



EVENT COMPLETION REPORT

SECTION A: Event Detail

Event title:	Good Laboratory Practices Documents and Records		
Starting date of event:	28/06/2019	Duration of Event (in days)	1 Days
Name of the event organizing School			
Name of the event organizing Department	IQAC		
Sponsor of the Event (Sharda University in case of internal sponsorship)	Sharda University		
Committee Members:	Convener/Coordinator	Prof. Sushanta Kumar Mandal & Dr. Manish Sharma	
	Co convener	Ms. Suman Lata Dipti Parashar	
	Secretaries	Mr. Firoz Mr. Amarjeet	
	Organizing Members:	Mr. Sisir Bara Mr. Himanshu	
Chief Guest/ Guest of Honor with affiliation (If any)		Email:	
		Contact No:	
Name of Speaker/s with affiliation (If any)	Dr. Manish Sharma (IQAC/iGAP) Ms. Suman Lata (IQAC/iGAP)	Email: manish.sharma@sharda.ac.in	
		Contact No: 9971115412	

SECTION B: Event report and reflection

1. Event objectives:

To explain the good practices of the Lab and standard practices to maintain the record and documents using 5S and Six Sigma approach..

2. Event description: This FDP was conducted from 28th June, 2019. The nomination of Lab assistant/ Lab Technician were solicited from the deans of the respective schools. Following points were discussed during the interaction with lab coordinators/ Incharge.

- (1) Documents and Records;
- (2) Hierarchy of documents;
- (3) Contents of a quality manual;
- (4) Standard operating procedure;
- (5) Laboratory document management system;
- (6) Methods and tools to properly store documents and records.
- (7) Display

At the end of the session, it was concluded and convey to all lab coordinators/incharge, Lab assistant/ Lab Technician to maintain their records and documents with a systematic approach.

Things to be maintained in all Laboratories

1. Name of Lab should be displayed prominently
2. Time schedule of Lab
3. List of Experiments/Equipment.
4. Labels on equipment/experiments.
5. Display of SOP of all experiments/Instruments
6. Purchase records of equipments
7. Annual Stock Register of Desktop (for computers labs)
8. Servicing records of instruments.
9. Display of Safety Instructions
10. Safety gear (Gloves, glasses, etc)
11. First Aid Box should be regularly updated
12. LAB Log Book (Other than regular courses)
13. Fire safety **tools** (Fire extinguisher, Fire Alarm Systems, Fire Suit etc).

Internal Quality Assurance Cell

3. Participants (compulsory for events):

Total Participants	Number of Male	Number of Female
44	33	11

4. Budget distribution from University/any other agency:

Date	Approved Budget	Expenditure
Day-1 (28/06/2019)	N/A	0

5. Appendices

S. No	Content	Appendices Address
1	Participant contact list	Annexure-1 (page no-3)
2	Photographs of the events	Annexure-2 (page no-4)
3	Web sites link (If created)	--
4	Other information (If Any)	--

Annexure No-1
Attendance Sheet (28/06/2019)

Attendance Sheet (28 June, 2019)
Block Number 004, Block 3, Ward 6, etc.

No	Name of student	Programme	Admission No.	Roll No.	Signature
1	Bablu Sharma	Lab Tech	93732835	93732835	[Signature]
2	Munish Kumar	Lab Tech	93999399	93999399	[Signature]
3	Sudhanshu Kumar	Lab Tech	93732835	93732835	[Signature]
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Attendance Sheet (28 June, 2019)
Block Number 004, Block 3, Ward 6, etc.

