



# **Appendix D - 11 Documents of Experimental Teaching Management System**



## National Demonstration Center for Experimental Teaching in Civil Engineering Laboratory Work Archive Management System

This approach is formulated to standardize and scientificize the archive management work of the laboratory.

**Article 1.** The basic tasks of laboratory archive management are to collect, organize, classify, file, store, and utilize the daily management materials and experimental teaching materials of the laboratory, so as to inspect, review, and verify the daily management level and experimental teaching situation of the laboratory. Laboratory archives shall be managed in accordance with the requirements of the "Evaluation Standards for Basic Course Teaching Laboratories in Institutions of Higher Learning" and the "Evaluation Standards for Professional Laboratories in Institutions of Higher Learning".

### **1. "System and Management" Archives:**

1.1 Establishment of the Laboratory: Application documents from teaching units to the school, and approval documents from the school.

1.2 Management Institutions: Relevant management documents from the school and teaching units.

1.3 Construction Plans: Documents related to laboratory construction from the school and teaching units, construction plans, and relevant work records.

1.4 System: All documents related to the laboratory management system of the school.

### **2. "Experimental Teaching" Archives:**



## **Appendix D - 11 Documents of Experimental Teaching Management System**

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2.1 Teaching Tasks: Experimental teaching syllabuses, experimental teaching assignment sheets, experimental teaching schedules, and records of student - hour numbers.

2.2 Teaching Materials: Experimental teaching materials or instruction manuals for the experimental projects offered.

2.3 Experimental Project Management: Experimental project cards.

2.4 Experimental Examinations or Assessments: The school's experimental examination or assessment methods, implementation details of the college (department)'s examination or assessment methods, students' test papers or grade records.

2.5 Experimental Reports: Students' experimental reports and students' original experimental data records.

2.6 Experimental Research: Plans, designs, summaries, and achievements (including publicly published papers and published monographs) of experimental research (improvement of experimental teaching methods, experimental techniques, and experimental devices). Laboratory scientific research tasks, funds, papers, and achievements.

2.7 Number of Students per Experiment Group: Experimental teaching schedules, experimental project cards, student experiment group arrangement sheets, etc.

### **3. "Instrument and Equipment" Archives:**

3.1 Instrument and Equipment Management: Fixed - asset ledgers of instruments and equipment, registration of receipt, borrowing, and regular inventory registration forms of the laboratory.

3.2 Management of Low - value Durable Goods: Ledgers of low - value durable goods with a unit price of less than 800 yuan, registration of receipt, borrowing, and regular inventory registration forms of the laboratory.



#### **Appendix D - 11 Documents of Experimental Teaching Management System**

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3.3 Maintenance of Instruments and Equipment: Instrument and equipment maintenance application forms, maintenance records.

3.4 Good - condition Rate of Instruments and Equipment: Regular inspection records, write - off forms.

3.5 Precision Instruments and Large - scale Equipment: Technical archives of instruments and equipment with a unit price of over 50,000 yuan, lists of management personnel, reports, and startup and usage records.

3.6 Update of Instruments and Equipment: Annual statistics of the number of new additions and write - offs for each type of instrument.

3.7 Number of Instrument Configuration Sets: Statistical tables of the number of sets of all experimental projects.

#### **4. "Experimental Team" Archives:**

4.1 Laboratory Director: Appointment or employment documents of the laboratory director from the school (college), senior technical title certificates, laboratory work logs, and other work records.

4.2 Full - time Staff: Laboratory post logs.

4.3 Post Responsibilities: Documents on laboratory post responsibilities and laboratory post logs.

4.4 Personnel Assessment: All management documents from the school and college regarding laboratory personnel, assessment methods for full - time and part - time laboratory personnel, and regular assessment materials.

4.5 Personnel Training: All management documents from the school and college regarding laboratory personnel training, training plans for all laboratory personnel, and records of implementation.

4.6 Experimental Instructors: Relevant management documents for experimental instructors; records of trial - runs by instructors for



## **Appendix D - 11 Documents of Experimental Teaching Management System**

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experiments newly opened in the current academic year; records of trial - teaching evaluations for instructors newly taking up experimental teaching positions.

### **5. "Environmental Safety" Archives:**

5.1 Student Experiment Rooms: Laboratory floor plans, statistical tables of usable areas.

5.2 Facilities and Environment: National regulations on laboratory facilities and environment and records of implementation.

5.3 Safety Measures: Management documents and implementation records for fire prevention, explosion prevention, theft prevention, and anti - sabotage. Annual inspection records, user manuals, and implementation records of fire - fighting and safety equipment.

5.4 Special Technical Safety: Management documents and implementation records for high - pressure vessels; permits and implementation records for the use of radioactive isotopes; management documents for germs and experimental animals; registration books, management documents, and implementation records for the receipt of flammable and highly toxic items.

5.5 Environmental Protection: Management documents and implementation records for the treatment of laboratory waste (waste gas, waste liquid, and waste residue).

5.6 Cleanliness and Hygiene: Documents on hygiene management and inspection and implementation records.

### **6. "Management Rules and Regulations" Archives:**

6.1 Material Management System: All management systems in the laboratory regarding instruments and equipment; systems for compensation for damage and loss of instruments and equipment; management methods for low - value durable goods; management methods for the use of precision instruments and large - scale equipment.



#### **Appendix D - 11 Documents of Experimental Teaching Management System**

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6.2 Safety Inspection System: Laboratory safety inspection system; regular inspection records by designated personnel.

6.3 Student Experiment Rules: School - level student experiment rules, implementation details of college - level student experiment rules.

6.4 Work Archive Management System: Management documents from the school and college regarding laboratory work archives, and implementation records of responsible persons.

6.5 Personnel Management System: Management documents from the school and college regarding personnel management and implementation records.

6.6 System for Collection and Organization of Basic Information: Management documents regarding the statistics of basic laboratory information and implementation records of responsible persons;

**Article 2.** The leaders in charge of laboratory work in each teaching unit and the laboratory directors shall strictly organize and implement the archive management work of their departments, including the collection, organization, classification, and filing of laboratory materials, in accordance with these measures. The laboratory director is responsible for the establishment and management of laboratory archives.

**Article 3.** Each laboratory shall appoint one part - time archivist. The collected materials shall be organized into boxes according to each item above. The management period for archive materials shall cover the laboratory archive materials of the past four years.

**Article 4.** Each laboratory should keep records of its work, and every matter should have a basis. Falsifying or tampering with archive materials is prohibited. The archive materials must be legible, clean, and properly stored.



**Appendix D - 11 Documents of Experimental Teaching Management System**

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**Article 5.** The Experimental Management Office of the Academic Affairs Office will conduct irregular spot checks on the laboratory archive management work of each teaching unit. The performance of the archive work of each laboratory will be regarded as one of the important bases for the selection of excellent laboratories and the awarding of experimental teaching excellence awards.

**Article 6.** These measures shall come into force as of the date of promulgation.

National Demonstration Center for Experimental Teaching in Civil Engineering

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