

J.D. BIRLA INSTITUTE

A UNIT OF VIDYA MANDIR SOCIETY

(Affiliated to Jadavpur University)

Departments of Science, Commerce & Management

RULES & REGULATIONS: INSTRUMENTATION CENTRE

Entry to the lab is restricted in the absence of a teacher.

1. Students must use the work counters assigned to them only.
2. Students must keep their bags on the shelves provided.
3. Students wear lab coats with all buttons fastened and tie hair into a neat bun
4. Students must carefully handle the equipments provided by the college and return the same to the teacher after completion of work and must not touch any other instruments kept in the laboratory.
5. Students must wash their glass apparatus after completing their practical class.
6. Student will have to replace or pay for the equipments broken due to carelessness.
7. Students must carry a personal duster for cleaning the work surface; they must keep the lab clean and should not litter the place. They must ensure that their table tops, gas stoves, work areas and sink are clean before leaving lab.
8. Food and /or beverages are strictly prohibited inside the computer laboratory.
9. Use of mobile phones is strictly forbidden inside the computer laboratory.
10. Students cannot carry any plastic packets inside the lab as it is a plastic free zone.
11. Students must ensure that all lights and fans are switched off after the class.
12. Students must ensure that all lights and fans are switched off after the class.
13. Students must take care of all belongings; the college cannot be held responsible for the loss of the same.

Note: Students found evading the above orders would be fined and / or an action would be taken against them.