



Appendix D - 11 Documents of Experimental Teaching Management System



National Experimental Demonstration Center for Civil Engineering

Interim Measures for the Use and Management of Instruments and Equipment

In order to standardize the use of instruments and equipment in the Civil Engineering Experiment Center, strengthen the management of instruments and equipment, better conduct daily maintenance and cleaning of the instruments, and improve the utilization efficiency of instruments and equipment, these management measures are hereby formulated.

I. Management Measures

1. The Civil Engineering Experiment Center shall conduct unified management of test instruments and equipment, which must be stored centrally in each sub-laboratory. The full-time management personnel of each sub-laboratory shall be responsible for the management and maintenance of the instruments and equipment.

2. If there is a genuine need, after passing the training provided by the sub-laboratory administrator, teachers of our institute can borrow instruments and equipment for a short-term. Special precision instruments with high operation difficulty and an original value of more than 200,000 yuan will not be lent out separately. A dedicated operator is required to accompany the instrument when it is taken out. However, in principle, the borrowing period of all equipment shall not exceed 30 days.

3. Regulations on the approval authority for borrowing instruments:

When borrowing instruments, a approval form needs to be filled out. For instruments with a total value of less than 50,000 yuan, approval from both the full-time laboratory management personnel and the laboratory director is required. For those with a value between 50,000 and 100,000 yuan, the approval of the office director of the Civil Engineering Experiment Center is also needed. For instruments with a value of more than 100,000 yuan, the approval of the deputy director of the Civil Engineering Experiment Center is required.



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4. The borrower of the instrument must check that the borrowed instrument functions properly and its accessories are complete. When returning the instrument and equipment, it must be ensured that the instrument and equipment are clean and tidy. Once it is found that the accessories are missing, the instrument cannot work properly, or the instrument is damaged, etc., the borrower shall make corresponding compensation according to the specific situation. Students are not allowed to borrow equipment except for college students' innovative and open - ended experiments.

5. After using the instrument and equipment, each project must submit an experimental result or experimental summary to the laboratory where the instrument and equipment are located.

6. After using the instrument and equipment, each project must submit an experimental result or experimental summary to the laboratory where the instrument and equipment are located.

II. Borrowing Procedures

1. Issue the instrument borrowing approval form

The borrower shall go to the full - time administrator of each laboratory to issue the instrument borrowing approval form (see Attachment 2) with relevant materials such as the experimental implementation plan or contract.

2. Relevant personnel of the Civil Engineering Experiment Center sign for approval.

3. Receive the instrument and equipment at each sub - laboratory with the signed approval form.

4. The borrower must check that each instrument functions properly and its accessories are complete, and then sign to confirm.

5. When returning the instrument and equipment, after the laboratory staff confirm that each function of the instrument is normal, they sign to confirm the return of the equipment, and the laboratory director also signs for approval.

6. Submit an experimental result or experimental summary to the laboratory where the instrument and equipment are located in a timely manner.。

III. These regulations shall come into force as of March 10, 2016.

National Demonstration Center for Experimental Teaching of Civil Engineering,



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Hunan City University

March 6th, 2016



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Schedule 1

Approval Form for Borrowing Instruments and Equipment of the National Demonstration Center for Experimental Teaching of Civil Engineering

Laboratory name:

Time:

Number:

Name of the instrument and equipment	Quantity	Remarks	Name of the instrument and equipment	Quantity	Remarks
Project Name			Implementation location		Number of days of use
Participating students			Person in charge		
Opinions of the Sub - laboratory:					
Preliminary review opinions of the Experimental Center:			Opinions of the Deputy Director of the Experimental Center:		
Actual borrowing time:			Signature of laboratory management personnel:		
Initial condition of the instrument's integrity when borrowed					
Signature of the borrower:					
Instrument return time:					
Degree of integrity:					
			Signature of the inspector:		Signature of the borrower:
Submission time of experimental results or experimental summaries:					



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