

# DEPARTMENT OF PHYSICS

Krishna Chandra College  
Hetampur, Birbhum

## Standard Operating Procedures (Sop's)

- Stock register for all laboratory equipment and Departmental assets are maintained.
  - Log book is maintained during distribution and return of accessories
  - Separate register is maintained for damaged or broken accessories
  - Doing experiments in the laboratory without supervision is prohibited. The performance of unauthorized experiments and the use of any equipment in an unauthorized or unsafe manner are strictly forbidden
  - Examine all apparatus for defects before performing any experiments. Do not use damaged, cracked, or otherwise defective glassware. Consult your instructor about where to place broken glass. If you break a thermometer or find a broken thermometer, report it to your instructor immediately.
  - Please exercise caution when dealing with electrical devices, fire, Mercury, inflammable chemicals like Aniline and experiment with Laser.
  - Do not remove apparatus from cabinets without the permission of the instructor.
  - Return all of your equipment and glassware to its original location at the end of the laboratory session. When the fire alarm sounds you must evacuate the building via the nearest exit. Extinguish all flames and turn off all equipment, as appropriate, before leaving
  - All personal accidents, injuries and illnesses, however slight, occurring in the laboratory must be reported immediately to the instructor.
  - Visitors, including children, are not permitted to enter the laboratories.
  - Do not take laboratory equipment, glassware outside the lab without the permission of the instructor.
  - No food or drink are allowed in the laboratory
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