IISER Mohali Robotics Club: Club Room Rulebook

v0.1 | Effective: Currently in review

Purpose   This rulebook defines safe and fair use of the Robotics Club Room for projects, storage, fabrication, and testing. It applies to all members, guests, and collaborators.

Roles, Categories & Access Credentials

Category	Who	Access scope	Credentials
Members	Students working with the club on a temporary or short-term basis (e.g., end-sem PHY211 project, course minis, one-off tasks).	Access during posted hours or with prior permission; may use tools per policy under supervision where required.	No biometric. Sign-in required.
Active members (biometric)	Ongoing contributors to official club projects and operations.	Access during posted hours; may open/close the room as designated; may supervise permitted operations per policy.	Biometric eligible. Assigned only after approval by club officials; revocable.
Guests / visitors	Not working on any official club project (drop-ins, friends, visitors, outreach).	Entry only when accompanied by a permitted member or allowed official; **no tool or equipment operation**. Observation only.	No biometric. Temporary entry only.
Club officials (convenors and ex-convenors)	Appointed/previously appointed student leads responsible for operations, safety, and stewardship.	May approve access, schedule operational holds, and supervise restricted tools; ex-convenors act as escalation for complaints.	Manage biometric assignment for active members; maintain email-first records.

Biometric policy. Biometric access is assigned only to *active members* after approval by club officials and can be revoked for safety, misuse, or inactivity. Members are temporary contributors (e.g., PHY211/end-sem projects) and are not eligible for biometric by default.

A. Access & Conduct

1. **Access Hours.** Use the club only during posted access hours or with prior permission from allowed officials/permitted members in charge; biometric entry applies to approved *active members* only.

2. **Operational Holds.** The **club may temporarily stop access** for segregation of components, audits, cleaning, or maintenance. Such holds will be announced by email when possible.

3. **Night Work (Recommendation).** Heavy/noisy or hazardous operations (drilling, grinding, extensive soldering) are **discouraged at night**. Aim to finish such operations **before 22:00**.

4. **Sign-In/Out.** Record your name, roll number, **designation (Member / Active member / Guest / Official)**, in/out time, and purpose in the log book if available.

5. **Guests.** Guests/visitors need prior permission, must be accompanied by a permitted member, and **may not use tools or equipment**.

6. **Respect.** Treat people, tools, and ongoing projects with care. No harassment, vandalism, or disruptive behavior.

B. Food, Drinks & Cleanliness

1. **Food.** Dry snacks are fine. Keep liquids far from electronics and machines.

2. **Clean Up.** Clear waste immediately; wipe benches you used.

3. **Spills.** If a spill occurs, stop work, disconnect affected gear (if safe), and email the club regarding the incident with full transparency.

C. Storage & Labelling

1. **Project Bins on Tables Only.** Keep project bins/boxes **only on the tables**, not even on the standing desk at the center. Do not place project bins in the almira.

2. **Almira Use (Sensitive/Expensive Projects).** Prior permission from allowed officials is required to use the almira for expensive/sensitive projects.

3. **Labels.** Each bin must list project name and/or name of at least one team member.

4. **Clearing.** Unattended/unclear items may be cleared after notice.

D. Components: Taking, Returning, Reporting

1. **Take Only What You Need.** Be conservative with passives and small parts.

2. **Return To Correct Boxes.** If you used a resistor from the resistor box, put it back in the correct value drawer/strip. Same applies to transistors, diodes, ICs, headers, jumpers, dev-boards, sensors, motors, drivers, screws, nuts, washers. Keep assortments tidy.

3. **If Unsure.** Dont dump misc parts into random bins. Ask an allowed official or leave them in a clearly labelled to-sort tray, which will be available on the standing desk at the center.

4. **Damage/Missing.** If a part/tool is damaged or missing, email roboticsclub@iisermohali.ac.in immediately. If you found it damaged, mention when it was last seen in good condition (date/time/person if known).

E. Tool & Equipment Policy

E1. Permissions Matrix

Category	Use Policy	Notes
Hand tools (screwdrivers, pliers, cutters, tweezers)	Members and Active members may use. Guests/visitors may not operate tools.	Return to correct peg/slot; report issues by email.
Soldering & small electronics tools	Members and Active members may use. Guests/visitors may not operate tools.	Use fume extraction if available; do not solder near the 3D printer.
Power tools (hand drill, rotary/angle grinder)	Only allowed officials or permitted Active members may operate; Members require explicit permission and supervision; Guests/visitors may not operate.	PPE mandatory (glasses, mask/ear where applicable).
Oscilloscope, logic analyzer, function generator	Members/Active members only; use only if you know correct operation or with supervision. Guests/visitors may not operate.	Wrong settings can damage probes/instruments.
3D printer	No direct use without permission. Requests only via email to roboticsclub@iisermohali.ac.in. Operation by allowed officials or permitted members. Guests/visitors may not operate.	Strictly scientific/project use; no personal prints.

E2. General Rules

1. **Keep Hazards Away From 3D Printer.** Do not use drills, grinders, or soldering anywhere near the 3D printer.
2. **Night Work (Recommendation).** Avoid drilling/grinding/extended soldering at night; target 22:00 as a soft cutoff for such operations.
3. **Power Off.** After use, switch off instruments and unplug portable tools.

F. 3D Printing

1. **Channel.** All 3D print requests go by email to roboticsclub@iisermohali.ac.in.
2. **Printer and materials.** Printer: **Bambu Lab A1**. Filament stocked: **PLA** (other filaments might be available). Maximum build volume: **25.6 cm × 25.6 cm × 25.6 cm**; recommended working envelope: **up to 24 cm cube** for reliability.
3. **Allowed use. Only scientific/academic project work**. Personal or non-scientific items (door hooks, generic holders, etc.) are **not allowed**.
4. **Operation.** Printing is performed or supervised by allowed officials or permitted members. **No unsupervised operation.** Guests/visitors may not request or operate prints.
5. **Models and files.** Prepare in **Bambu Studio**. **Sliced output is mandatory**; attach the **.gcode** file (required).

6. **Safety near the printer. Do not drill, grind, or solder anywhere near the printer.** Keep the surrounding bench clear; do not touch the machine without permission.

G. Equipment Use Duration & Project Email (No Hard Limits)

1. **No Fixed Time Limits.** There is **no formal time limit** on equipment use. Be considerate so others can proceed.

2. **Mandatory Project Email.** For each project, send an email to roboticsclub@iisermohali.ac.in including:
   - **Detailed list of all parts/components** you used (ICs, sensors, motors, passives, hardware, PCBs/boards, etc.).
   - **Short project description** (goal, current status).
   - **Assistance log:** which allowed officials/permitted members assisted you in using restricted tools (e.g., 3D printer, angle grinder), including date(s).

H. Electrical & Test Safety

1. **Know Your Limits.** If unsure about scope probes, PSU limits, or groundingpause and ask a club official.

2. **Voltage/Current Limits.** Set current limits before powering circuits. Double-check polarity and ratings.

3. **Probes.** Use appropriate probes/ranges. Never exceed rated voltage.

I. Housekeeping & Lock-up

1. **Before Leaving:**
   - Power down instruments; unplug portable tools; close laptops.
   - Return all tools/components to proper places; clear the bench; dispose of trash.

2. **Doors & Windows.** Close and secure all the doors and windows, including terrace entry.

3. **Lights & Fans.** Switch off lights and fans.

J. Contacts

Primary club email for all operational communication: roboticsclub@iisermohali.ac.in

Current officials:
- **Aman Rathore** ms24058@iisermohali.ac.in   Phone: +91 80034 79539
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