AppendixRecordD-7: Experimental Teaching Management System, related management system documents

1．Regulations on Laboratory Work at Hunan City University

2．Management Measures for Undergraduate Experimental Teaching at Hunan City University

3．Laboratory Safety Management Measures of Hunan City University

4．Regulations on Asset Management of Hunan City University

5. Management Measures for Materials and Low-Value Consumables of Hunan City University

6．Management Measures for Laboratory Assessment at Hunan City University

7．Student Experiment Regulations of Hunan City University

8．Management Measures for Undergraduate Internship Teaching at Hunan City University

湖南城市学院实验室工作条例

Laboratory Work Regulations of Hunan City University

Xiangcheng Hospital Document No. 56 [2024]

Chapter One General Principles

Article 1 The laboratory is an important base for teaching, scientific research, and technological services, and is a fundamental condition for running a good school. In order to strengthen the construction and management of our school's laboratories, and to improve the levels of teaching, research, and management, these regulations are formulated based on the "Regulations on Laboratory Work in Higher Education Institutions" issued by the Ministry of Education, in conjunction with the actual situation of our school.

Article 2 The laboratory must implement the national education policy in its work, ensure the completion of experimental teaching tasks, and continuously improve the level of experimental teaching.

Article 3 All departments should pay attention to the construction and management of laboratories, care about the work of laboratory staff, establish a high-quality, reasonably structured, and relatively stable laboratory team, and motivate laboratory personnel's work enthusiasm.

Article 4 Laboratory staff (including teachers, laboratory technicians, management personnel, etc.) should establish the mindset of wholeheartedly serving teaching and research, strive to study their profession diligently, and earnestly complete the tasks assigned to them.

Chapter Two: Tasks

Article 5 Develop short-term and long-term construction plans for the laboratory in accordance with the educational development plan.

Article 6 In accordance with the talent training program and course teaching syllabus, participate in the formulation of the experimental teaching syllabus under the organization of relevant secondary teaching units, participate in the compilation of experimental teaching materials or experimental guides, undertake tasks such as preparation and delivery of experimental classes, and ensure the completion of experimental teaching tasks.

Article 7 Provide students with basic experimental skills training, enabling them to master scientific experimental methods, cultivate a serious and rigorous scientific attitude and style, and enhance their ability to observe, analyze, and independently solve problems.

Article 8 Educate students to comply with the various rules and regulations of the laboratory and the operating procedures of the equipment, ensuring strict requirements, patient teaching, leading by example, and nurturing students.

Article 9 Continuously update and add experimental projects to increase the proportion of design-oriented, comprehensive, and research-based experiments. Gradually improve the openness of the laboratory.

Article 10 The laboratory should actively carry out reforms in experimental teaching, pay attention to the research of experimental techniques and the development of modern instruments and equipment, regularly inspect and maintain the instruments and equipment to ensure their normal use. The laboratory must ensure the accuracy of experimental data and the reliability of experimental results.

Article 11 The laboratory should actively create conditions for opening to teachers and students while ensuring the completion of teaching and scientific research tasks.

Chapter Three Management

Article 12 The laboratory implements a two-level management system of the school and secondary teaching units. The school establishes a laboratory work committee to lead the construction and management of laboratories across the school. The laboratory work committee is chaired by the vice president in charge of laboratory work, with members consisting of senior experts and heads of relevant departments such as secondary teaching units, academic affairs, research, finance, and assets. The Academic Affairs Office, under the leadership of the laboratory work committee, is responsible for the management of laboratories throughout the school. The management is primarily conducted by the secondary teaching units, which designate a responsible leader to oversee the specific work of the laboratories under their jurisdiction.

Article 13 In accordance with the needs of the school's development, secondary teaching units should formulate plans to carry out laboratory construction with focus and in steps. The establishment of laboratories should meet the following basic conditions:

1. There is a stable direction for subject development and a full range of experimental teaching, scientific research, or technology development tasks;

2. There are houses, facilities, and environments that meet the requirements for experimental technical work;

3. There is a sufficient number of complete sets of instruments and equipment;

4. There is a qualified laboratory director and a certain number of qualified full-time staff.

5. There are scientific work standards and a 完善的管理制度.

Article 14 The establishment, adjustment, and cancellation of laboratory institutions, as well as laboratory construction, shall be proposed by the relevant secondary teaching units and implemented after approval by the school.

Article 15 The laboratory implements a director responsibility system. The director of the experimental center must have a high level of professional theoretical knowledge, rich experience in experimental teaching and laboratory management, a strong enthusiasm for laboratory work, a strong sense of responsibility, and strong organizational skills.

Article 16 Strictly implement the various rules and regulations of laboratory work. Matters such as the procurement, use, maintenance, safekeeping, reporting of damage, disposal, transfer, borrowing, accounting, and the use of low-value consumables must be carried out in accordance with the relevant regulations of the school.

Article 17 Ensure laboratory safety work, adhere to the principle of putting people first, prioritizing safety, focusing on prevention, and

implementing comprehensive management. It is essential to enhance awareness of red lines and bottom-line thinking. Based on the actual situation and the complexity of laboratory safety work, always regard national laws, regulations, and mandatory national standards as the bottom line for laboratory safety work, and implement them without compromise.

