

The LNM Institute Of Information Technology, Jaipur
Electronics and Communication Engineering Department

Laboratory Policy and Guideline

1. General guidelines

- a) Use of mobile phones inside the laboratory is **STRICTLY PROHIBITED**. If you found Guilty, your devices might be **CONFISCATED** for certain period of time
- b) There are certain marks assigned for discipline in each lab as notified by the lab instructor. at the beginning of the course.
- c) **Late entry** is allowed up to completion of attendance which will complete at 9:05AM/02:05PM. After this time, certain marks will be deducted from lab attendance marks. Deduction will be 2 marks for next 5 minutes (9:05 to 9:10 am/2:05 to 2:10 pm) and 3 marks for 9:10 to 9:15am)
- d) Laptop & Bags are **NOT allowed** in the Lab.
- e) You must maintain a separate **NOTEBOOK** for Lab calculations & observations during lab and bring scientific calculator for the same. Each group also have to carry a **PEN DRIVE** essentially to store the DSO results for Lab record purpose.
- f) Seating arrangement will be provided for the lab slots. Kindly check your group number and sit on the assigned place only. Maintenance of belongings of your group Number is yours responsibility only. You must maintain proper arrangements while leaving lab viz. switch off all power supplies, put all components in component box, put connecting wires on assigned place, and put tools below table.
- g) During lab, connect your hardware circuit/component as given in manual first without power supply connections and then check it once again. After that connect power supply and switch it ON.
- h) Each student needs to prepare his/her lab record and submit the same on Next Week Lab Slot. The time for collecting the lab records from lab is also fixed, so you have to collect your lab records in assigned time only.

2. Lab exercises

a) General

The maximum number of students in a lab work group is indicated on the course information sheet. Students should leave a work group for whatever reason such that only one student remains in a group, this student may join another team provided there.

Lab Policy Guideline

b) Missed Lab exercises

It is mandatory to perform all lab exercises according to course requirements. Failure to perform one or more lab exercises results in a grade of "F" for the course. In lab schedule there will be make up lab slot/week. It is the responsibility of the student to inform lab superintendent and fixing the make up lab slot and perform the experiment.

3. Lab Reports

a) General

It is mandatory that all lab reports must be submitted on time as specified by the lab instructor.

The lab report should have following points

- a. AIM
- b. Block Diagram/Circuit Diagram
- c. Apparatus/Components used
- d. Theory
- e. Observation Table/Results
 - i. Rough sheet (signed) / lab notebook (signed)
 - ii. Hand drawn waveform, signal / saved image printed and pasted
 - iii. Data table with Theoretical, Practical and Error %
- f. Plot / Graph (if required in the experiment)
- g. Conclusion (in students own word)

b) Plagiarism

Plagiarism will not be tolerated and may result in a grade of "F" for the course. Any material taken from sources like books, manuals, web sites, magazines, etc. must be clearly referenced as a footnote or under bibliography.

A re-write of a report will be granted only under exceptional circumstances!

c) Missed Lab exercises

In some cases group lab reports may be allowed by the lab instructor. The group's composition is also determined by the lab instructor. If a student fails to perform a lab exercise with his/her group he/she will have to write his/her own individual lab report!

4. Lab Reports Submission

In general, the submission of report is next laboratory day scheduled for the batch.

a) Late Submission

The submission schedule (due date) will be made available by the attending lab instructor. Late submission results in a deduction of 2 (two) marks per week out of 10.

b) NO or Partial Submission

A final date for submission will be clearly indicated on the sign-up sheet and/or announced by the lab instructor. If after that date not all lab reports have been submitted, the student will receive a grade of "F" in this course

5. Equipment

If equipment needs to be signed out, contact to Lab Superintendent. The person signing it out is responsible for it. Your marks will be held back until all equipment, books, data manuals, tools etc. are returned (i.e. your graduation might depend upon it). Signed-out equipment has to be returned to the same technologist from whom you signed it out. Assure your name is then removed from his sign-out list. No equipment may be removed from any of the laboratories without explicit permission.

6. Evaluation guideline

Lab Record Evaluation marking Scheme

S. No	Item		Marks	Comment
1	AIM		0.5	
2	Block Diagram/Circuit Diagram		1	Correct diagram is required
3	Apparatus/Components used		0.5	
4	Theory		1.5	
5	Observation Table/Results	Rough sheet (signed) / lab notebook (signed)	0.5	Signed copy is required
		Hand drawn waveform, signal / saved image printed and pasted .	1.5/2.5	If no plot is required Signal O/P is having 2.5 marks
		Data table with Theoretical, Practical and Error %	1.5/2.5	If no plot is required Data table is having 2.5 marks
6	Plot / Graph (if required in the experiment)		2/0	
7	Conclusion (in students own word)		1	

If the above items are not present in the report subsequent marks will be deducted from total 10 marks