

Instructions to Students

Safety Precautions

1. Things made of metal can be hazardous when they touch energized circuits.
2. Tie back medium length and long hair.
3. Make sure that you are well protected from electrical shocks and accidents before starting the experiment.
4. Do not make connections when power is switched on.
5. Do not touch any exposed wires.
6. Do not unplug the cable when the power is on.
7. The connections must be inspected by the supervisor before starting the experiment.
8. Report immediately to the lab supervisor if any injury occurs. Get the first aid done at the laboratory itself.
9. Report immediately to lab supervisor if there are any damages, hazards or potential hazards.
10. Don't forget to refer the emergency numbers and use the First Aid Kit(Refer the Figures Below)

EMERGENCY PHONE NUMBERS	
STATION / OFFICE	PHONE NUMBERS
CSU CONTROL ROOM	4403-3600
FIRE SECTION	4403-3999
BOD HELP DESK	4403-3500
SECURITY	4403-3566
	4403-3564
	4403-6161
Medical Clinic - WOMEN'S CLINIC	4403-3294/5050
	4403-3288/3292
	4403-3293/3296
Medical Clinic - SPORTS BUILDING	4403-3815
POLICE ,CIVIL DEFENSE & EMERGENCY	999
HAMAD HOSPITAL	4439-2111
	4439-4444

Emergency Numbers Posted inside the Labs



Please remember!!!

Electricity is very lethal and do not expose to accidents due to your carelessness.

General Guidelines to the Students

1. Students should come to the lab on time unless prior permission is obtained from the supervisor. As per department policy, a grace period of 10 minutes will be given to late students. Student arriving after 10 minutes of the starting time will be considered absent. Hence, he/she will automatically receive “zero” mark for the lab report
2. Students will be divided in to groups (preferably 2/3 students in a group) and each group will be assigned a table number. The students will strictly maintain the same group partners and retain the same table number for the entire course term in the Lab. All the students of the group should actively contribute in all the Lab work.
3. Each group will be given a handout. This will serve as a guide for them throughout the experiment.
4. The students need to complete the Pre-Lab work and come prepared for the Lab as per the course instructions given by your lab instructor(s) of respective courses/section.
5. Each group will be given the components required for the particular experiment.
6. Handle the equipment's and its accessories in the lab with utmost care since they are expensive and sensitive too.
7. The groups are responsible for the components, equipment's and breadboard issued to them. There will be penalty for carelessness and damage.
8. Do not move any equipment in the Lab without the consent of the TA.
9. Make sure to show the connections to the supervisor before turning the power ON.
10. During the experiment the students should take utmost care of their safety since electricity is very lethal. Before switching on the supply make sure that none of the elements or equipment's is shorted. Follow the exact procedures for the measurement.
11. All measurements and calculations must be done before the lab as they are part of the Pre Lab.
12. Restore the elements in the exact position after the experiment. Put the connecting wires in the box of wire and return the components .Defaulters will be penalized.
13. Keep the work area neat and clean. There are marks allotted for the conduct in the Lab.
14. Attendance is compulsory for the lab.
15. Students are expected to follow the overall decorum of the lab. Unnecessary talks or discussions are not allowed inside the lab. Defaulters may be sent out from the lab.
16. Foods, Drinks and smoking are not allowed inside the Lab. No use of Mobile phones in the Lab.
17. Report immediately to the TA if there are any damages, hazards or potential hazard in the Lab.
18. All lab reports must be submitted as electronic copies (***as one Pdf file only***) in the blackboard link provided by the Instructor / TA. Due Date for Lab Report submission

- will be as per the instruction given by the Lab Instructor for the respective courses/sections.
19. Each report should follow the lab report format provided by the Lab Instructor for the respective courses/sections.
 20. The lab reports will count only for those who attended the lab session and performed the experiments. The absence will automatically result in a zero grade for the lab in question (the cases for justified absence **may** be considered by the instructor who **may** allow the student to carry out the experiment at an alternative time)
 21. A 10 Minute prayer break may be given to students who want to pray after 90 minutes of the commencement of the lab.