Article 18 All instruments and equipment in the laboratory belong to the school property, and the laboratory has the responsibility for management and the authority to use them. Laboratory management personnel should conduct an inventory and inspection of the instruments and equipment in the laboratory once each semester, and regular maintenance should be performed, with the intact rate of equipment being maintained at over 95%.

Article 19 Laboratory materials such as instruments, equipment, and experimental materials should be classified, stored in designated rooms, and placed in designated cabinets. Chemical reagents should be stored separately and must not be stored in the warehouse with other instruments. Valuable, precise, and rare instruments and equipment should have a designated person responsible for them, and toxic substances should be stored in a special cabinet and kept isolated.

Article 20 Laboratory staff must prepare the equipment needed for the experimental classes offered this semester before the start of the semester, one week prior to the experiments. The experimental instructors, with the assistance of management staff, should complete the debugging and inspection of the instruments and equipment. After each experiment, the instruments and equipment must be cleaned, and the laboratory's cleanliness and hygiene must be maintained.

Article 21 Any person who causes damage to or loss of instruments, equipment, or materials due to violations or negligence shall be dealt with in accordance with the relevant school documents.

Article 22 Laboratories should strengthen the monitoring of the laboratory environment and labor protection work against harmful environmental factors such as high temperature, low temperature, radiation, bacteria, noise, toxicity, and dust.

Article 23 Laboratories must strictly adhere to the "Regulations on the Safety Management of Chemical Hazardous Materials" issued by the State Council and the "Law of the People's Republic of China on Guarding State Secrets," as well as other relevant safety and confidentiality regulations and systems. Regular inspections should be conducted to ensure the implementation of safety measures related to fire prevention, poison prevention, theft prevention, and accident prevention. Safety and confidentiality education should be regularly provided to teachers and students to effectively ensure personal and property safety.

Article 24 The laboratory must establish a duty system and a strict attendance system. A responsibility system for positions should be established and improved, and regular assessments of the work level and performance of laboratory staff should be conducted.

Chapter Four: Responsibilities

Article 25 Responsibilities of School Leaders

Responsible for leading the construction of laboratories in the entire school.

2. Responsible for approving major experimental reform plans.

3. Responsible for approving the annual equipment funding allocation plan and purchase plan.

Article 26 Responsibilities of the Academic Affairs Office

Under the leadership of the vice president, manage and coordinate all work in the laboratory. Its responsibilities are:

1. Formulate management regulations for the school's laboratories and experimental teaching.

2. Organize and formulate the laboratory construction plan.

3. Responsible for the management of experimental teaching across the school.

4. Cooperate with relevant departments of the school to carry out training, assessment, and staffing plans for laboratory personnel.

Article 27 Responsibilities of Secondary Teaching Units

1. Formulate the management system for the laboratory and experimental teaching of this unit according to the relevant regulations of the school.

2. Organize and formulate the laboratory construction plan for the unit; review the applications for the establishment, expansion, relocation, updating, and cancellation of laboratories in the unit; review the procurement plans, maintenance plans, and renovation plans proposed by each laboratory.

3. The leadership of this unit's laboratory continuously reforms experimental methods, updates experimental content, and improves the quality of experimental teaching.

4. Regularly check the implementation of regulations regarding experimental teaching, equipment management, and scientific research and development in the laboratory.

Article 28 Responsibilities of the Director of the Experimental Training Center

1. Organize and prepare the annual equipment purchase plan; responsible for the declaration and procurement of low-value consumables purchase plan.

2. Organize laboratory personnel to prepare instruments, equipment, components, materials, and other preparations to ensure the smooth progress of experimental teaching and scientific research work.

3. Formulate operating procedures for large and expensive instruments and equipment, keep records of the storage, maintenance, repair, and use of the instruments and equipment, and be responsible for regular inspections.

Article 29 Responsibilities of Experimental Personnel

Mainly responsible for preparing experiments, managing the laboratory, and maintaining and repairing equipment.

Chapter Five Supplementary Provisions

Article 30 This method shall be implemented from the date of publication and shall be interpreted by the Academic Affairs Office. The original "Regulations on Laboratory Work of Hunan City University" (Xiangchengyuan Fa [2008] No. 76) is hereby abolished.

Management Measures for Undergraduate Experimental Teaching at Hunan City University

Xiangcheng Hospital Document [2024] No. 53

Chapter One General Principles

Article 1 Experimental teaching is an important component of undergraduate education, and it is a crucial link in cultivating students' scientific spirit, practical abilities, and innovative awareness. In order to further standardize the management of experimental teaching and effectively improve the level of experimental teaching, this method is formulated in conjunction with the actual situation of the school.

Article 2 The fundamental task of experimental teaching is to provide students with basic training in experimental methods and skills, helping them master modern experimental methods and scientific experimental abilities, and to cultivate students' academic style of linking theory with practice, rigorous scientific attitude, and comprehensive innovative ability to analyze and solve problems.