No	Name of student	Programme	Admission No.	Roll No.	Signature
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Attendance Sheet (29 June, 2019)
Block Number 004, Block 3, Module Code: 00

No.	Name of candidate	Register	Index No.	Center No.	Roll No.	Signature
1	Abhishek Kumar	Lab. 004	001	001	001	
2	Adarsh Kumar	Lab. 004	002	001	002	
3	Amit Kumar	Lab. 004	003	001	003	
4	Anshu Kumar	Lab. 004	004	001	004	
5	Arjun Kumar	Lab. 004	005	001	005	
6	Ashish Kumar	Lab. 004	006	001	006	
7	Ashish Kumar	Lab. 004	007	001	007	
8	Ashish Kumar	Lab. 004	008	001	008	
9	Ashish Kumar	Lab. 004	009	001	009	
10	Ashish Kumar	Lab. 004	010	001	010	
11	Ashish Kumar	Lab. 004	011	001	011	
12	Ashish Kumar	Lab. 004	012	001	012	
13	Ashish Kumar	Lab. 004	013	001	013	
14	Ashish Kumar	Lab. 004	014	001	014	
15	Ashish Kumar	Lab. 004	015	001	015	
16	Ashish Kumar	Lab. 004	016	001	016	
17	Ashish Kumar	Lab. 004	017	001	017	
18	Ashish Kumar	Lab. 004	018	001	018	
19	Ashish Kumar	Lab. 004	019	001	019	
20	Ashish Kumar	Lab. 004	020	001	020	
21	Ashish Kumar	Lab. 004	021	001	021	
22	Ashish Kumar	Lab. 004	022	001	022	
23	Ashish Kumar	Lab. 004	023	001	023	
24	Ashish Kumar	Lab. 004	024	001	024	
25	Ashish Kumar	Lab. 004	025	001	025	
26	Ashish Kumar	Lab. 004	026	001	026	
27	Ashish Kumar	Lab. 004	027	001	027	
28	Ashish Kumar	Lab. 004	028	001	028	
29	Ashish Kumar	Lab. 004	029	001	029	
30	Ashish Kumar	Lab. 004	030	001	030	

Attendance Sheet (29 June, 2019)
Block Number 004, Block 3, Module Code: 00

No.	Name of candidate	Register	Index No.	Center No.	Roll No.	Signature
1	Ashish Kumar	Lab. 004	001	001	001	
2	Ashish Kumar	Lab. 004	002	001	002	
3	Ashish Kumar	Lab. 004	003	001	003	
4	Ashish Kumar	Lab. 004	004	001	004	
5	Ashish Kumar	Lab. 004	005	001	005	
6	Ashish Kumar	Lab. 004	006	001	006	
7	Ashish Kumar	Lab. 004	007	001	007	
8	Ashish Kumar	Lab. 004	008	001	008	
9	Ashish Kumar	Lab. 004	009	001	009	
10	Ashish Kumar	Lab. 004	010	001	010	
11	Ashish Kumar	Lab. 004	011	001	011	
12	Ashish Kumar	Lab. 004	012	001	012	
13	Ashish Kumar	Lab. 004	013	001	013	
14	Ashish Kumar	Lab. 004	014	001	014	
15	Ashish Kumar	Lab. 004	015	001	015	
16	Ashish Kumar	Lab. 004	016	001	016	
17	Ashish Kumar	Lab. 004	017	001	017	
18	Ashish Kumar	Lab. 004	018	001	018	
19	Ashish Kumar	Lab. 004	019	001	019	
20	Ashish Kumar	Lab. 004	020	001	020	
21	Ashish Kumar	Lab. 004	021	001	021	
22	Ashish Kumar	Lab. 004	022	001	022	
23	Ashish Kumar	Lab. 004	023	001	023	
24	Ashish Kumar	Lab. 004	024	001	024	
25	Ashish Kumar	Lab. 004	025	001	025	
26	Ashish Kumar	Lab. 004	026	001	026	
27	Ashish Kumar	Lab. 004	027	001	027	
28	Ashish Kumar	Lab. 004	028	001	028	
29	Ashish Kumar	Lab. 004	029	001	029	
30	Ashish Kumar	Lab. 004	030	001	030	

Annexure No-2
Photographs of the events

