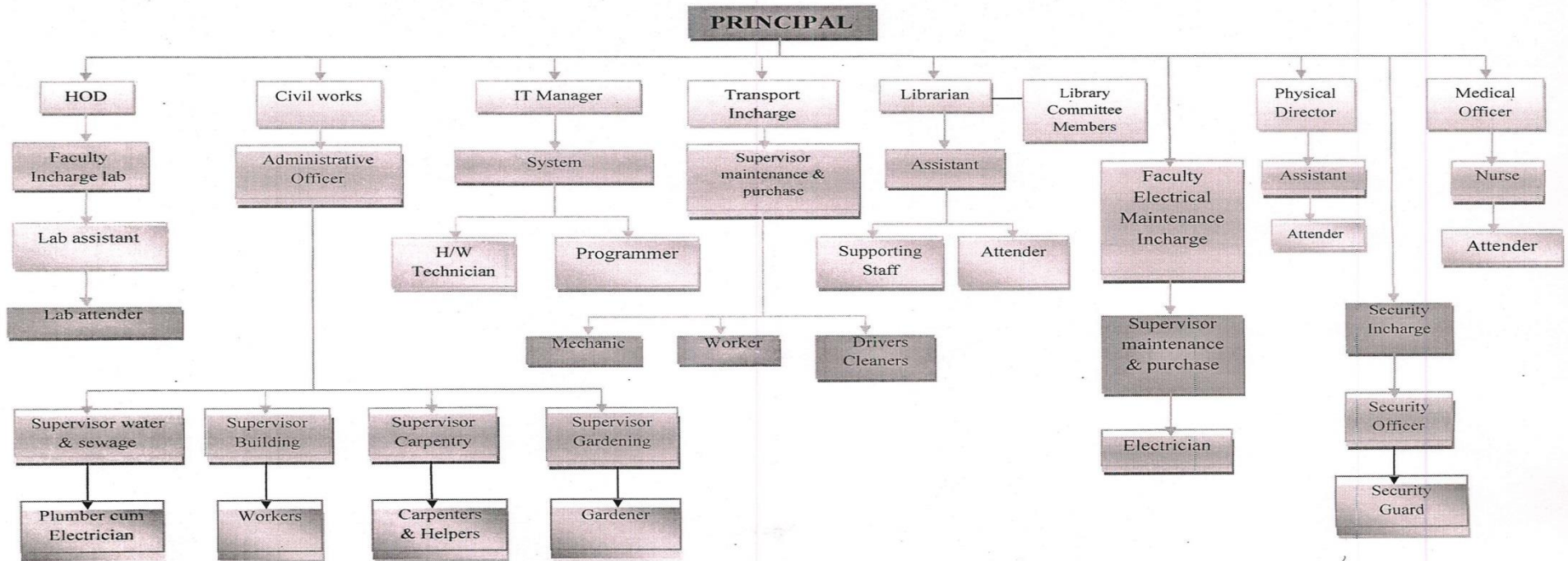
(Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu)

(Accredited by NBA for Civil, EEE, Mech., ECE & CSE)

(Accredited by NAAC with 'A' Grade)

Puttur -517583, Chittoor District, A.P. (India)

4.4.2 Flowchart indicate maintenance of campus infrastructure facilities



P. S. Reddy
PRINCIPAL
Siddharth Institute of Engineering & Technology
Siddharth Nagar
PUTTUR - 517583, Chittoor Dist.



SIDDHARTH INSTITUTE OF ENGINEERING & TECHNOLOGY::PUTTUR

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Puttur -517583, Chittoor District, A.P. (India)

Labs Do's and Dont's

1. Civil Engineering labs Do's and Dont's



SIDDHARTH INSTITUTE OF ENGINEERING & TECHNOLOGY :: PUTTUR

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DEPARTMENT OF CIVIL ENGINEERING

ENGINEERING GEOLOGY LAB

Do's	Don'ts
Learn objective & significance of the practical.	Don't use mobile phones during lab hours.
Always perform the experiment or work precisely as directed by the teacher.	Don't try to repair any faulty instrument.
Don't forget to bring calculator, graph sheet and other accessories when you come to lab.	Don't touchstones & minerals without permission.
Before performing practical read manual carefully.	Absolutely no running, practical jokes, or horseplay is allowed in the laboratory.
Count all stones and minerals before leaving lab.	Thoroughly clean your laboratory work space at the end of the laboratory session. Make sure that all equipment is clean, and returned to its original place.

