

GENERAL INFORMATION

Laboratory Sessions

(Semester 4)

Session 2017/2018
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 relevant modules for the semester. Students not taking any of the listed modules need not attend the respective attached laboratory sessions.

3. Laboratory Classes

3.1. Attendance

Attendance is compulsory. The department 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** must 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 (see section 5). 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.**

Students who are absent without any valid reason **may be barred** from taking the respective examinations.

3.2 Lab Report

Students are required to write lab report(s) for all the lab session(s). You can download the lab manuals from the IVLE system (<https://ivle.nus.edu.sg/>) when the semester starts. Generally, the lab reports have to be completed within the 3-hour sessions, unless decided otherwise by the lecturers-in-charge. Penalty will be imposed for late submissions.

GUIDELINE FOR WRITING LAB REPORTS

In general, the report should consist of:

- 1) Title
- 2) Aim or Objective
- 3) Record(s) of data and plots
- 4) Discussions
- 5) Conclusion

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

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 the 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 Dr. ONG Eng Teo (6516-2556, mpeoet@nus.edu.sg) for general queries regarding the lab sessions.

If there is a need to **re-schedule** for the lab session, please contact the respective lab tutor for permission, and cc the lab staff for the following up action. Note that you are required to produce the **documentary evidence** (e.g. Medical Certificate) upon attending the make-up lab session.

Lab session	Contacts
ME2121-1 (Performance Evaluation of Air-Cond)	Sacadevan Raghavan (Lab Staff) mpers@nus.edu.sg Asst Prof KOH Yee Kan (Lab Tutor) mpekyk@nus.edu.sg
ME3112-1 (Vibration)	Priscilla LEE Siow Har (Lab Staff) priscillalee@nus.edu.sg Dr ONG Eng Teo (Lab Tutor) mpeoet@nus.edu.sg
ME3112-2 (Gyroscopic)	Amy CHEE Sui Cheng (Lab Staff) amychee@nus.edu.sg A/Prof Gerard LENG (Lab Tutor) mpelsb@nus.edu.sg

Use the following request slip when writing to the lab tutor and staff, with the email subject "***Request to reschedule lab session***".

Upon receiving the permission from the lab tutor, the lab staff will proceed with the re-scheduling and notify you on the make-up lab session via this slip.

Student Request	
Name	
Matriculation Number	
Reason for your request	
Original Lab sub-group assigned	
Proposed sub-group(s) to join*	
Lab Staff Reply	

* You can proposed up to **three** lab sessions to do the make-up. But in the event if the proposed lab sessions are not available, you will be given the next available one.

Laboratory Timetable for Semester 4, 2pm – 5 pm

Monday	<u>Monday subgroups</u>												
				2A1	2B1	2C1	2D1	2E1	2F1	2G1	2H1	2I1	2J1
	Wednesday	<u>Wednesday subgroups</u>											
				2A2	2B2	2C2	2D2	2E2	2F2	2G2	2H2	2I2	2J2
		Thursday	<u>Thursday subgroups</u>										
			2A3	2B3	2C3	2D3	2E3	2F3	2G3	2H3	2I3	2J3	
29 Jan	31 Jan	1 Feb	L3				L4			L5			
5 Feb	7 Feb	8 Feb		L3				L4			L5		
12 Feb	14 Feb	15 Feb*			L3				L4			L5	
19 Feb	21 Feb	22 Feb	L5			L3				L4			
Recess Week													
5 Mar	7 Mar	8 Mar		L5			L3				L4		
12 Mar	14 Mar	15 Mar			L5			L3				L4	
19 Mar	21 Mar	22 Mar	L4			L5			L3				
26 Mar	28 Mar	29 Mar		L4			L5			L3			
2 Apr	4 Apr	5 Apr			L4			L5			L3		
9 Apr	11 Apr	12 Apr				L4			L5			L3	

*** Note: It is Chinese New Year Eve, and hence there is no lab session. The make-up session will be on 16 APRIL (MONDAY).**

	Module Code	Topics	Venue
L3	ME2121-1	Performance Evaluation of Air-Cond	Airconditioning Lab (E1-03-01)
L4	ME3112-1	Vibration	Dynamics/Vibration Lab 2 (E1-02-03)
L5	ME3112-2	Gyroscope	Dynamics/Vibration Lab 2 (E1-02-03)