Chapter Two: Management of Experimental Teaching Tasks

Article 3 Experimental teaching should be oriented towards capability development and outcome production, focusing on building a training system that connects basic experiments, comprehensive experiments, design experiments, and innovative experiments. It is necessary to strengthen experimental safety education in accordance with national quality standards and professional certification requirements, optimize basic operational training and necessary verification experiment projects, and add comprehensive experimental content such as design, exploration, and innovation.

Article 4 The experimental teaching plan is an organic component of the professional training plan, formulated by each secondary college and approved by the academic affairs office. The principles and requirements for formulation are consistent with the professional training plan.

Article 5 The experimental teaching syllabus is a guiding standard for experimental teaching and must comply with the requirements of the "National Standards for Teaching Quality of Undergraduate Programs in General Higher Education Institutions." It emphasizes moral education, coordination with the content of theoretical courses, and timely reflection of the latest achievements in the development of the discipline. For the experimental courses set in the experimental teaching plan, each secondary college must formulate a corresponding experimental teaching syllabus and submit it to the academic affairs office for record. The content of the experimental teaching syllabus should specifically include basic course information, teaching objectives, names of experimental projects and allocation of class hours,

experimental content, experimental textbooks, experimental requirements, and assessment methods, among other contents.

Article 6 The experimental project is the basic unit that carries the content of experimental teaching. It should be scientifically arranged according to the prescribed hours of experimental teaching, focusing on the cultivation of students' basic experimental skills and practical innovation abilities, and emphasizing the absorption of cutting-edge research achievements in the field. The establishment of experimental projects must be consistent with the requirements of the experimental teaching syllabus, and any new or changed experimental projects must simultaneously revise the corresponding experimental teaching syllabus. The names of experimental projects should be standardized, and experiments with the same content should not appear in different experimental projects. Teaching experimental projects are generally considered to have a minimum basic unit of 2 class hours.

Article 7 Each experimental course must select or compile experimental teaching materials or experimental guides according to the experimental syllabus. The experimental teaching syllabus is formulated or revised by the instructor, reviewed by the undergraduate teaching advisory committee of the secondary college, and implemented after approval by the academic affairs office.

Article 8 Laboratories should strengthen the management of instruments and equipment, promptly repair instruments and equipment, and ensure that the equipment integrity rate is not less than 95%. Experimental equipment should ensure: basic courses should have one group per person; technical foundation courses and professional foundation courses should have two people per group; in principle, the number of people in each group for professional courses should not exceed four (except for special equipment).

Chapter 3 Experimental Teaching Process Management

Article 9 Before the experimental class, the experimental instructor and technical staff should prepare all the instruments, equipment, materials, tools, and teaching materials needed for the experiment.

Article 10 The experimental instructor must have strict requirements for students' experiments, and safety education must be provided to students before the experiment to ensure personal and equipment safety during the experiment. Before the experiment, the instructor should check the students' preparation reports, and only those who pass the preparation are allowed to conduct the experiment. Students should be encouraged to independently complete operations, data processing, and discussion and analysis of experimental results. After the experiment, students should be organized to clean and sort the experimental items, and only after counting can they leave the laboratory.

Article 11 The experimental instructors must prepare lessons carefully, write teaching plans for the experiments, and do the necessary preparatory work; classroom management should be standardized, maintaining the computers and other equipment, ensuring classroom discipline, and properly checking, saving data, and recording regular grades. The experimental instructors should be experienced teachers with the title of lecturer or engineer or above. Teachers who are guiding experiments for the first time should have a trial lecture requirement.

Article 12 Students must follow the guidance of teachers and laboratory technicians, conduct experiments seriously and earnestly, and accurately keep experimental records (the original data recording sheets should be submitted to the supervising teacher for signature before leaving the laboratory), and write the experimental report as required. The experimental report should

generally include the purpose of the experiment, experimental instruments and equipment along with their working principles, experimental procedures, original experimental data, results and analysis, and other relevant content.

Article 13 The experimental instructor must carefully correct the students' experiment reports and record the basic situation of each student conducting experiments and completing their reports. Reports that do not meet the requirements should be returned for revision; those who plagiarize others should be dealt with seriously. Teachers use red pens to correct experiment reports, and the corrections include correcting errors, grading, and indicating the date.

Article 14 The assessment and grading of experimental courses should be conducted after the end of each semester's experiments. Independent experimental courses can adopt various forms such as written exams, defenses, and practical operations, and the grades will be calculated comprehensively based on attendance, practical operations, and experimental reports. For the experimental components in theoretical courses, the experimental grades will be included in the course exam grades according to a certain proportion.

Article 15 If a student is absent for more than one-third of any experimental class, the score for that experiment will be calculated as zero. Students who miss experimental projects must make them up before their scores can be calculated. Students who fail the experimental class must retake the experiment according to school regulations, and the retake will be managed according to relevant regulations.

