

# CEPT University Laboratory Rules & Regulations

August 2024

## **Preamble:**

The laboratory's rules and regulations are necessary to safeguard the students, laboratory staff, other laboratory users, machinery and instruments, as well as to ensure that the laboratory is well-ordered and clean. Students and users are expected to adhere to these rules and regulations.

## **General Instructions:**

The laboratory will not tolerate a lack or violation of discipline. Please refer to the student's handbook for the clauses related to maintaining discipline. Following are the other points that require careful attention before proceeding to work in the laboratory.

1. Respectful behaviour towards laboratory staff and its other users is a priority.
2. It is necessary to keep the voice low and minimum to avoid unnecessary disturbance to others.
3. Food and beverages are not allowed in the laboratory.
4. Students should keep their belongings in the designated area.
5. Appropriate clothing and shoes that provide full coverage of the feet should be worn while working in the laboratory spaces. For safety purposes, students and laboratory staff should refrain from wearing sandals, slippers or open-toed floaters.

## **Instructions during working in the Laboratory:**

1. Laboratory working hours are from 9.00 am to 6.30 pm, Monday to Friday. Any further extension will require permission from the CEPT lab-in-charge and will be allowed subject to the availability of appropriate supervision. The extension will not be given beyond 8:00 pm.
2. The machines and instruments should be operated under the guidance/presence of laboratory staff or teaching assistants/studio tutors.
3. People who are not associated with CEPT University will be permitted to enter the laboratory premises after the due permission of the CEPT lab-in-charge.
4. Training for students is required before using certain instruments or working with heavy machinery. This will enable them to handle the apparatus with care and maintain their safety.
5. Register or the requisition form (duly signed by the student and lab person) to be maintained for issuing and returning the equipment. Students will not be allowed to carry the equipment outside the premises of CEPT labs. Upon returning the equipment, the condition of the equipment will be checked and endorsed by the concerned laboratory authority.
6. After the completion of the work, all the machinery, instruments and laboratory space used must be thoroughly cleaned and this must be endorsed by the laboratory technicians. For example, the

concrete drum, mortar mixture and pan mixer should be cleaned with water immediately after their use.

7. All equipment, apparatus and tools must be stored in their designated locations after use.
8. Any damage/problem/lost part of the machinery or apparatus should be brought to the laboratory technician's notice. The negligence on the students' part will result in compensatory measures.
9. The waste generated after laboratory work must be disposed of at the designated location.
10. In case of an accident/emergency, it is advised to use the first aid kit that is available in the cement testing area of the laboratory space. The accident/injury should be brought to the notice of the laboratory staff and to the medical facility on the campus or to the student service office (SSO). For any serious accident, it is advised to dial the emergency helpline number 108.
11. If students fail to return the items on or before the date of return, they are liable to pay Rs. 150 per day and Rs. 50 per day as late return charges / overdue charges for major items costing more than Rs. 10,000 and for minor items costing less than Rs. 10,000 respectively. – check the implication of this.

**Declaration statement:**

I, hereby declare that I will sincerely try to adopt good laboratory practice (GLP) and good conduct in the laboratory. I am only responsible if any medical emergency arises or any accident occurs in the CEPT laboratory.

**Date and Sign:** \_\_\_\_\_

**Name of the Student:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_