Veerappareddi Palem, Andhra Pradesh, India
CHHF+2JG, Veerappareddi Palem, Andhra Pradesh 517581,
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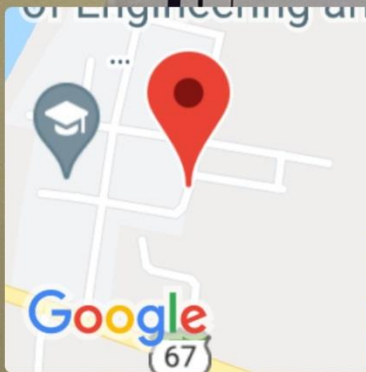
DEPARTMENT OF CIVIL ENGINEERING

GEOTECHNICAL ENGINEERING LAB

Do's	Don'ts
Bring observation note books, lab manuals and other necessary things for the class.	Do not operate the machines without the permission of the staff
Use tools for mixing soil and water	Do not put hands or head while equipment is in running condition.
At the end of the test, every group should submit a draft sheet of the data collected for approval by the instructor.	Do not fix or remove the test specimen while the main is switch on.
Check the instruments for proper working conditions while taking and returning the same.	Do not try to run and operate any machine without permission and knowledge of the lab. Personnel



GPS Map Camera



Veerappareddi Palem, Andhra Pradesh, India

CHHG+82M, Veerappareddi Palem, Andhra Pradesh

517581, India

Lat 13.42747°

Long 79.575397°

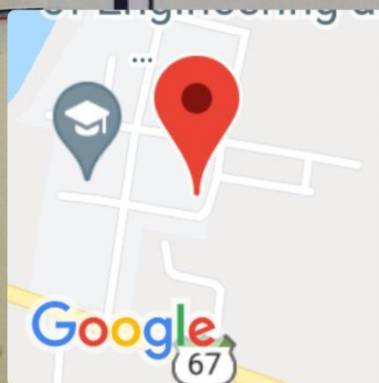
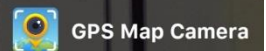
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DEPARTMENT OF CIVIL ENGINEERING**

TRANSPORTATION ENGINEERING LAB

Do's	Don'ts
Bring observation note books, lab manuals and other necessary things for the class.	Do not operate the machines without the permission of the staff.
Use gloves & tools while operating with bitumen.	Do not put hands or head while equipment is in running condition.
At the end of the test, every group should submit a draft sheet of the data collected for approval by the instructor.	Do not fix or remove the test specimen while the main is switch on.
Check the instruments for proper working conditions while taking and returning the same.	Do not try to run and operate any machine without permission and knowledge of the lab. Personnel.
Bring observation note books, lab manuals and other necessary things for the class.	Do not operate the machines without the permission of the staff.



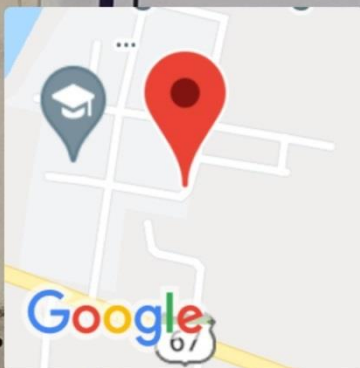
Veerappareddi Palem, Andhra Pradesh, India
CHGG+W29, Veerappareddi Palem, Andhra Pradesh
517581, India
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DEPARTMENT OF CIVIL ENGINEERING**

CONCRETE TECHNOLOGY LAB

Do's	Don'ts
Bring observation note books, lab manuals and other necessary things for the class.	Do not operate the machines without the permission of the staff
Use tools for mixing concrete and water	Do not put hands or head while equipment is in running condition.
At the end of the test, every group should submit a draft sheet of the data collected for approval by the instructor.	Do not fix or remove the test specimen while the main is switch on.
Check the instruments for proper working conditions while taking and returning the same.	Do not try to run and operate any machine without permission and knowledge of the lab. Personnel
Thoroughly clean your laboratory work space at the end of the laboratory session.	Do not spill the concrete and aggregates on the floor.
Maintain silence and clean environment in the lab	Absolutely no running, practical jokes, or horseplay is allowed in the laboratory.