Chapter Four: Archive Management of Experimental Teaching

Article 16 The laboratory should establish and improve the experimental teaching archives. The materials for the experimental teaching archives include:

1. Laboratory work plan, laboratory construction plan, experimental teaching plan, experimental teaching syllabus, experimental project opening status table, experimental guidance book;

2. Experimental teaching task book, experimental teaching schedule or experimental class timetable, experimental class record card, student experimental report (retain for the past 5 years, including original records of student experimental data);

3. Large equipment operation records, instrument and equipment maintenance records;

4. Information on laboratory personnel and experimental teaching staff, records of experimental trials and lectures, logs of laboratory personnel positions, records of laboratory director's work, materials on the transformation of experimental equipment and reforms of experimental content and methods;

5. Other relevant information.

Chapter Five: Guarantee of Experimental Teaching Conditions

Article 17 The teaching departments that offer experimental courses must establish practical and feasible management systems for experimental teaching and strict operational procedures, strengthen guidance for students, and ensure the order, efficiency, and safety of experimental teaching.

Article 18 The teaching departments that offer experimental courses should establish incentive programs to encourage high-ranking and highly educated teachers to engage in experimental teaching, attracting high-level teachers to participate in laboratory construction, management, and experimental

teaching work, thereby improving the knowledge level and capabilities of the experimental teaching faculty and the structure of their professional titles. Teachers are encouraged to initiate research on experimental teaching reform to promote the deepening of experimental teaching.

Article 19 The school will prioritize and gradually increase funding for experimental teaching each year to ensure the normal operation of experimental teaching and the continuous updating of experimental content, in order to comprehensively improve the level of experimental teaching.

Article 20 The construction of laboratories should be based on the development plan of the secondary college, the setting of majors, and the needs of teaching. A laboratory construction plan should be formulated based on thorough research, with a focus on key areas and a step-by-step phased approach over the years. Continuously adjust the layout of laboratories, integrate experimental resources, and gradually form a number of teaching laboratories that cater to multiple disciplines and majors, coordinating, allocating, and utilizing experimental teaching resources and related educational resources to achieve the sharing of high-quality resources.

Article 21 Laboratories should organize construction and management work according to the principles of unified leadership and hierarchical management. In order to streamline management procedures and clarify management responsibilities, project management responsibility systems should be implemented for the construction of laboratories.

Chapter Six: Laboratory Open Management

Article 22 Under the premise of completing the experimental teaching tasks, secondary teaching units should make full use of existing faculty, instruments, and equipment resources, open to all students in the school, provide conditions for practical learning and scientific research, and strengthen the cultivation of students' practical innovation, technological development capabilities, and team collaboration spirit.

Article 23 The laboratory opening should adhere to the principle of "teaching according to individual needs and emphasizing effectiveness." The time, process, form, content, and methods of laboratory opening should be determined based on the different needs of students, in order to better stimulate students' initiative and enthusiasm for learning, thereby promoting their overall development and showcasing their strengths.

Article 24 Laboratories should continuously enrich the content of their openness, improve the forms of openness, increase the hours of operation, expand the scope of openness, and enhance the quality of openness.

Article 25 The opening of laboratories should be an important part of teaching reform. Teachers are encouraged and supported to transform research results that are beneficial for cultivating students' innovative abilities into experimental teaching content, integrating experimental teaching with research work and students' extracurricular scientific activities, enhancing the support of research for undergraduate experimental teaching, strengthening the introduction of new technologies and methods, and cultivating students' ability to conduct scientific experiments using high-tech means.

Article 26 The secondary teaching unit is fully responsible for the organization and implementation of the laboratory's open access, which includes: planning and construction of open teaching, determining the content and scope of open teaching, and approving the plans and schemes for open teaching. The laboratory director is specifically responsible for formulating

the implementation rules for laboratory open access and for preparing and implementing the open teaching plan.

Article 27 Laboratory management personnel must be responsible for the receipt and distribution of instruments and experimental supplies, maintain records of laboratory opening work, and provide quality services to students.

Chapter Seven Supplementary Provisions

Article 28 This method shall be implemented from the date of publication and shall be interpreted by the Academic Affairs Office. The original "Management Measures for Experimental Teaching of Hunan City University" (Xiangcheng Institute of Education Document [2004] No. 60), "Management Measures for Laboratory Construction Projects of Hunan City University" (Xiangcheng Institute of Politics Document [2004] No. 137), and "Management Measures for Laboratory Open Access of Hunan City University" (Xiangcheng Institute of Development Document [2011] No. 22) are simultaneously abolished.

Laboratory Safety Management Measures of Hunan City University

Xiangcheng Hospital Document No. 55 [2024]

Chapter One General

Article 1 The laboratory is an important place for experimental teaching and scientific research at the school. In order to effectively strengthen laboratory safety management, ensure the personal and property safety of the school and its faculty and staff, and maintain the order of teaching and research work, this method is specially formulated based on the "Safety Regulations for Laboratories in Higher Education Institutions" (Document No. 5 from the Department of Education and Science), "Fire Safety Management Regulations for Higher Education Institutions" (Order No. 28 from the Ministry of Education and the Ministry of Public Security), "Regulations on the Safety Management of Hazardous Chemicals" (State Council Order No. 591), and other relevant laws and regulations, in conjunction with the actual situation of the school.

