General Usage Guidelines for Wet Laboratories

1. General Lab Conduct & Safety

- Entry is restricted to students, faculty, and authorized personnel.
- Always wear lab coats, gloves, and safety goggles. Avoid open-toed shoes and loose clothing.
- Strictly prohibited in the lab to prevent contamination.
- Keep your bench tidy and properly dispose of chemical waste.

2. Equipment & Chemical Handling

- Understand the SOPs (Standard Operating Procedures) before using any equipment.
- Never use unmarked chemicals or solutions.
- For accurate results in analytical and physical labs, use calibrated instruments and appropriate glassware.
- Work with volatile, toxic, or corrosive chemicals inside the fume hood.
- Use separate spatulas, pipettes, and glassware for different reagents.

3. Fire & Hazardous Material Safety

- Familiarize yourself with fire extinguishers, first-aid kits, emergency showers, and eye wash stations.
- In organic and inorganic labs, keep flammable solvents away from open flames.
- Use appropriate neutralizers for acidic, basic, or hazardous spills.

4. Experimental Procedures

- Read and understand the experimental protocol before beginning.
- Avoid direct heating of organic solvents—use water baths or heating mantles instead.
- Maintain a lab notebook to record all experimental details.

5. Waste Disposal & Cleanup

- Dispose of organic, inorganic, and analytical waste in designated waste bins.
- Use waste collection containers for hazardous chemicals.
- Wash and return glassware to the appropriate place.

General Usage Guidelines for Instrumentation Laboratory

1. Laboratory Conduct

- Only authorized personnel or students under supervision are allowed in the lab.
- Wear a lab coat, gloves, and safety goggles when required. Avoid loose clothing or accessories.
- Eating, drinking, and smoking are strictly prohibited in the lab.
- Keep the workstation clean and organized. Dispose of waste properly.

2. Handling Instruments

- Always refer to the instrument manual before operation.
- Check for damages, loose connections, or leaks before using any equipment.
- Ensure proper calibration and standardization before conducting experiments.
- Do not exceed instrument operating limits (e.g., voltage, temperature, pressure).

3. Safety Precautions

- Do not handle electrical instruments with wet hands. Report exposed wires immediately.
- Familiarize yourself with the location of fire extinguishers, eyewash stations, and emergency exits.
- Report any injuries, spills, or equipment malfunctions immediately.

4. Data Recording & Storage

- Record date, instrument used, parameters, and observations after each experiment.
- Save electronic data properly and back it up regularly.

- After use, clean the instrument, return accessories, and switch it off properly.

5. Equipment Maintenance & Reporting

- Follow the prescribed maintenance schedule for each instrument.
- Immediately notify the lab supervisor about malfunctioning equipment.
- Store delicate instruments in dust-free, temperature-controlled conditions.

6. Compliance & Ethics

- Do not tamper with or modify instruments.
- Use lab instruments only for intended academic or research purposes.
- Follow all additional guidelines specified by the institution.

General Instructions for Computer Labs

1. General Lab Conduct & Safety

- Entry is restricted to students, faculty, and authorized personnel.
- Strictly prohibited to prevent damage to equipment.
- Avoid unnecessary noise to ensure a focused working environment.
- Do not clutter desks with books, bags, or personal belongings.

2. System Usage Guidelines

- Do not switch or modify hardware or software settings.
- Always use your assigned username and password. Log out after completing your session.
- Installing unapproved software or games is strictly prohibited.
- Store data on cloud storage, USB drives, or assigned network drives, as local storage may be deleted periodically.

3. Internet & Network Usage

- Do not access restricted, unauthorized, or non-educational websites to prevent virus infections and security threats.
- Avoid hacking, bypassing security, or unauthorized access to files.

4. Handling of Equipment

- Treat keyboards, mice, and monitors with care.
- Inform the lab in-charge about hardware failures or software glitches.
- Changing connections may cause system failures.

5. Ethical and Responsible Use

- Protect your account from unauthorized access.
- Use printers only with prior approval for academic purposes.
- Do not store or share sensitive information on lab computers.