



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)
Room Number 006A, Block 3, Sharda Uni

Sr. No.	Name of Candidate	Designation	School Name	Contact No	E-Mail ID	Ext No	Signature
1	Bablu Sharma	Lab Tech	SMSR	9313178135	BabluSharma3286		[Signature]
2	ANURAG KUMAR	Lab Tech	SMSR	991803299	Gmail.Com-Rabinde...		[Signature]
3	Sudhakar Singh	Lab Tech	SMSR	8750479694	SudhakarSingh...		[Signature]
4	HARISH KUMAR	Lab Tech	SMSR	9873381244	harish.kumar@sharda.ac.in		[Signature]
5	Pranav Kumar	Lab Tech	SMSR	9811624112	pranavkumar@sharda.ac.in		[Signature]
6	ASWANI KUMAR	Lab Tech	SMSR	9811658199	aswanikumar@sharda.ac.in		[Signature]
7	Jitendra Prasad	Lab Tech	SEADMS	9811675377	Jitendra.Prasad@sharda.ac.in		[Signature]
8	Pankaj Vishwakarma	Technical Assistant	SET	970599832	pankaj.vishwakarma@sharda.ac.in		[Signature]
9	Sanjay K.S.	Lab Tech	SOLE	970264494	sanjay.kumar@sharda.ac.in		[Signature]
10	Anshika	Lab Tech	SMSR	7533023807	anshika.kumar@sharda.ac.in		[Signature]
11	Anshu Kumar	Lab Assistant	SMSR	7703904190	Anshu.kumar@sharda.ac.in		[Signature]
12	Sukalpa Chak	Asst. Professor	SET	9062286194	sukalpa.chak@sharda.ac.in		[Signature]
13	Arun Kumar	Lab Assistant	SET	8745916591	arun.kumar@sharda.ac.in		[Signature]
14	Pankaj Prasad	Asst. Professor	SET	837919491	pankaj.prasad@sharda.ac.in		[Signature]
15	Sanjay Kumar	Asst. Prof.	SET-CIVIL	788050631	sanjay.kumar@sharda.ac.in		[Signature]
16	Anurag Kumar	Asst. Prof.	SAHS	858498980	anurag.kumar@sharda.ac.in		[Signature]
17	Sunil Kumar	Technical Asst.	SBSR/SET	8743910209	Sunil.Kumar@sharda.ac.in		[Signature]

[Signature] 28/06/19

Attendance Sheet (28 June, 2019)
Room Number 006A, Block 3, Sharda Uni

Sr. No.	Name of Candidate	Designation	School Name	Contact No	E-Mail ID	Ext No	Signature
18	Habib Dahiya	Lecturer	SAHS	959136674	habib.dahiya@sharda.ac.in		[Signature]
19	Bunika Khan	Asst. Professor	SAHS	9911694347	bunika.khan@sharda.ac.in		[Signature]
20	Chaitanya	Asst. Professor	SAHS	9015828858	chaitanya@sharda.ac.in		[Signature]
21	Ujjwal Singh	Lecturer	SAHS	770599108	ujjwal.singh@sharda.ac.in		[Signature]
22	Dr. Shyam Lal	Asst. Professor	SET	8260259729	shyam.lal@sharda.ac.in		[Signature]
23	Ujjwal Singh	Lab Assistant	SET	89449810	ujjwal.singh@sharda.ac.in		[Signature]
24	Chaitanya	Lab Assistant	SET	7310101655	chaitanya@sharda.ac.in		[Signature]
25	Vinay Kumar	Asst. Professor	SET	930479104	vinay.kumar@sharda.ac.in		[Signature]
26	Arjun Singh	Technical Assistant	SET	9508045572	arjun.singh@sharda.ac.in		[Signature]
27	Azizuddin	Lab Assistant	SET	7498708108	azizuddin@sharda.ac.in		[Signature]
28	Pawan Kumar	Gr. Technical Asst.	SET	917854378	pawan.kumar@sharda.ac.in		[Signature]
29	Rakesh Kumar	Gr. Technical Asst.	SET	971813773	rakesh.kumar@sharda.ac.in		[Signature]
30	Dr. Anshu Kumar	Asst. Prof.	SAHS	870020507	anshu.kumar@sharda.ac.in		[Signature]
31	Dr. Sunil Kumar	Asst. Prof.	SAHS	852755848	sunil.kumar@sharda.ac.in		[Signature]

[Signature] 28/06/19

Attendance Sheet (28 June, 2019)
Room Number 06A, Block 3, Sharda Univ. Jy

Sr. No.	Name of Candidate	Designation	School Name	Contact No.	E-Mail ID	Est No.	Signature
17	UMESH K. PANDE	Lab. Asst.	SET	9717960212	umeshkumar@sharda.ac.in		[Signature]
18	Krishna Srivastava	Lab. Tech.	SOP	866530111	krishnasrivastava@sharda.ac.in		[Signature]
19	Ashish Gupta	Tech. Asst.	SOP	9953330709	ashishgupta@sharda.ac.in		[Signature]
20	Apurva Jha Pandey	Tech. Asst.	SOP	830815563	apurvajha@sharda.ac.in		[Signature]
21	Kaushal	Lab. Tech.	SOP	8909733740	kaushal@sharda.ac.in		[Signature]
22	Pragya	Lab. Asst.	SOP	753088591	pragya@sharda.ac.in		[Signature]
23	Dipankar Kumar	Lab. Asst.	SOP	628629067	dipankar@sharda.ac.in		[Signature]
24	Abhishek Kumar	Lab. Asst.	SOP	8283078385	abhishek@sharda.ac.in		[Signature]
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							
46							
47							
48							
49							
50							

[Signature] 28/06/19

Attendance Sheet (29 June, 2019)
Room Number 06A, Block 3, Sharda Univ. Jy

Sr. No.	Name of Candidate	Designation	School Name	Contact No.	E-Mail ID	Est No.	Signature
45	Dr. Shradha Agrawal	Asst. Professor	SOP	956061001	shradha@sharda.ac.in		[Signature]
46	Mrs. Shilpa	Asst. Professor	SOP	894710077	shilpa@sharda.ac.in		[Signature]
47	Lalit Singh	Lab. Asst.	SOP	956061001	lalit@sharda.ac.in		[Signature]
48	MANJULI KUMAR	Lab. Asst.	SAHS	9540007774	manjulikum@sharda.ac.in		[Signature]
49	Ujjwal Singh	Lecturer	SAHS	9717366010	ujjwal@sharda.ac.in		[Signature]
50							
51							
52							
53							
54							
55							
56							
57							
58							
59							
60							
61							
62							
63							
64							
65							
66							
67							
68							
69							
70							
71							
72							
73							
74							
75							
76							
77							
78							
79							
80							
81							
82							
83							
84							

[Signature] 29/06/19

Annexure No-2
Photographs of the events