Article 2 In this regulation, the term "laboratory" refers to all locations and facilities within the school engaged in teaching, research, and other experimental training activities.

Article 3 In accordance with the requirements of "shared responsibility between the party and government, dual responsibility for one position, collaborative management, and accountability for negligence," a three-tiered laboratory safety management responsibility system is established under the unified leadership of the school, involving the school, secondary units, and laboratories. Based on the principle of "whoever uses it is responsible, whoever supervises it is responsible," responsibilities are implemented step by step. The main responsible person for the school's party and government is

the primary person responsible for school safety work. The school leaders in charge of laboratory work assist the primary responsible person in overseeing laboratory safety work and are important leaders in laboratory safety responsibilities. Other school leaders are responsible for supervising, inspecting, guiding, and managing laboratory safety work within their areas of responsibility. The party and government leaders of the school's secondary units are the main leaders responsible for laboratory safety work in their units. The laboratory head is the direct person responsible for safety work in the laboratory.

Chapter 2 Laboratory Safety Management System and Responsibilities

Article 4 The school establishes a Laboratory Safety Work Committee, whose main responsibilities are: to fully implement the national and provincial laws, regulations, and policies related to laboratory safety, and to carry out the work deployment of higher authorities regarding laboratory safety; to supervise and inspect the laboratory safety management work across the school; to review the school's laboratory safety management rules and regulations, and to supervise the implementation and enforcement of these rules; to research and propose work plans and funding for laboratory safety facility construction, and to coordinate and guide relevant departments in implementing related work; to supervise the progress of laboratory safety work in various units, identify existing problems, and ensure corrective actions are taken; to investigate and handle laboratory emergencies; and to be responsible for other laboratory safety matters that require review.

Article 5 The Academic Affairs Office is the main functional department responsible for laboratory technical safety work at the school. Under the guidance of the school's Laboratory Safety Work Committee, it organizes and carries out laboratory safety management work across the school. Its main responsibilities are: to formulate the school's laboratory safety regulations and implement the relevant documents and work deployments from higher authorities; to organize and implement technical safety education and training, and promote the laboratory safety access system; to guide and inspect relevant units in managing laboratory safety; to supervise relevant units in the standardized management and disposal of laboratory waste; to strengthen the whole-process supervision of the purchase, use, storage, and disposal of hazardous chemicals and controlled substances; to organize and participate in laboratory safety inspections, and urge the rectification of safety hazards.

Article 6 The Security Work Department is the functional department responsible for the safety work of the school, overseeing and guiding the safety management of school laboratories comprehensively. Its main responsibilities are: to manage the daily safety of laboratories in terms of fire prevention and technical defense; to reasonably allocate fire protection facilities and equipment within the laboratories and their buildings, and to supervise the normal operation of security facilities and monitoring systems; to handle the approval and management of purchase applications for precursors, explosives, and hazardous chemicals from secondary unit laboratories; and to organize and implement emergency response to sudden safety incidents in laboratories.

Article 7 The Research Office is the planning department for the construction of research laboratories, responsible for the safety management of research platforms and key laboratories. Its main responsibilities are: to conduct safety risk assessments for newly built, renovated, or expanded research platforms and key laboratories; to assess risks for research projects, identifying safety hazards and response measures; to carry out

safety inspections and rectification of hazards for research platforms and key laboratories.

Article 8 The heads of the party and government in each secondary unit are the main leaders responsible for laboratory safety work in their unit, fully responsible for the laboratory safety work of their unit. Their main responsibilities are: to organize the establishment of a laboratory safety leadership group in their unit, to formulate and implement laboratory safety work plans; to establish and improve the laboratory safety responsibility system and regulations (including various system regulations, operating procedures, emergency plans, etc.), and to organize, coordinate, and supervise subordinate units to do a good job in laboratory safety work; to conduct routine inspections of laboratory safety in their unit, organize and implement rectification work, and organize laboratory safety education and training and emergency drills in their unit.

Article 9 The person in charge of each laboratory is directly responsible for the safety of the laboratory in their unit. Their responsibilities include: managing laboratory safety and establishing safety regulations (including operating procedures, emergency plans, etc.), creating a management ledger for items in the laboratory (including equipment, reagents, toxic substances, gas cylinders, etc.), clearly defining the specific safety responsible person for each laboratory room and equipment, conducting regular safety inspections; providing safety education and training for all personnel entering the laboratory on basic safety knowledge, equipment operation, experimental procedures and protection, and handling of accidents, and guiding the conduct of hazardous experiments.

Chapter 3 Main Content of Laboratory Safety Management

Tenth Article Laboratory Access System

(1) Establish a laboratory access system. Each secondary unit must strengthen safety education for faculty, staff, and external personnel based on the characteristics of their discipline and laboratory. Access to the laboratory for study and work is only permitted after passing the laboratory safety education assessment; each unit should designate a specific person to be responsible for the implementation of the safety access system, strictly limiting students who have not participated in or passed the assessment from conducting experiments in the laboratory.

