

BIJOY KRISHNA GIRLS' COLLEGE, HOWRAH

REPORT OF LABORATORY AUDIT

Sessions: 2020-2021 & 2021-2022

The Laboratory Audit for all 13 departments was scheduled from 19th December, 2022 to 22nd December, 2022. The following committee was formed for conducting the Laboratory Audit.

Committee for Laboratory Audit:

1. Dr. Ruma Bhattacharyya, Principal
2. Dr. Sweta Guha, IQAC Coordinator
3. Dr. Sraboni Chatterjee (Member)
4. Dr. Shyamal Kumar Pal (Member)
5. Dr. Asmita Mukherjee (Member)
6. Sri Devendra Pandey (Member)
7. Sri Akash Chaudhury (Member)

Schedule for Laboratory Audit:

SI No.	Name of the Department	Date	Time
1.	Microbiology	19.12.2022	11:00a.m
2.	Botany	19.12.2022	12noon
3.	Zoology	19.12.2022	1:00p.m
4.	B.Ed	19.12.2022	2:30 pm
5.	Psychology	20.12.2022	3:00p.m
6.	Computer Science	21.12.2022	2:00p.m
7.	Electronics	21.12.2022	12noon
8.	Journalism & Mass Communication	21.12.2022	1:00p.m
9.	Physics	21.12.2022	3:00p.m
10.	Geography	23.12.2022	1:30p.m
11.	Mathematics	23.12.2022	2:30p.m
12.	Chemistry	23.12.2022	3:00p.m
13.	Commerce	23.12.2022	12noon

The compiled and detailed report of Laboratory audit is as under:

Microbiology

- Working surfaces in laboratory are clean and clear
- Asset and Stock registers are maintained properly and chronologically
- Format of Stock register needs to be modified
- Record of damaged or obsolete instruments is properly maintained
- Invoice numbers of all items are not found
- To facilitate physical verification, number and identify all instruments—used and unused— using different colored paper
- The laboratory is equipped with a fire extinguisher as a precautionary measure
- It is necessary to have separate trash cans next to the laboratory for storing waste
- Appropriate First-aid kit is to be made available

Botany

- Working surfaces in the laboratory are clear and clean
- Asset and Stock registers are maintained properly and chronologically.
- Format of Stock register needs to be modified
- Practical plants are kept in good storage, and records of their recurrent and one-time purchases are kept up to date
- The laboratory is equipped with a fire extinguisher as a precautionary measure
- For the purpose of keeping waste, distinct garbage cans must be placed close to the laboratory
- Bills of all the instruments are properly maintained
- Record of damaged or obsolete instruments is properly maintained
- Sufficient supplies of hand washing soap, sanitizer, and towels should be made available to students
- Appropriate First-aid kit is to be made available

Zoology

- Surfaces in the laboratory are neat, clear, and well-maintained
- Asset and Stock registers are maintained properly and chronologically
- Format of Stock register needs to be modified
- The laboratory is equipped with a fire extinguisher as a precautionary measure
- Chemicals utilized in practical are appropriately reviewed and their stock details are properly maintained
- Bills of all the instruments are properly maintained
- Appropriate documentation of old or damaged equipment is kept
- Sufficient supplies of hand washing soap, sanitizer, and towels should be made available to students
- Appropriate First-aid kit is to be made available

- Waste containers are to be appropriately labeled
- Old instrument bills are available (mostly)
- Invoice numbers of most of the items are found
- Sufficient supplies of hand washing soap, sanitizer, and towels should be made available to students
- Appropriate First-aid kit is to be made available

Geography

- Surfaces in the laboratory are neat, clear, and well-maintained
- Asset and Stock registers are maintained properly and chronologically
- Format of Stock register needs to be modified
- Soil and Computer laboratories are properly maintained
- Materials are kept in good storage, and records of their recurrent and one-time purchases are kept up to date
- The Computer Laboratory must make its computer usage registry available
- Bills of the instruments needs to be maintained
- The laboratory is equipped with a fire extinguisher as a precautionary measure
- Separate garbage cans are required to be placed next to the laboratory in order to store waste
- Sufficient supplies of hand washing soap, sanitizer, and towels should be made available to students
- Appropriate First-aid kit is to be made available

Mathematics

- Surfaces in the laboratory are neat, clear, and well-maintained
- Asset register is maintained properly and chronologically
- Format of Asset register needs to be modified
- Usage register of computers is to be made available
- The laboratory is equipped with a fire extinguisher as a precautionary measure
- Separate garbage cans are required to be placed next to the laboratory in order to store waste
- Sufficient supplies of hand washing soap, sanitizer, and towels should be made available to students
- Appropriate First-aid kit is to be made available

