STANDARD OPERATING PROCEDURE FOR PREPARATION OF LAB MANUAL

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1. Objective

To elaborate the procedure for preparing Lab Manual for the benefit of students.

2. Scope

This SOP applies to all teaching staff members, course coordinators, and Heads of Departments (HoDs) at Kottakkal Farook Arts and Science College.

3. Responsibilities

- ➢ All Teaching Staff Members
- ➢ Course Coordinators of the Respective Departments
- ➢ Heads of the Respective Departments

4. Procedure

S. No.	Activities	Responsibility	Target Dates/Days
1	Preparation of rough draft of the lab manual containing course overview, course objectives and outcomes of the lab course, and course contents (list of experiments) for that corresponding lab.	Lab In-charges / Lab Course Coordinator	One month before the commencement of each semester (Odd and Even)
2	Submission of Hardware / Software requirements for the corresponding lab.	Lab In-charges, HoDs	-
3	Approval of rough draft of Lab Manual.	Lab In-charges, Course Coordinator	-
4	Preparation of fair draft of Lab Manual which includes the following: • List of	Lab In-charges / Course Coordinator	-

S. No.	Activities	Responsibility	Target Dates/Days
	Experiments • List of Additional Experiments • Aim, Objectives, Procedures / Algorithm, Background Theory, Sample Output / Readings (if any) • Conclusion / Inference		
5	Approval of fair draft of Lab Manual.	Lab In-charges, HoDs, and Course Coordinator	-
6	Preparation of Pre-Lab, Post-Lab questions for each week of lab session.	Lab In-charges	-
7	Preparation of final binding of fair draft of lab manual, verification, and final uploading into the Portal.	Lab In-charges, HoD, Course Coordinator	One week before the commencement of the semester

4. Detailed Procedure:

1. Preparation of Rough Draft:
   - The Lab In-charges and Lab Course Coordinators will prepare a rough draft of the lab manual. This draft should include:
     - Course Overview
     - Course Objectives and Outcomes
     - Course Contents (List of Experiments)

2. Submission of Requirements:
   - The Lab In-charges will submit the hardware and software requirements for the corresponding lab to the HoDs for approval and procurement.

3. Approval of Rough Draft:
   - The rough draft prepared by the Lab In-charges and Course Coordinators will be reviewed and approved by the HoDs.

4. Preparation of Fair Draft:

- Upon approval of the rough draft, the Lab In-charges and Course Coordinators will prepare a fair draft of the lab manual. This should include:
    - List of Experiments
    - List of Additional Experiments
    - Aim, Objectives, Procedures / Algorithm, Background Theory, Sample Output / Readings (if any)
    - Conclusion / Inference

5. Approval of Fair Draft:

- The fair draft will be reviewed and approved by the Lab In-charges, HoDs, and Course Coordinators.

6. Preparation of Pre-Lab and Post-Lab Questions:

- The Lab In-charges will prepare Pre-Lab and Post-Lab questions for each week of the lab session to enhance the learning experience of the students.

7. Final Binding and Uploading:

- The final fair draft will be bound, verified, and uploaded to the college portal by the Lab In-charges, HoD, and Course Coordinators. This should be completed one week before the commencement of the semester.

5. Documentation and Records

- All drafts and approvals related to the lab manual preparation will be documented and maintained by the respective departments.

6. Review and Compliance

- The Principal and Dean of Academics will review this SOP annually.
- Any updates or changes to the procedure will be communicated to all relevant staff members.

7. Approval

This SOP is approved by the Principal and is effective from [Date].

Principal's Signature:

Date:

8. Distribution

This SOP will be distributed to all teaching staff members, course coordinators, HoDs, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.