(2) Establish a safety review mechanism for laboratory experimental projects. Each secondary unit must review experimental projects that have safety hazards, especially those involving toxic and harmful chemicals, radiation sources and devices, hazardous machinery processing equipment, high-pressure containers, and other various sources of danger. Research projects must be strictly reviewed and supervised, and experimental projects that have not been reviewed are not allowed to enter the experimental process.

(3) Establish a safety review mechanism for laboratory construction and renovation projects. When applying for or approving the construction, expansion, or renovation of experimental sites or facilities, each unit should establish a safety review mechanism, fully consider safety factors, strengthen communication between laboratory users, designers, and builders, widely solicit opinions, and strictly design and construct according to national safety and environmental protection regulations; after the project is completed, it must undergo a safety acceptance inspection and complete relevant handover work, and clarify the management and maintenance unit before it can be put into use.

Article 11 Safety Management of Hazardous Chemicals

Hazardous chemicals refer to explosives, compressed gases and liquefied gases, flammable liquids, flammable solids, and moisture-sensitive flammable materials, oxidizers and organic peroxides, toxic substances and corrosives, as defined by national standards. All units must strengthen the safety supervision and management of all activities involving hazardous chemicals in accordance with national laws and regulations, including the processes of purchasing, transporting, storing, using, producing, and disposing of them, with particular emphasis on the management of gas cylinders, highly toxic substances, flammable and explosive materials, precursors for drug production, and precursors for explosives.

Article 12 Safety Management of Experimental Waste

Laboratories that generate waste must properly package and label the waste. Each unit should contact legally qualified entities for centralized disposal in accordance with national laws and regulations as well as relevant school policies. It is strictly prohibited to pour waste into the sewer or mix it with household garbage. When constructing new laboratories or renovating and expanding existing ones, the handling plans for hazardous substances and toxic gases should be included in the construction plan, with comprehensive planning and design.

Article 13 Biosafety Management

Biosafety mainly involves the safety of pathogenic microorganisms, laboratory animals, and genetically modified organisms. Each unit should follow national laws and regulations as well as the relevant provisions of the school to standardize the procurement of biochemical reagents and supplies, experimental operations, waste disposal, and other work procedures, strengthen the management of biosafety laboratories, and assign responsibilities; enhance the construction, management, and filing of biosafety laboratories to obtain the corresponding qualifications.

Article 14 Radiation Safety Management

Radiation safety mainly includes the safety of radioactive isotopes (sealed radioactive sources and unsealed radioactive materials) and radiation devices; all radiation-related units must carry out relevant work only after obtaining the "Radiation Safety License" issued by the environmental protection department in accordance with national regulations and the relevant provisions of the school. Strengthen the management of the procurement, storage, use, and registration of radiation devices and sources, and standardize the disposal of radiation-related waste; radioactive laboratories must have dedicated safety management personnel responsible for the radiation safety work of the laboratory. Strict management systems and detailed operating procedures for instruments and equipment must be established in radioactive workplaces, with safety measures in place to prevent operational errors and protect staff and the public from accidental exposure; radioactive laboratories must develop nuclear and radiation safety emergency plans. In the event of the loss of radioactive isotopes or accidental exposure of staff or the public, the emergency plan must be activated immediately for handling; strengthen the construction of safety and warning facilities in radiation-related places.

Article 15 Safety Management of Instrument and Equipment

(1) Each unit should strengthen the management of instruments and equipment, designate specific personnel to be responsible for maintenance and upkeep; faulty instruments and equipment should be repaired in a timely manner, and maintenance and repair records should be kept; for precision instruments, high-power equipment, or instruments using high voltage, grounding safety must be ensured, and strict safety precautions should be

taken; management should be especially strengthened for instruments and equipment with potential hazards such as refrigerators, high-temperature heating, high pressure, high radiation, and high-speed rotation; equipment that has reached its service life and has potential safety hazards should be scrapped in a timely manner to eliminate safety risks.

(2) Each unit should strengthen the business and safety training of instrument and equipment operators, strictly follow the operating procedures for experimental teaching and research work, and develop practical and feasible experimental plans before starting the equipment, as well as prepare adequately. During operation, strictly adhere to the operating procedures, and there must be someone on duty after the equipment is turned on; leaving the laboratory is not allowed. After using the equipment, a thorough safety check must be conducted. Certain special instruments, equipment, and positions as stipulated by the state require a certification system for operation.

(3) For self-made and self-researched equipment, safety factors must be fully considered, and design and manufacturing should strictly follow design specifications and relevant national standards to prevent safety accidents.

(4) Safety management of special equipment. Special equipment refers to instruments and devices such as boilers, pressure vessels, and lifting machinery that are recognized by the state in the form of administrative regulations as involving life safety and having a higher degree of danger; the user units must not design, manufacture, or use self-made special equipment on their own, nor may they arbitrarily modify or repair existing special equipment; after the purchase and installation of special equipment, it must be inspected by the national special equipment inspection department, and registration procedures must be completed to obtain a special equipment use registration certificate before it can be officially used; user units should implement dedicated (part-time) safety management personnel based on the usage status of the special equipment, responsible for organizing, registering, and properly keeping the accompanying documents and materials, and establishing safety technical archives; organize the installation, maintenance, and regular testing and inspection of the equipment; personnel using special equipment may only engage in corresponding work after obtaining the special equipment operator qualification certificate and safety management personnel certificate.