Commerce

- The laboratory is kept up to date
- The laboratory conducts routine maintenance on the computers, peripherals and antivirus software
- Asset register is maintained properly and chronologically
- Format of Asset register needs to be modified
- Usage register of computers is to be made available
- The laboratory is equipped with a fire extinguisher as a precautionary measure

- The stock register's formatting needs to be changed
- The laboratory is equipped with a fire extinguisher as a precautionary measure
- Appropriate First-aid kit is to be made available

Journalism & Mass Communication

- The laboratory is kept up to date
- The laboratory conducts routine maintenance on the computers, peripherals and antivirus software
- Asset and Stock registers are maintained properly and chronologically
- The stock register's formatting needs to be changed
- Invoice numbers of all items are not found
- The laboratory is equipped with a fire extinguisher as a precautionary measure
- Appropriate First-aid kit is to be made available
- Separate garbage cans are required to be placed next to the laboratory in order to store waste

Physics

- Surfaces in the laboratory are neat, clear, and well-maintained
- Asset and Stock registers are maintained properly and chronologically
- Format of Stock register needs to be modified
- It's important to keep accurate records of any outdated or damaged equipments
- The optic laboratories are kept up nicely
- Old instrument bills are unavailable
- Invoice numbers of all items are not found
- The laboratory is equipped with a fire extinguisher as a precautionary measure
- Appropriate First-aid kit is to be made available
- Separate garbage cans are required to be placed next to the laboratory in order to store waste
- Sufficient supplies of hand washing soap, sanitizer, and towels should be made available to students

Chemistry

- Surfaces in the laboratory are neat, clear, and well-maintained
- Asset and Stock registers need to be organized
- Format of Stock register needs to be modified
- Freezer used for chemical storage has been defrosted regularly
- Hazardous substances need to be labeled with appropriate symbols
- The laboratory is equipped with a fire extinguisher as a precautionary measure
- Separate garbage cans are required to be placed next to the laboratory in order to store waste
- Chemicals are kept in good storage, and records of their recurrent and one-time purchases are kept up to date
- Waste containers are to be appropriately labeled

B.Ed

- Every laboratory is kept up to date
- Proper and chronological maintenance of asset and stock records
- The stock register's format has to be changed
- The laboratory is equipped with a fire extinguisher as a precautionary measure
- Invoice numbers of all items are not found
- Appropriate First-aid kit is to be made available

Psychology

- Surfaces in the laboratory are neat, clear, and well-maintained
- Asset and Stock registers are maintained properly and chronologically
- Format of Stock register is absolutely appropriate
- Asset register needs to be modified
- The laboratory is equipped with a fire extinguisher as a precautionary measure
- Record of damaged or obsolete instruments is properly maintained
- For physical verification, used and unused instruments are marked differently with colored paper
- Proper documentation of materials purchased on a regular basis is maintained
- Old instrument bills are unavailable
- Invoice numbers of all items are not found
- Separate garbage cans are required to be placed next to the laboratory in order to store waste
- Sufficient supplies of hand washing soap, sanitizer, and towels should be made available to students
- Appropriate First-aid kit is to be made available

Computer Science

- The Computer Science laboratory is kept up to date
- Regular maintenance is performed in the laboratories on the computers, peripherals, and antivirus software
- Asset and Stock registers are maintained properly and chronologically
- It is necessary to keep track of the item's bills and invoice numbers
- The laboratory is equipped with a fire extinguisher as a precautionary measure
- Appropriate First-aid kit is to be made available
- Usage register of computers is to be made available in the Computer Center

Electronics

- The laboratory is kept up to date
- Routine maintenance is performed by the lab on the computers and their accessories
- The instruments are kept up to date
- Asset and Stock registers are maintained properly and chronologically

- Separate garbage cans are required to be placed next to the laboratory in order to store waste
- Sufficient supplies of hand washing soap, sanitizer, and towels should be made available to students
- Appropriate First-aid kit is to be made available

Sa 12/5/23

Principal/Secretary

Principal / Secretary
Bijay Krishna Girls' College
5/3, M. G. Road, Howrah-1

Suseta Jaha 12.5.23

IQAC Coordinator

Co-Ordinator
IQAC
Bijoy Krishna Girls' College
Howrah

Signature(s) of the Members:

1. *Sreaboni Chatterjee 12.05.2023*
2. *Shyamal Kumar Pal 12/05/23*
3. *Danish Parby*
4. *Arun Chaudhary*