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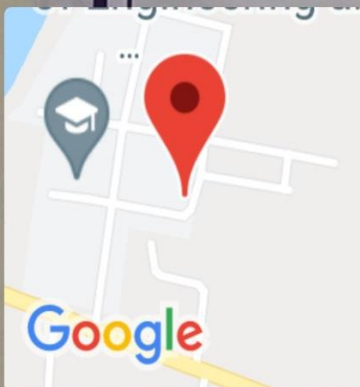
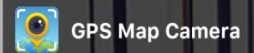
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**SIDDHARTH INSTITUTE OF
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DEPARTMENT OF CIVIL ENGINEERING**

SURVEYING LAB

Do's	Don'ts
Centre and level the base of Auto Level accurately	Handle the Auto Level with utmost care. If dropped accidentally, it may damage compensator and digital display
Crosshairs must be focused sharply	If using aluminium staff, be away from electric poles, transformers and wires.
Keep the Back sight and Foresight distances nearly equal to compensate for collimation error, if any	While shifting the instrument from one station to another station, always keep it in box for transport.
Always take 3 or more observations of each point to take the average	Protect the instrument from heavy rains.
Take sufficient number of observations at regular interval along and across the direction of survey, so as to represent the ground profile (Longitudinal and Cross-sectional) accurately.	No student may work in the laboratory without an instructor present. Work only with your lab partner(s). Do not venture to other lab stations for any reason.
In Profile Levelling, use Height of Instrument Method for computation of RL's.	Don't try to repair any faulty instrument.
Apply checks after computing RL's.	Absolutely no running, practical jokes, or horseplay is allowed in the laboratory.
Thoroughly clean your laboratory work space at the end of the laboratory session. Make sure that all equipment is clean, and returned to its original place.	



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Siddharth Institute of Engineering & Technology



DEPARTMENT OF CIVIL ENGINEERING

FLUID MECHANICS & HYDRAULIC MACHINERY LAB

Dos	Don'ts
✓ Come to the lab classes well within the time	× Don't be playful/ casual in the lab
✓ Maintain proper dress code i.e apron and shoes	× Don't leave the lab without the permission of lab faculty
✓ Maintain discipline in the lab	× Do not start the pump if the voltage is less than 400V
✓ Enter observations directly with pen	× Do not start the pump while outlet of pipe is closed
✓ Get the observation signed on the same day and submit the records in the next week when you come to lab	× Do not run the pump with no load
✓ Tack the reading after study state only	× Without intimation to the lab in-charge or technician don't operate any experiment
✓ Put-off the pumps/turbine after conducting the experiment	
✓ After the experiment is over, keep all valves open in 1/3	



Siddharth Inst
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on the principle of improv

M2: To create knowledge thro
Engineering.

M3: To share knowledge thro
new inventions and to c
students.



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India

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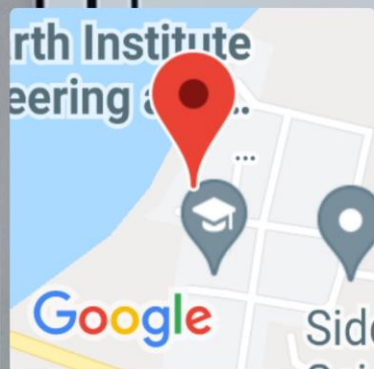


Siddharth Institute of Engineering & Technology



DEPARTMENT OF CIVIL ENGINEERING
STRENGTH OF MATERIALS LAB

Dos	Don'ts
<ul style="list-style-type: none">✓ Come to the lab classes well within the time✓ Maintain proper dress code i.e apron and shoes✓ Maintain discipline in the lab✓ Enter observations directly with pen✓ Get the observation signed on the same day and submit the records in the next week when you come to lab✓ Perform only those experiments authorized by your Lecturer In-charge. Carefully follow all instructions, both written and oral.	<ul style="list-style-type: none">✗ Don't be playful/ casual in the lab✗ Don't leave the lab without the permission of lab faculty✗ Don't try to repair any faulty equipment's✗ Don't operate any equipment without the knowledge of lab faculty✗ Don't talk aloud or crack jokes in lab.



