



GEETHANJALI INSTITUTE OF SCIENCE AND  
TECHNOLOGY::NELLORE  
Internal Quality Assurance Cell (IQAC)  
Lab File Audit



	Name of the Physical laboratory:			
	Room No:			
	Name of the lab incharge (Faculty) (for physical lab - PL):			
	Name of the Lab Assistant (for physical lab):			
1	Name of the faculty incharge (for curriculum lab- CL):			
2				
3	Lab file			
4	Cover page			
5	Content page			
6	Institute V,M – Principal/Director signed xerox copy			
7	V,M, PEO. - HoD signed xerox copy			
8	PO, PSOs - HoD signed xerox copy			
9	List of experiments as per the syllabus. - university xerox copy			
10	Lab Course outcomes (6) and Mapping with Blooms Taxonomy – Prepared and signed by faculty incharge			
11	CO - PO, PSO and Mapping – Prepared and signed by faculty incharge			
12	List of experiments including additional experiments and their CO, PO/PSO mapping.- Prepared and signed by faculty incharge			
13	Class timetable- HoD signed xerox copy; highlighting the lab			
14	Model Practical End examination questions [SEP]- Prepared and signed by faculty incharge			
15	Schedule of end practical examinations - HoD signed xerox copy			
16	List of examiners- HoD signed xerox copy			

17	Cycle chart to know the batch size of experiment setup - Prepared and signed by faculty incharge			
18	Lab occupancy chart (including names of Lab, faculty in-charges and support staff) -Prepared and signed by Lab incharge			
19	List of the equipment and total cost (S.No, Description,suppliers, Date of purchase, unit price, qty, total) - Prepared and signed by Lab incharge			
20	List of major equipment. - Prepared and signed by Lab incharge			
21	List of Labelling/Number code of the equipment - Prepared and signed by Lab incharge			
22	Dos and Don'ts - Prepared and signed by Lab incharge			
23	List of Major/Mini projects done by the students in this lab with documentation. - Prepared and signed by Lab incharge			
24	List of working models/Prototypes/products with proper documentation. - Prepared and signed by Lab incharge			
25	Physical lab floor plan with area in Sq.m - Prepared and signed by Lab incharge			
26	Inventory List - Prepared and signed by Lab incharge			
27	list of Additional equipment - Prepared and signed by Lab incharge			
28	Laboratory assessment & attainment sheet			
29	Registers/Documents to be kept on the table of Physical lab:			
30	Stock register (which includes date of purchase, supplier, indent, GRN, bill number) <sup>[1]</sup> <sub>[SEP]</sub> - Prepared and signed by Lab incharge			
31	Maintenance register (allocate minimum one page for each equipment) <sup>[1]</sup> <sub>[SEP]</sub> - Prepared and signed by Lab incharge			
32	Consumables register <sup>[1]</sup> <sub>[SEP]</sub> (allocate minimum one page for each equipment)- Prepared and signed by Lab incharge			
33	Student log-in register - Prepared and signed by Lab incharge			

34	Service/Repair register - Prepared and signed by Lab incharge			
35	Equipment operation manual provided by the manufacturer. <sup>[1]</sup> <sub>SEP</sub>			
36	File of filled indents forms or issue/return Register - Prepared and signed by faculty incharge			
37	Student and Master manual prepared by the department with additional experiments. - Prepared and signed by faculty incharge <sup>[1]</sup> <sub>SEP</sub>			
38	Place two sets of well maintained records of each lab per semester. - Prepared by students and signed by faculty incharge			
39	Duly filled attendance register with day to day evaluation. - Prepared and signed by faculty incharge			

Observations:

Remarks:

CONVENER IQAC