Article 16 Safety Management of Water, Electricity, and Gas

(1) Laboratory facilities such as water, electricity, and gas must be installed in accordance with relevant regulations. Unauthorized disassembly, modification of lines, and random connections of temporary lines are strictly prohibited. Regular inspections of the laboratory's water source, power source, gas source, and fire source must be conducted, and inspection records should be kept. Any potential hazards should be addressed promptly.

(2) Air switches should be used in the laboratory, equipped with necessary leakage protectors. The use of knife switches, wooden distribution boards, and flexible wires is strictly prohibited. Electrical equipment should have sufficient power and wiring, and be well grounded. Regular inspections should be conducted to eliminate potential hazards such as aging wires in a timely manner. Laboratory decoration, renovation, and daily management must comply with the school's relevant electricity regulations to ensure electrical safety.

(3) When using high-voltage power supplies and electric heating devices, strict adherence to operating procedures should be followed, and safety

precautions should be taken. The use of electric heating devices in the laboratory is strictly prohibited.

(4) Air conditioning, computers, and other experimental equipment must not be turned on overnight without supervision. If work is necessary, personnel inspections and monitoring should be strengthened, and necessary safety protection measures should be taken.

(5) Chemical laboratories generally must not use open flame electric furnaces. If it is indeed necessary for work and cannot be replaced by other heating equipment, it can be approved by the main responsible leader for laboratory safety in the unit after taking safety precautions, and a designated person should be responsible on-site.

(6) The laboratory must eliminate the phenomenon of faucets being left open without supervision, and regularly check the water supply and drainage pipes, as well as the rubber hoses of the chemical cooling and condensation system, to prevent safety accidents caused by aging or blockage of the pipes.

Article 17 Management of Safety Facilities

Laboratories with potential safety hazards must be equipped with fire-fighting equipment (such as fire extinguishers, fire hydrants, fire doors, fire boards, or fire curtains), smoke alarms, monitoring systems, emergency sprinklers, eyewash stations, hazardous gas alarms, ventilation systems (absorption systems should be added if necessary), protective covers, and isolation barriers. Strengthen the management of laboratory safety facilities, effectively carry out updates, maintenance, and repairs, keep relevant records, and ensure they are in good condition and effective.

Article 18 Laboratory Internal Management

(1) Each laboratory room must have a designated safety officer, and each unit must place a laboratory safety information sign containing the laboratory name, responsible person, valid contact number, and other information in a prominent location for easy supervision and contact.

(2) Each unit must designate a specific person to be responsible for the distribution and management of laboratory keys, and must not privately configure keys or lend them to others; buildings and laboratories with electronic access control must set corresponding permissions for various personnel.

(3) Necessary labor protection and safety equipment must be provided as required to ensure the safety and health of the experiment personnel. Hazardous experiments must be conducted by two or more people, and experiment personnel must take protective measures such as wearing goggles and protective clothing, and must wear appropriate protective equipment during the experiment; hazardous experiments must be completed in a fume hood as required. The instructor must clearly explain the operating procedures and safety precautions, and experiment personnel must not leave the site without permission.

(4) Smoking, cooking, drinking, and dining are strictly prohibited in the laboratory. Unauthorized personnel are not allowed to enter the laboratory, and overnight stays in the laboratory are not permitted unless required for experiments. When overnight experiments are necessary for work, at least two people must be assigned to operate, and an application must be submitted in advance and approved by the secondary unit before proceeding.

(5) When the experiment is finished or leaving the laboratory, it is necessary to turn off the instruments, power supply (if it cannot be turned off due to special needs, safety precautions must be taken), water source,

gas source, doors, and windows, etc. The duty personnel are responsible for checking. It is strictly prohibited to leave the post during the experiment.

(6) Establish a sanitation duty system to maintain cleanliness and tidiness, ensure a reasonable layout of instruments and equipment, and do not pile up clutter in the laboratory. Properly handle experimental materials, leftover materials, and waste, and promptly remove garbage from indoors and outdoors. Maintain good environmental hygiene and ventilation conditions to prevent the spread of diseases.

(7) The laboratory must properly manage safety facilities, fire-fighting equipment, and anti-theft devices, and conduct regular inspections; fire-fighting equipment must not be transferred for other uses, and it is prohibited to pile up debris around, keeping the fire escape routes clear.

When the laboratory undertakes off-campus teaching, research, and other experimental tasks, it should clarify safety responsibilities.

Chapter 4 Laboratory Safety Inspection and Rectification

Article 19 Strengthen laboratory safety and hygiene inspections

(1) Establish a three-level safety and health inspection system for schools, secondary units, and laboratories, conducting regular or irregular inspections and supervision. Each inspection must have a record, and issues and hidden dangers found should be sorted out, responsibilities clarified, and corrective actions taken actively.