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2. Electrical and Electronics Engineering labs Do's and Dont's

SIDDHARTH INSTITUTE OF ENGINEERING & TECHNOLOGY	
DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING	
DO's	DO NOT's
<p>1 Proper dress has to be maintained while entering in the Lab. (Boys Tuck in and shoes, girls with apron)</p> <p>2 Students should carry observation notes and record completed in all aspects.</p> <p>3 Student should be aware of operating equipment.</p> <p>4 Students should be at their concerned experiment table, unnecessary moment is restricted.</p> <p>5 Student should follow the indent procedure to receive the equipment from the Lab Store Room.</p> <p>6 After completing the connections Students should verify the circuits by the Lab Instructor.</p> <p>7 The reading must be shown to the Lecturer In-Charge for verification.</p> <p>8 Students must ensure that all switches are in the OFF position, all the connections are removed.</p> <p>9 All connecting wires and stools should be placed at their original positions.</p>	<p>1 Don't come late to the Lab.</p> <p>2 Don't enter into the Lab with Golden rings, bracelets and bangles.</p> <p>3 Don't make or remove the connections with power ON.</p> <p>4 Don't switch ON the supply without verifying by the Staff Member.</p> <p>5 Don't switch OFF the machine with load.</p> <p>6 Don't leave the lab without the permission of the Lecturer In-Charge.</p>

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27/12/21 10:17 AM



DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

DO's

- 1 Proper dress has to be maintained while entering in the Lab. (Boys Tuck in and shoes, girls with apron)
- 2 Students should carry observation notes and record completed in all aspects.
- 3 Student should be aware of operating equipment.
- 4 Students should be at their concerned experiment table, unnecessary moment is restricted.
- 5 Student should follow the indent procedure to receive the equipment from the Lab Store Room.
- 6 After completing the connections Students should verify the circuits by the Lab Instructor.
- 7 The reading must be shown to the Lecturer In-Charge for verification.
- 8 Students must ensure that all switches are in the OFF position, all the connections are removed.
- 9 All connecting wires and stools should be placed at their original positions.

DO NOT's

- 1 Don't come late to the Lab.
- 2 Don't enter into the Lab with Golden rings, bracelets and bangles.
- 3 Don't make or remove the connections with power ON.
- 4 Don't switch ON the supply without verifying by the Staff Member.
- 5 Don't switch OFF the machine with load.
- 6 Don't leave the lab without the permission of the Lecturer In-Charge.



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Lat 13.427686°

Long 79.573717°

27/12/21 12:02 PM

3. Mechanical Engineering labs Do's and Dont's



Siddharth Institute of Engineering and Technology



DEPARTMENT OF MECHANICAL ENGINEERING ENGINEERING WORK SHOP

DO's

- Work piece should be Fitted properly to avoid sound and vibrations
- Wear protective clothing while working with welding of the metal
- Dry tools are safe to use than slippery tools
- File with properly fitted handle (tight) should be used
- Iron jackplane should be laid on its side when not in use.
- The sharpness of the edges of cutting tools must be tested on wood or paper.
- Only sharp tools must be used.
- Use the correct size and type of tongs to fit the work.
- Wear face shield when hammering hot metal
- Ramming must be done properly
- Always use spark lighter to light the torch.
- Always turn-off the welding machine while leaving the work.
- Clean-up your own mess with brush

DO NOT's

- Don't Allow Tools to move freely while using
- Don't test the sharpness of the tools by bare hands
- Don't Allow wooden pieces with nails to remain on the floor
- Don't Use chisels where nails are present
- Don't hold the tongs very nearer to the job when it is hot.



