

PHYSICS DEPARTMENT LABORATORY POLICIES

Physics Department Laboratories

| Laboratory Name | Location |
|---|----------------------------------|
| Mechanics, waves & Oscillations Lab | Physics Laboratory -1 |
| Optics; Heat & Thermodynamics Lab | Physics Laboratory -2 |
| Electricity & Magnetism; Modern Physics Lab | Physics Laboratory -3 |
| Electronics (for all papers) Lab | Electronics Laboratory |
| Physics & Electronics store Room | Physics & Electronics Store Room |

The Following activities are allowed in the Physics Department Laboratories:

1. Experiments for Undergraduate Physics & Electronics Laboratory Activities
2. Faculty research work and research related activities including thesis consultation.
3. Assigning Project works & proper guidance to undergraduate students.
4. The college offers free laboratory services to neighboring colleges in the field of Physics as per their policy. Additionally, they provide consultation services to Ambedkar Open University.
5. The college also fulfills their social responsibility by demonstrating physics experiments to high school students.

Policies on the Use of Laboratory rooms

1. The key to all laboratory rooms are kept by the technicians. The technicians will open the lab rooms only when there are laboratory classes.
2. The laboratory instructor must be the first and the last person in the laboratory room.
3. Students are NOT allowed to enter the laboratory unless the instructor is already present.
4. Only those officially enrolled in Physics Laboratory Courses are allowed to enter the laboratory.

5. Refrain from smoking, eating, drinking, and littering in all physics laboratories.
6. Good housekeeping and safety precautions should be observed at all times.
7. Use all laboratory fixtures properly. Do not open cabinets or lockers unless there is an instruction to do so.
8. Maintain the cleanliness of the lab at all times.
9. The instructor should see to it that every utility (equipment, lights, water, gas, air etc.) is turned off. The instructor notify the technicians when classes are over, so then the room may be locked.

Policies on the Conduct of an Experiment

1. Students are advised to read all precautionary notes on all pieces of equipment before using them. All questions about safety precautions on the equipment being used must be addressed to the lab instructor.
2. The lab instructor must first check the setup for experiments requiring the use of electrical components before any of these are plugged in or turned on. In case of faulty equipment, the instructor must be informed immediately so that a replacement can be secured from the Physics Stockroom.
3. Experiments involving the use of boiling water, heaters must be performed close to the water sinks in the lab.
4. Chemicals used in some experiments must be handled with utmost care. Used and unused chemicals must be returned to the Physics Stockroom as soon as the experiment is finished. Chemicals should never be thrown into the water sinks or the trash bins.
5. The lab technicians may be requested by the lab instructor to assist during a lab experiment but they are not required to stay in the lab rooms.

Borrowing Procedures and Use of Equipment

1. The store keeper in the Physics Stockrooms is responsible for the safekeeping and lending of all pieces of equipment used in the Physics Teaching Lab. All pieces of equipment necessary for physics experiments may be borrowed from the technicians at the Physics Stockroom.
2. Students must present an ID before any lab equipment is loaned.
3. Borrow only the pieces of equipment which are specified in your experiment or are required by the lab instructor.
4. Carry long pieces of equipment from the stockroom to your room and vice versa vertically. Don't carry too much.
5. The borrower and his/her group are held responsible for all pieces of equipment

borrowed from the Physics Stockroom.

6. Pieces of equipment borrowed must be returned upon completion of the experiment.

Instructions to Students

Things to Do

1. Be on time. At the start of the lab period, there will be a short introduction to the experiment you will perform that day.
2. Inform the instructor if there is a problem, if something broke and needs cleaning up.
3. Be aware of all the safety devices.
4. All aisles must be kept open all times.
5. Please exercise caution when dealing with electrical devices.
6. Must Know Master switches and Circuit Breakers.
7. Examine all apparatus for defects before performing any experiment

Things Not to Do

1. Do not perform unauthorized experiments.
2. Don't touch any equipment or electrical supplies without specific authorization

Laboratory Clearance

At the end of the course period, students must return if any item they borrowed from the lab and secure a clearance from the head/coordinator. They are issued TC (transfer certificate) unless the lab breakage has been settled.

Inventory

1. Every laboratory PHYSICS LAB -1, PHYSICSLAB -2, PHYSICS LAB -3, ELECTRONICS LAB & store room must maintain a Lab register of apparatus used or stored in their respective laboratories.
2. At the end of academic year the stock is verified & registers are updated by the stock verification committee constituted by the college authorities.
3. The laboratory coordinator shall take charge of the overall annual inventory of the Physics Department Laboratories.