

GENERAL INFORMATION

Laboratory Sessions

(Semester 6)

Session 2016/2017
Department of Mechanical Engineering
National University of Singapore

LABORATORY SESSIONS

1. Purpose

Laboratory sessions provide training in practical engineering skills. With the modular system, the laboratory sessions are part and parcel of a module. The grades obtained for the laboratory sessions will contribute towards the final grade of the module.

2. Organisation

The attached laboratory time-table is for students taking the recommended modules for the semester. Students not taking any of the listed modules need not attend the respective attached laboratory sessions. The laboratory sessions are compulsory for students taking the modules.

3. Laboratory Classes

3.1 Attendance

Attendance is compulsory. The Dept will not entertain requests for re-scheduling of laboratory sessions due to student negligence (e.g. forgetting or mis-reading the schedule), or personal reasons (e.g. birthday celebration, hall activities, driving test). Documentary evidence has to be produced for exceptional circumstances (e.g. illness) before a re-scheduling is permitted. The students concerned have to seek permission from the laboratory co-ordinator for re-scheduling. You have to seek permission from the experimental supervisor if there is any urgent need for you to leave the lab session earlier.

You will not be permitted to attend any session if you are late by more than fifteen minutes.

3.2 Log Report

For each module, a student will be required to write two log reports. Generally, the log reports have to be completed within the 3-hour sessions. Penalty will be imposed for late submissions.

The above guidelines are to be strictly observed, unless otherwise specified by the lecturers-in-charge. The formats for the formal and log reports are attached for your reference.

3.3 **Safety**

As you will be working with electrical and mechanical equipment, you are required to wear toe-covered shoes and take appropriate precautions when you are in the laboratory or workshop. The workshop and some laboratories require students to put on long pants. Students not in compliance with the safety requirement **will be barred** from the laboratory session.

4. **Copying**

Students are hereby warned that copying of lab reports is a serious offence and it may lead to expulsion from the University. The technologists have been instructed to confiscate all copies of lab reports not belonging to the students concerned during the lab sessions.

5. **Queries**

You may contact A/Prof Joshi Shailendra (Ext. 64496, Rm E1-07-15) for any problem, query or constructive suggestion with regard to the lab sessions.

6. **Warning**

Attendance is compulsory. Students who are absent without any valid reason may be barred from taking Examinations.

GUIDELINES FOR WRITING LAB REPORTS

LOG REPORT

All log reports must be completed within the duration of experiments, unless decided otherwise by the lecturers-in-charge. The log book should consist of:-

- 1) Title
- 2) Aim or Objective
- 3) Record(s) of data
- 4) Discussion in point forms
- 5) Conclusion

The log book is to be handed in for grading at the end of the experiment.

Laboratory Timetable for Semester 6, 2016/2017

Formal reports are to be submitted for the experiments indicated in bold

Wednesday 1800-2100	<u>Wednesday subgroups</u>									
	3A1	3A2	3B1	3B2	3C1	3C2	3D1	3D2		
	Thursday 1800-2100	<u>Thursday subgroups</u>								
		3E1	3E2	3F1	3F2	3G1	3G2	3H1	3H2	
	Friday 1800-2100	<u>Friday subgroups</u>								
		3I1	3I2	3J1	3J2	3K1	3K2	3L1	3L2	
18/01/17 (ENGIN DAY)	19/01/17	20/01/17	E1				E2			
25/01/17	26/01/17	27/01/17 (CHINESE NEW YEAR)		E1				E2		
01/02/17	02/02/17	03/02/17			E1				E2	
08/02/17	09/02/17	10/02/17				E1				E2
15/02/17	16/02/17	17/02/17					E1			
01/03/17	02/03/17	03/03/17						E1		
08/03/17	09/03/17	10/03/17	E2						E1	
15/03/17	16/03/17	17/03/17		E2						E1
22/03/17	23/03/17	24/03/17			E2					
29/03/17	30/03/17	31/03/17				E2				
ENGIN DAY REPLACEMENT		05/04/17	E1				E2			
CHINESE NEW YEAR REPLACEMENT		07/04/17		E1				E2		
E1	ME2142-1 Frequency Response – Control and Mechatronics Lab 1 (EA-04-06)									
E2	ME2142-2 Speed/Position Control – Control and Mechatronics Lab 2 (EA-02-18)									