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Mechanical Engineering
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M3. Developing bou
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DEPARTMENT OF MECHANICAL ENGINEERING
MATERIAL SCIENCE LAB

DO's

- Always follow the instructions given by the laboratory staff
- Always wear an apron to protect your clothes also to hold loose clothing
- Keep hands away from moving/rotating machinery
- Always turn-off the machines after completion of experimentation
- Maintain the work area clean and tidy
- In case of any Injury, report to your teacher at once
- Wash your hands after completion of Experiment

DO NOT's

- Don't operate any equipment in the absence of technician
- Don't leave the instrument while the experiment is in progress
- Don't touch any heated objects
- Don't handle any equipment without reading the Instruction manuals



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**DEPARTMENT OF MECHANICAL ENGINEERING
MANUFACTURING TECHNOLOGY LAB**

DO's

- Conduct yourself in a responsible manner at all times in the laboratory
- Use the correct size and type of tongs to fit the work
- Wear face shield when hammering hot metal
- Always turn-off the welding machine while leaving the work
- Wear shoes to protect your foot
- Read the instruction before conducting the experiment

DO NOT's

- Don't touch any equipment, chemicals or other materials in the laboratory area until you are instructed by the Technician
- Don't pour water on a metal fire. This can cause a huge explosion!
- Don't work on the wetted ground



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Siddharth Institute of Engineering and Technology



**DEPARTMENT OF MECHANICAL ENGINEERING
THERMAL ENGINEERING LAB**

DO's

- Every student should come to laboratory with manual.
- Students should attend the laboratory in proper dress code
- The student must take the permission of the laboratory staff before operating the Engines.
- Every student is required to operate the equipment with care.
- Students must ensure that their work areas are clean.
- After completion of the experiment, the student must take signature from the faculty.
- Attend the next lab hour by completing the record work of the previous experiment.
- Check all the engine parameters (fuel, oil level, water supply etc.) before starting it.

DO NOT's

- Don't work in the laboratory without the supervision of a technician.
- Don't leave the engines while experiment is in progress.
- Don't over load the engine beyond specified limit.
- Don't leave the laboratory without intimation.
- Don't touch anything unnecessarily.



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Siddharth Institute of Engineering and Technology



**DEPARTMENT OF MECHANICAL ENGINEERING
MACHINE TOOLS LAB**

DO's

- Eye protection must be worn at all times
- Only closed-toe shoes may be worn
- Wear a dust mask when performing grinding or other operations
- Wear a short-sleeved shirt or roll up long sleeves above the elbow
- Remove all dangling wrist jewelry before operating any of the machines
- Use the brush or compressed air to remove chips from a machine
- Always Keep Your Hands At a Safe Distance From Sharp Tools
- If you are injured, report it to your instructor immediately

DO NOT's

- Don't do adjustments to the machine when it is running
- Don't run the machine without knowing the operation
- Don't Create a Dusty and Smoky environment
- Don't use the damaged Tools or Equipment
- Don't Operate forward and backward switch until the chuck comes rest



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**DEPARTMENT OF MECHANICAL ENGINEERING
HEAT TRANSFER LAB**

DO's

- Conduct yourself in a responsible manner at all times in the laboratory
- Understand the procedures that you intend to perform
- Read the instructions carefully before starts experiments
- Keep hands away from heating Apparatus
- Turn off all heating apparatus when not in use
- Immediately report any spills, accidents, or injuries to your instructor
- Always turn-off the equipment while leaving the work

DO NOT's

- Don't touch any equipment in the laboratory area until you are instructed by the Technician
- Don't touch any Heating Apparatus with your hands
- Don't pour water on a metal fire. This can cause a huge explosion!



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**DEPARTMENT OF MECHANICAL ENGINEERING
METROLOGY AND MEASUREMENTS LAB**

DO's

- Fill needed particulars in the log book
- Always perform the experiments or work precisely as directed by your instructor
- Wear shoes that adequately cover the whole foot
- Maintain the work area clean and tidy
- Inspect the equipment for any damage prior to use

DO NOT's

- Don't operate any instrument in the absence of technician
- Don't test the water temperature with your bare hands
- Don't leave the instrument while the experiment is in progress
- Don't handle any equipment without reading the Instruction manuals
- Don't forcefully place connectors to avoid the damage



