**Physics laboratory**

1. **The Classes Schedule**

Course coordinator is the one who is in-charge of organizing the laboratory Schedule.

Students are not allowed to change laboratory Schedule without getting approval from the laboratory instructor. The laboratory operating hours is on Tuesday from 10:00 am till 1:00 p.m. totally 3 hours.

1. **Tools and Equipment (in General)**
2. Working labrotary equipment , appratus, Devices of Physics..etc.
3. Weights, detectors and multimeter..etc.
4. **Safety Rules**

Accidents in a Physical laboratory usually result from improper judgment on the part of the victim or one of his/her neighbors. Learn and observe the safety and laboratoryoratory rules listed below.

1) Notify your instructor at once in case of any accident or personal injury to you or your neighbor, even if apparently minor. If your instructor is temporarily absent, notify the instructor in the adjoining laboratory, or one of the stockroom personnel. If you are asked to go see the nurse, you must go. Refusal to do so is grounds for being dropped from the course.

2) Wear safety goggles. Because the eyes may be permanently damaged flying broken equipment, be sure to wear safety goggles or safety glasses whenever working in the laboratory. If you get anything in your eye, use the eye wash immediately, and then repor it to your Instructor. Use your hands to hold your eye open so that it can be rinsed thoroughly.

3) Locate safety equipment. During the first laboratory period familiarize yourself with loca and operation of the safety features of the laboratory, if in doubt about any procedure, or if it seems unsafe to you, do not continue. Ask your lab instructor for help.

4) Be careful with electricity shock.

5) Wear suitable clothing.

6) Assemble safe apparatus.

1. **General Rules .**

(i) For any safety critical practical session, students are not allowed to work alone without the supervision of laboratory instructor.

(ii) Any unauthorized experiment without the knowledge of laboratory instructor is prohibited.

(iii) Students must abide the dress code while working in the laboratory.

(iv) Foods, drinks and smoking are strictly prohibited inside the laboratory.

(v) Student bags and other belongings must be kept at the designated places.

(vi) Noise must be kept to the minimum as a courtesy to respect others.

(vii) Equipment and apparatus must be handled with care

(viii) Students shall be liable for damages of devices caused by individual negligence. If damages occurred, an investigation will take place to identify the causes and the names of the involved students will be recorded for faculty attention.

(ix) Students shall report immediately to the laboratory technologist/assistant, if the laboratory equipment is suspected to be malfunctioning or faulty.

(x) Students are required to instill an instinctive awareness towards property value of laboratory equipment and to be responsible when using it. Any damages can cause to jeopardize the success of not only the individual work but also to the university.

(xi) Do not attempt to remove and dismantle any parts of the equipment/instrument peripheral from its original design without permission. Instrument and equipment must be returned orderly after using them.

(xii) Students are strictly prohibited to take any equipment out from the laboratory without the permission of laboratory technologist.

(xiii) Students should ask permission from laboratory instructor before operating the laboratory equipment.

(xiv) Students should not attempt to use any unfamiliar equipment without, first consulting the laboratory instructor. Do not take away any technical manuals from the laboratoryoratory.

Students should report immediately to the Laboratory technologist/assistant if any injury occurred. Student should report immediately to the Laboratory technologist/assistant if discovered any damages of equipment and hazardous situation. Please check the notice board regularly and pay attention to the laboratory announcements. Please check with the laboratory instructor about the deadline of laboratory report submission. Disciplinary action shall be taken against those students who fails to abide to the rules and regulations. It is disallowed to bring any outsiders (non-registered parties) into the Physics Laboratory.

Students are strictly prohibited from taking out any items from the Physics Laboratory. In the event of an emergency, everyone in the laboratory should escape through the emergency exit. If in a story building, avoid using lifts, use the stairs. If a fire breaks out in the laboratory, the person nearest to the central power circuit breaker should switch off the switch.

1. **Rules & Regulations on Lap & Equipments Use**

(i) The facilities at the Physics laboratory are to be used for learning purposes only.

(ii) Carry your STUDENT IDENTITY cards at all times whenever you come into the Physics Laboratory.

(iii) Do not tamper with any equipment or practical setups. If there are problems or faults,report immediately to the staff at the Physics Laboratory.

(iv) Do not remove any equipment or technical operation/ service manuals from the Physics Laboratory.

(v) Do not alter the default hardware and software setup of the instument/ equipment in the Physics laboratory.

(vi) If you have any doubts about what you are doing, do not do it. Contact the support staff at the Physics Laboratory for clarification.

(vii) Switch off your hand phone when you are in the Physics Laboratory.

(viii) Do not bring your bags into the Physics laboratory.

(ix) Physics Laboratory staff reserves the right to suspend the student from using the laboratory facilities if found in breach of any rules and regulations stated above.

1. **Filled Equipments Log Form**
2. **Students Attendance Rules .**

Must attend once a week at the exact time of the lab. Absence from a scheduled laboratory will result in a student receiving a grade of zero for that experimental report. The only acceptable excuse for missing an experiment is a valid medical report or a petition for a valid excuse within a week to Directorate of  
Student Affairs and is accepted by the faculty board, s/he is accepted as excused for extra 10 % of theoretical courses and 5 % of applied and laboratory studies.

1. **Responsibility.**

The COD has the principal responsibility for ensuring that this work instruction remains adequate for its intended purposes.

(i) The Physics Laboratory Technologists have to ensure that all instruments/equipments and apparatus are in good condition for use at all times.

(ii) Technologists shall conduct practical lessons assigned to them.

(iii) Physicist lecturers tasked with setting practical lessons should coordinate how those practical lessons are conducted and ensure adequate learning for the intended students. Check the attendance list of students.