



# IARE

INSTITUTE OF  
AERONAUTICAL ENGINEERING

## **STANDARD OPERATING PROCEDURE FOR PREPARATION OF LAB MANUAL**

# STANDARD OPERATING PROCEDURE FOR PREPARATION OF LAB MANUAL

## Objective:

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

## Responsibility:

- All the teaching staff members
- Course Coordinators of the respective departments
- Heads of the respective Departments

## 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 (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: <ul style="list-style-type: none"> <li>• List of Experiments.</li> <li>• List of additional Experiments.</li> <li>• Aim, Objectives, Procedures / Algorithm, Background theory, Sample output / readings if any</li> <li>• Conclusion / Inference</li> </ul>	Lab In-charges / Course coordinator	
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 in to the Portal	Lab In-charges, HoD Course coordinator.	One week before the commencement of the semester