Ansal University

School of Engineering & Technology

**CONDUCT OF LABS**

Jan-Dec - 2015

**The following instructions are to be adhered to by all concerned for proper conduct of Labs:**

1. Respective Faculty assigned to the Lab and the Lab Technician should be present for all Lab classes for the entire duration (unless any one excused for other urgent duty by School Dean or, in writing by Dept. coordinator).
2. Faculty taking the Lab will explain the Experiment and associated theory on the Lab board to the Students.

1. Groups of 3 to 5 Students each are to conduct each Experiment.
2. All available/needed kits of the Experiments to be conduct will be kept ready by the concerned Lab Technician for use.
3. Faculty & Technician will guide/ supervise the Students and ensure that each Group of Students performs the Experiment.
4. Students who have finished the Experiments shall be asked to complete their file, except under justified and circumstances documented by assigned faculty, the Students are not to be allowed to leave the Lab before the end of the Lab period as per time table.
5. Students may be briefed that they will not be allowed to undertake the next Experiment unless they submit file for the last Experiment done. Faculty is to check the file and sign with date after necessary inputs in writing on the file.
6. Faculty responsible for the conduct of the Lab as well as the Lab Technician are to ensure that they are fully conversant with the experiments of the Lab before the start of the Lab session.
7. To ensure that practical’s are as per standards of B-Tech studies, the 2- hrs. Lab time be used to ensure proper conduct of the Experiment.
8. Bags are not allowed on workbench.
9. Use of Mobile Phones is also prohibited in Lecture Rooms/Labs.
10. The Faculty I/C and Lab I/C of that Laboratory/ Room are to ensure

 sufficiency and availability of needed equipment.



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