



**IEC GROUP OF
INSTITUTIONS**

- A Unit of Vocational Education Foundation -
Greater Noida



IEC
UNIVERSITY
THE KNOWLEDGE EXPERTS
BADDI

Do's & Don'ts

Lab Attendance

Lab attendance is mandatory and there are no make-up labs. A family crisis or severe illness requiring attention from the infirmary and prohibiting you from all your coursework are acceptable reasons for missing lab and every effort will be made to accommodate you in these exceptional circumstances.

Things to Do

1. Be on time. At the start of the lab period, there will be a short introduction to the experiment you will perform that day. It is unfair to your partner and to others in the lab if you are not up to speed when the work begins.
2. Inform the instructor and/or TA if there is a problem. You will have their immediate attention if you have cut yourself (even if you consider it minor), if something broke and needs cleaning up, or if you are on fire.
3. Be aware of all the safety devices. Even though the instructor and TA will take care of emergencies, you should know where to find the first aid kit, the chemical spill kit, the eye wash and the safety shower.
4. Keep clutter to a minimum. There is a coat rack to hang your jackets and there are empty cabinets to store your backpacks. Anything left in the aisles is likely to be stepped on and is a hazard to everyone.
5. Wash your hands before you leave the lab for the day.
6. Be aware of others in the lab. Areas of the room may be crowded at times and you should take care not to disturb the experiments of others in the lab.
7. Bring your lab notebook and an open mind to every lab meeting.

Things Not to Do

1. Do not eat, drink, chew gum, smoke or apply cosmetics in the lab. Just being in lab makes your hands dirtier than you can imagine and you don't want to accidentally eat any reagent (see item 5 on 'things to do' list).
2. Do not put pieces of lab equipment in your mouth. It sounds obvious but you'd be surprised!
3. Do not work with chemicals until you are sure of their safe handling. This includes some awareness of their flammability, reactivity, toxicity, and disposal.
4. Do not use the phone or computer with gloves on your hands.

Lab Safety Do's & Don'ts

LAB DOS

1. Know the location of all safety and emergency equipment used in the lab.
2. Know fire drill procedures and locations of all exits.
3. Know the location of the closest telephone.
4. Familiarize yourself with all lab procedures before doing the lab exercise.
5. Report ALL accidents, hazards or chemical spills to the instructor (no matter how small).
6. Keep your work area clean and clutter free.
7. Tie back all long hair and remove dangling jewelry during lab.
8. Always be sure that electrical equipment is turned in the "off" position before plugging it into a socket.
9. Handle all animals with care (B. Pharm. / M Pharm.)
10. Use extreme care when handling sharp objects.
11. Dispose of all chemicals, broken glass and other lab materials into the proper containers as directed by the instructor.
12. When heating liquids in a test tube, always point the test tube away from other students.
13. Keep all materials away from open flames.

LAB DON'TS

1. **NEVER** experiment on your own.
2. Do not eat or drink in the lab room at any time (other than permitted by instructor).
3. Do not chew gum or eat candy during lab exercises.
4. **NEVER** add water to an acid.
5. Do not wear contacts in the lab without proper eye protection.
6. **NEVER** smell, taste or touch chemicals.
7. **NEVER** work in the lab alone.
8. **NEVER** use electrical equipment around water.
9. **NEVER** mix chemicals before asking the instructor.
10. **NEVER** return unused chemicals to the original container.
11. **Absolutely NO HORSEPLAY is allowed in the lab area!**
12. **NEVER** leave the lab area without washing your hands.

10 Things You Should **N-E-V-E-R** Do in the Classroom

1. Never Lose Your Temper

Losing your temper in any classroom can be disastrous. Showing strong negative emotion is one of the worst things you can do. All teachers have bad days, get irritated with students, and struggle to maintain composure at one time or another. You really do not want to lose your temper so that you end up shouting, yelling, or crying. **If you feel yourself getting angry it might be a good idea to step out of the room or remove yourself from the situation and count to one thousand.**

2. Never Lose Control

One thing you will never gain back if you lose it is control. Don't let the students in any class walk all over you, take control of your lesson, or get unruly in any way. Sometimes student might become overly-excited or obnoxiously loud during an activity, and you need to be able to bring them back down. Students need to respect you, and if you are too passive and don't have boundaries you are bound to lose control at some point.

One great strategy that works with both kids and adults is to create a signal that when they see it, they know they are expected to do the same thing, and get quiet. Some popular options are: raising your hand, clapping if it isn't too noisy already, or waving. It is a domino effect when you reach a few students, the rest will follow and you will regain control.

3. Never Go Crazy with Handouts

Too much paper is just not a good idea. Temper handouts with activities that involve students and don't just keep them sitting idly by doing boring rote work and trying to weed through your ten-page grammar explanation. Use the board, interact with students and never rely on paper to do your job!

4. Never Eat Lunch in the Classroom

You'd be surprised how many teachers bring their lunch into the classroom! This is just not appropriate with any level or any age. Drinking a morning cup of coffee or bringing in donuts or snacks for the group is one thing, but don't eat your afternoon meal while class is in session.

5. Never Get Overly Involved With Students

Depending on your circumstances, it can become pretty easy to become overly emotionally involved with your students. Because you are teaching a language, you may learn a lot about students during the class, and you may even need to extend some help to them outside of the classroom. **Be careful to have boundaries for yourself** and don't get too caught up in students' problems. Also be wary of creating personal relationships outside of the class. This can easily happen when teaching adults, just be sure it doesn't interfere with the classroom dynamic.

6. Never Make Fun of Students

It may seem obvious that you shouldn't ever mock or make fun of students, but sometimes what seems to be a harmless joke or comment can wound a student's confidence and self-esteem. It is a great talent to be able to use humor in the classroom and also show students how to laugh at themselves. Just be careful that your jokes or sarcasm aren't aimed at particular students in a personally harmful way.

7. Never Sit Down Through an Entire Class

Sitting down through an entire class is just not appropriate. The teacher is expected to stand or walk around throughout the whole classroom period. Sitting down for too long delivers a message of laziness, unless you are injured or ill. When in the classroom it is a time to interact, to circulate and to lead the students. You also don't want your students always sitting down and not moving around. Give them the opportunity to mingle around, stand at the board, or do group work away from their chairs.

8. Never, Be Late

Being late is a big problem. It is very important to model the behavior you want from students. Being late very occasionally or sometimes coming in a few moments late is not a problem. It's when you are chronically late that you show the students it is acceptable for them to be late as well. **Be as punctual as you possibly can,** and when you are late be sure to apologize to students.

9. Don't Follow the Book Only

Sometimes teachers fall into the trap of teaching everything directly from the textbook. This is not only boring and tedious; it is doing your students a disservice. If you only focus on what the book dictates, the students will miss a lot. A textbook is a guide and can provide ideas about the order of topics and the structure to follow. Be sure that you are connecting your activities to the book, but not solely doing everything from that one source.

10. Never Play Favorites to Select Students

All students in the class need to get your attention and your direction. It is okay to have your favorite students as long as you don't give them concessions that you don't provide to anyone else. It is only natural to hit it off with certain students, just be sure that you are fair to all the students in your class and give everyone adequate consideration and praise.

Look at your own style and be confident that you won't ever perform any of the ten things on this list.