**AMRITA VISHWA VIDYAPEETHAM,**

**COIMBATORE CAMPUS**

**Internal Quality Assurance Cell (IQAC)**

**Laboratory Audit Checklist**

**Name of the Laboratory:**

**Type of Laboratory: Teaching/Research**

**Department/Centre Name:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl No:** | **Item** | **Percentage of Completion**  | **Remarks/Suggestions** |
| ***Documents & Files*** |
| 1 | Records of all purchases of equipment & consumables |  |  |
| 2 | Lab records & manuals |  |  |
| 3 | Sample observation notebooks & student reports/records |  |  |
| 4 | Mechanism of upkeep of Physical Resources (Maintenance of Instruments, equipment etc.) |  |  |
| 5 | Stock & equipment register |  |  |
| ***Boards & Displays*** |
| 6 | Name boards of all Faculty in-charges & technical staff |  |  |
| 7 | Selected Working Models, Projects & demonstrations |  |  |
| 8 | Laboratory highlights, achievements & accomplishments (Projects/Patents/Papers/Awards/Other outcomes)  |  |  |
| 9 | List of major equipment  |  |  |
| 10 | List of major experiments/exercises  |  |  |
| 11 | Educational-aids & charts  |  |  |
| 12 | Safety Instructions |  |  |
| 13 | Rules & Regulations |  |  |
| ***Availability of fire extinguisher and other safety apparatus*** |  |  |

***Name & Signature of Auditor with date:***