LAB FUNCTIONING FRAMEWORK OF EED

(Approved in the meeting of Board of Undergraduate Studies held on 30-12-2009)

1. Lab Directors will be fully responsible for all the affairs of respective Lab.
2. Open and Close timings of Lab will be strictly observed with respect to the official university timings.
3. Lab cleanliness will be strictly observed.
4. Lab Engineer will sit in the Lab.
5. Every Lab will maintain the following:
   i. The attendance register of students nicely covered with paper and plastic sheets. Lab Director will sign the register every month.
   ii. Time table of the Lab.
   iii. List of subjects covering the practical in the Lab.
   iv. List of practical for respective subjects.
   v. The best and worst practical note books of students during each semester.
   vi. List of equipment in the Lab.
   vii. The presentation of Lab for the visitors.
   viii. The organization chart of the Lab and the item No. (ii), (iii), (iv) and (vi) will be displayed on Lab notice board.
6. Lab Director will ensure that all the equipment of the Lab is operational and is being used.
7. Lab Engineer/Supervisor will maintain the Lab manual in coordination with respective teacher.
8. The vision for the future development of the Lab will be based on following three prong strategy:
   i. Undergraduate program --- Quality Lab work & Projects
   ii. Postgraduate research
   iii. Collaboration with Industry

(Prof. Dr. Tahir Nadeem Malik)
Chairman