	<b>MADANAPALLE INSTITUTE OF TECHNOLOGY &amp; SCIENCE</b>		
	<b>SOP FOR PREPARATION OF LAB MANUAL</b>		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/37
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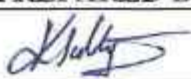


**Objective:** To elaborate the procedure for preparing Lab Manual for the benefit of students.

**Responsibility:**

- All the teaching staff members
- Academic Coordinators of the respective Departments
- Heads of the respective Departments

**Procedure:**

Sl.	Activities	Responsibility	Target Days
1.	Preparation of rough draft of the lab manual containing objectives of the lab course and course contents (list of experiments) for that corresponding lab.	Lab In-charges.	1st week of June (odd), December (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, Academic Coordinators.	
4.	Preparation of fair draft of Lab Manual which includes the following: List of Experiments. List of additional Experiments. Aim, Objectives, Procedures/ Algorithm, Background theory, Sample output/readings, Conclusion/Inference.	Lab In-charges.	
5.	Approval of Fair draft of Lab Manual	Lab In-charges, HoDs, Academic Coordinators	
6.	Preparation of Pre-Lab, Post-Lab questions for Online posting for each lab session.	Lab In-charges.	
7.	Preparation of Final Binding of Fair draft of lab manual and verification.	Lab In-charges, HoD Academic Coordinators.	

<b>PREPARED BY</b>	<b>REVIEWED BY</b>	<b>APPROVED &amp; ISSUED BY</b>
		
EOMS Team member	EOMS Team Leader	PRINCIPAL