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27/12/21 10:32 AM

4. Electronics and Communication Engineering labs Do's and Dont's



**SIDDHARTH INSTITUTE OF
ENGINEERING & TECHNOLOGY, PUTTUR**

ELECTRONICS AND COMMUNICATION ENGINEERING

ELECTRONIC DEVICES & CIRCUITS LAB

S. No	DO'S
1	Be Regular To The Lab With Observation And Record.
2	Follow Proper Dress Code.
3	Maintain Silence.
4	Know The Theory And Procedure To Perform The Experiment Before Making Connection.
5	Identify The Different Leads Or Terminals Or Pins Of The Components Before Making Connection.
6	Know The Voltages Required For Different Components And Connect The Power Supply Voltage And Ground Terminals To The Respective Pins Of The Components.
7	Avoid Unnecessary Talking While Doing The Experiment.
8	Handle The Trainer Kits Properly.
9	Take A Signature Of The In-Charge After The Completion Of The Experiment Switch Off The Power Supply And Return The Apparatus.
10	Arrange The Chairs/Stools And Equipment Properly Before The Lab.
DONT'S	
1	Do Not Exceed The Voltage Rating.
2	Do Not Inter Change The Components While Doing The Experiment.
3	Do Not Switch On The Power Supply Before Inspection By The Faculty.
4	Avoid Loose Connections And Short Circuits.
5	Do Not Throw The Connecting Wires On To Floor.
6	Do Not Come Late To Lab.



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SIDDHARTH INSTITUTE OF ENGINEERING & TECHNOLOGY, PUTTUR

ELECTRONICS AND COMMUNICATION ENGINEERING

EDC & ECA LAB

S. No	DO'S
1	Be Regular To The Lab With Observation And Record.
2	Follow Proper Dress Code.
3	Maintain Silence.
4	Know The Theory And Procedure To Perform The Experiment Before Making Connection.
5	Identify The Different Leads Or Terminals Or Pins Of The Components Before Making Connection.
6	Know The Voltages Required For Different Components And Connect The Power Supply Voltage And Ground Terminals To The Respective Pins Of The Components.
7	Avoid Unnecessary Talking While Doing The Experiment.
8	Handle The Trainer Kits Properly.
9	Take A Signature Of The In-Charge After The Completion Of The Experiment Switch Off The Power Supply And Return The Apparatus.
10	Arrange The Chairs/Stools And Equipment Properly Before The Lab.
DONT'S	
1	Do Not Exceed The Voltage Rating.
2	Do Not Inter Change The Components While Doing The Experiment.
3	Do Not Switch On The Power Supply Before Inspection By The Faculty.
4	Avoid Loose Connections and Short Circuits.
5	Do Not Throw The Connecting Wires On To Floor.
6	Do Not Come Late To Lab.



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SIDDHARTH INSTITUTE OF ENGINEERING & TECHNOLOGY, PUTTUR

ELECTRONICS AND COMMUNICATION ENGINEERING BASIC SIMULATION LAB

S. No	DO'S
1	Be Regular To The Lab With Observation And Record.
2	Follow Proper Dress Code.
3	Maintain Silence During The Lab.
4	Know The Theory And Procedure To Perform The Experiment Before Making Connection
5	Avoid Unnecessary Talking While Doing The Experiment.
6	Handle The Trainer Kits Properly.
7	Take A Signature of The In-Charge After The Completion Of The Experiment Switch off The Power Supply And Return The Apparatus
8	Arrange The Chairs/Stools And Equipment Properly Before The Lab
DONT'S	
1	Do Not Come Late To Lab
2	Do Not Operate Trainer Kits Unnecessarily
3	Do Not Panic If You Do not Get The Output
4	Don't Enter Into Unwanted Websites
5	Don't Plug-In Any External Devices To The System
6	Don't Install Or Uninstall Any Software



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India
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5. Computer Science and Engineering labs Do's and Dont's

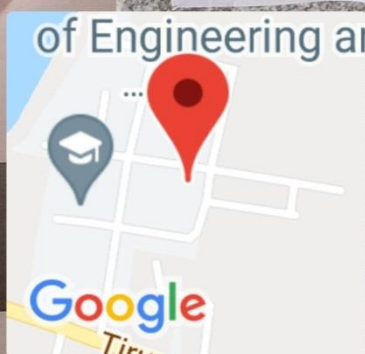
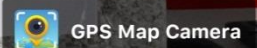


SIDDHARTH INSTITUTE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS)

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Do's:

1. Know the location of the fire extinguisher and the first aid box and how to use them in case of an emergency.
2. Read and understand how to carry out an activity thoroughly before coming to the laboratory.
3. Report fires or accidents to your lecturer/laboratory technician immediately.
4. Report any broken plugs or exposed electrical wires to your lecturer/laboratory technician immediately.



