

Date : January 23, 2023

Circular**Preparation of Lab for Visit / Inspection**

In this respect, the concerned lab in-charges must ensure availability of documents (duly completed) in the lab as per attached checklist. Important ones are listed below :

1. Display of Institute and Dept Vision / Mission / PO / PEO / PSO, name and contact details of HOD, Lab-I/c (faculty), Lab Tech, Time-table, Occupancy, Name of equipment / apparatus with Status of Working, Charts, Safety Precautions, Do's and Don'ts, SOP, etc.
2. File containing AKTU Syllabus, Teaching and Evaluation Scheme, List of Experiments, List of Equipment, Layout of Lab, Safety Precautions, Do's / Don't and OBE related Documents (CO, CO-PO-PSO Mapping with reasons, CO-wise list of experiments, Rubrics – if applicable, Sample Quiz, Viva-Questions, CO-Assessment Tool and Attainment Level, Course End Survey etc.) etc.
3. Stock Register and Consumption related Records
4. Copy of Bills and Maintenance / Calibration Record
5. Communication File containing all notices, circulars, time-table, requirement and procurement record, and communication records etc.
6. Record of Students' Attendance, Continuous Lab Evaluation, Evaluated Lab Files, Marks (Internal and External), CO-Attainment, Course End Survey
7. Display of all applicable items at proper / prescribed place (Name Plate of each experiment setup / apparatus / machine; as deemed)
8. Any other - as applicable / decided or suggested by the department / competent authority

All the Labs may be inspected any time by a Central Committee (at MIET Level) wef first week of February, 2023.


(Dr. Brijesh Singh)

Director

Copy for information and necessary action to :

- Hon'ble Chairman and Vice Chairman
- Dean – Academics, Dean – Students Welfare, all other Deans
- All the HODs, All the faculty members and all the staff members
- Registrar, ERP, Account Section, Hostel Warden, Transport I/c, Admin Officer
- Notice Board