



Faculty of Architecture and Planning,
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STANDARD OPERATING PROCEDURE (SOP) **FOR THE USAGE OF ART LAB**

Purpose

To ensure the effective, safe, and organized operation of the Art Lab, where architecture students engage in creative, manual, and practical exercises essential to their architectural education. All tools and equipment are to be used within the lab only, and no items are to be issued to students for external use.

1. Scope

This Standard Operating Procedure applies to all activities conducted within the Art Lab of the Faculty of Architecture, AKTU. It governs:

- Architecture students using the lab for studio-based art, manual drafting, and model-making exercises.
- Faculty members responsible for conducting art-related classes and practical training.
- The Lab In-Charge who maintains and manages lab tools, safety, and materials.

2. Responsibilities

- All lab operations follow a no-equipment-issue policy (tools and materials are not to be taken outside the lab).
- Students engage in hands-on, in-lab learning under faculty supervision.
- Lab resources are used safely, efficiently, and responsibly, in alignment with the educational objectives of architectural design and visual expression.

3. Safety Guidelines

- No food or drink allowed in the lab.
- Maintain clean and clutter-free display and work areas.
- Report any damage or missing items immediately to the Lab In-Charge.

4. Lab Usage Policy

- No-Issue Policy
 - No tools, materials, or instruments may be taken outside the Art Lab by students.
 - All activities must be performed within the lab premises under supervision.

- Authorized Activities
 - Freehand drawing, architectural sketching, line practice
 - Color theory exercises and artistic rendering
 - Basic model-making using studio tools
 - Form exploration through hand-drawn techniques
 - Observation-based sketches using lab instruments (e.g., sunshine recorder)

5. Maintenance

- Lab In-Charge performs weekly checks for cleanliness, order, and tool condition.
- Any damaged or exhausted material is listed for replenishment.
- Faculty In-Charge reviews material needs at the start of each semester.

6. Orientation and Review

- Student Orientation is conducted at the start of the academic year or semester regarding lab rules and safety.
- SOP is reviewed annually by the faculty committee and updated as needed.