

# Theory of Machine Laboratory

## Do's

- ✓ Always be on time. At the start of the lab period, there will be a short introduction to the experiment you will perform on the particular day.
- ✓ Do keep your lab clean.
- ✓ Before starting any laboratory work, follow all written and verbal instructions carefully.
- ✓ Do inform the instructor and/or TA if there is any problem while performing an experiment.
- ✓ Be aware of all the safety devices.
- ✓ Keep clutter to a minimum. There is a rack to store your backpacks.
- ✓ Please report any unsafe behaviour or condition to the instructor or staff.
- ✓ Be aware of others in the lab. Areas of the room may be crowded at times and you should take care not to disturb the experiments of others in the lab.
- ✓ Bring your lab notebook to every lab meeting.
- ✓ When you are done with your project, all components must be dismantled and returned to proper locations.
- ✓ Perform only those experiments authorized by your teacher. Carefully follow all instructions, both written and oral.
- ✓ Unauthorized experiments are not allowed in the Laboratory.

## Don'ts

- × Do not eat, drink, chew gum, smoke or apply cosmetics in the lab.
- × Do not work with chemicals until you are sure of their safe handling.
- × Do not use the phone or computer with gloves on your hands.
- × Do not wear open-toed shoes (sandals) in the lab.
- × Do not use a flash drive on lab computers.
- × Conduct yourself in a responsible manner at all times in the laboratory. Don't talk aloud or crack jokes in lab.
- × Do not upload, delete or alter any software on the lab PC.
- × Students are not allowed to work in Laboratory alone or without presence of the teacher.
- × Students are not allowed to touch any equipment, chemicals or other materials in the laboratory area until you are instructed by Teacher or Technician.