Veerappareddi Palem, Andhra Pradesh, India

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517581, India

Lat 13.427877°

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(AUTONOMOUS)**

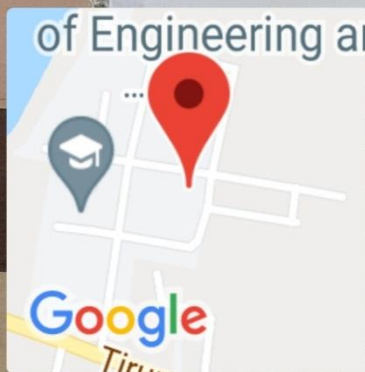
**DEPARTMENT OF
COMPUTER SCIENCE AND ENGINEERING**

Don'ts

1. Do not eat or drink in the laboratory.
2. Avoid stepping on electrical wires or any other computer cables.
3. Do not open the system unit casing or monitor casing particularly when the power is turned on. Some internal components hold electric voltages of up to 30000 volts, which can be fatal.
4. Do not insert metal objects such as clips, pins and needles into the computer casings. They may cause fire.
5. Do not remove anything from the computer laboratory without permission.
6. Do not touch, connect or disconnect any plug or cable without your lecturer/laboratory technician's permission.
7. Do not misbehave in the computer laboratory.



GPS Map Camera



Veerappareddi Palem, Andhra Pradesh, India

CHHF+3XG, Veerappareddi Palem, Andhra Pradesh

517581, India

Lat 13.427881°

Long 79.575221°

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6. Engineering Physics lab Do's and Dont's



SIDDHARTH INSTITUTE OF ENGINEERING & TECHNOLOGY

ENGINEERING PHYSICS LAB

DO's	DONT'S
<ol style="list-style-type: none">1. Always answer questions in <u>complete sentences</u> unless the question is only a numerical calculation.2. Always include units when mentioning a numerical result in a sentence.3. Read all steps in the lab procedure so you do not miss out on data you need to complete your lab report.4. Draw your graph neatly and set up the axes so that the plot takes up most of the piece of graph paper and spreads out your data points. Unless instructed, your graph does not need to include the origin (0,0).5. Make sure the divisions on the axes of your plots are evenly spaced.6. Put a <u>title</u> (in words) at the top that describes what is in graph.7. Label your plot axes with a word description, symbol, and units in parenthesis. Example: <i>Force, F (N)</i>8. Draw a <u>small box or circle around each point used to calculate the slope of the line</u>. Choose two easy to read points that are on the line and are not data points.	<ol style="list-style-type: none">1. Never write your summary on your lab/data sheet - use lined paper or type it.2. Do not simply say "human error" as a reason for not getting an expected result ... it tells your audience nothing. Be specific (<i>e.g.</i>, delay due to reaction time in operating a stop watch). Do NOT say your results are close or agree with the expected if they do not (<i>i.e.</i>, 0.129 and 23 are NOT pretty close!). When your results are way off (or not what you expected) ASK THE INSTRUCTOR or you may lose points on your lab report.4. Do not draw more than one graph or plot per sheet of graph paper. This means you do not draw another graph on the back side of the piece of paper either.5. Do NOT mix units in a graph or they won't cancel properly in the slope. Use the same unit for the same type of number on both axes (<i>e.g.</i>, use N (= kg m/s²) and m/s² NOT N and cm/s²).6. Do not "connect the dots" when drawing a line (straight or curved) to your data, unless instructed to do so.7. Never use data points to calculate the slope of a line or the y-intercept.8. Do not measure the y-intercept off of your graph if your graph does not include the origin (0,0). Use the equation of a line ($y = mx + b$) to solve for the y-intercept algebraically.



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