The Academic Affairs Office coordinates with relevant functional departments to regularly organize safety inspections of laboratories across the school and various special safety checks, as well as conduct unannounced safety spot checks. The inspected units must actively cooperate. For laboratories that violate national laws and regulations, school rules and regulations, or have serious safety hazards, the Academic Affairs Office, in conjunction with the Security Department, will issue a "Rectification Notice" requiring rectification within a specified time. Laboratories that do not rectify or have serious issues will be reported to the school's Laboratory Safety Work Committee.

(3) Each secondary college should establish a safety inspection working group for its unit, clearly defining the safety responsible person for each laboratory; regularly organize safety and hygiene inspections of the laboratories in the unit, and establish a management inspection ledger for laboratory safety and hygiene to record the situation of each inspection; the laboratory responsible person should implement a daily inspection system for laboratory safety and hygiene, ensuring that the safety and hygiene conditions of the laboratory are inspected daily. If safety hazards are found during the inspection, they should promptly notify the laboratory head or safety management personnel to take measures for rectification.

Article 20 Rectification of Safety Hazards

It has been found that there are safety hazards in the laboratory, and measures should be taken promptly for rectification. If serious safety hazards are discovered or if safety hazards cannot be resolved immediately, they must be reported in writing to the relevant unit, the Safety and Stability Office, and the Academic Affairs Office, and measures should be actively taken for rectification. No unit or individual may conceal or delay reporting safety hazards.

Chapter 5 Accident Handling and Rewards and Punishments

Article 21 In the event of a laboratory safety accident, each unit must promptly take effective emergency response measures to prevent the situation from escalating or spreading, and organize personnel for safe evacuation as soon as possible; the main leaders and responsible leaders of the laboratory safety in the unit must arrive at the scene immediately to organize effective handling.

Article 22 In the event of a fire, poisoning, serious personal injury, theft, or other major accidents, laboratory staff must protect the accident scene and immediately report it up the chain of command within the unit. No unit or individual may conceal or delay reporting, and they must actively cooperate with investigations and handling of the incident.

Article 23 The school shall promptly investigate the causes of laboratory safety accidents, clarify responsibilities, and make handling suggestions. If responsibilities are unclear, the direct responsible person in the laboratory will be held accountable. For those causing serious consequences and social impact, the perpetrators, responsible personnel, and supervising leaders will be held accountable; based on the severity of the circumstances and the responsible person's understanding of the error, they will receive criticism and education, economic compensation, or administrative penalties; those violating the law will be handed over to judicial authorities for legal processing.

Article 24 If students ignore life and property safety and violate laboratory safety regulations, resulting in serious consequences, the school shall impose corresponding disciplinary actions according to the student disciplinary regulations. If it constitutes a serious violation of the law, it shall be handed over to the judicial authorities for legal processing.

Article 25 The school will commend and reward units and individuals who have made outstanding contributions to laboratory safety management, such as discovering major accident hazards, actively taking measures to remedy and eliminate dangers, preventing casualties or significant losses to national property; and those who bravely rescue lives and national property during an accident.

Chapter Six Supplementary Provisions

Article 26 Each unit shall formulate its corresponding implementation rules or management regulations based on these measures and in conjunction with actual circumstances. Matters not covered by these measures shall be implemented in accordance with relevant national laws and regulations. If any provisions of these measures conflict with national laws and regulations, national laws and regulations shall prevail.

Article 27 This method shall be implemented from the date of its publication and shall be interpreted by the Academic Affairs Office. The original "Laboratory Safety Management Measures of Hunan City University" (Xiangchengyuan Fa [2018] No. 54) is hereby abolished.

Regulations on Asset Management of Hunan City University

Xiangcheng Hospitalissued[2013]No.109

Chapter One General Principles

Article 1In order to strengthen the asset management of our school, fully utilize its technical and economic benefits, and ensure the normal conduct of teaching, research, and management work, these regulations are formulated in accordance with relevant national provisions and the actual situation of our school.

Article 2 The assets referred to in these regulations include fixed assets, low-value durable goods, and other materials. Fixed assets refer to properties with a unit price of general equipment above 500 yuan, specialized equipment above 800 yuan, and a usage period of more than one year, which basically maintain their original material form during use. Low-value durable goods refer to materials whose unit value does not meet the standards for fixed assets but have a durability of more than one year; low-value durable goods are included in the management of fixed assets. Other materials refer to consumables needed by the college in the process of carrying out teaching, scientific research, and other activities, including various types of materials, fuels, consumables, low-value expendable items, etc.

Article 3 The content of asset management referred to in these regulations includes: the formulation of asset purchase budgets, asset purchases, asset procurement, asset acceptance, account and card establishment, safekeeping, allocation and use, maintenance, loss reporting and disposal, property rights registration, definition, statistics, and reporting of asset data.

Article 4 The management and use of assets shall follow the principles of "unified leadership, division of management, multi-level supervision, layered responsibility, reasonable allocation, integration of management and use, maximizing the utility of resources, and accountability to individuals." The Asset Department is the functional department for asset management across the entire school. Regardless of the source of funding, any assets belonging to the school shall be managed by the Asset Department.

Chapter Two Classification and Valuation of Assets

Article 5Fixed assets are divided into 17 categories: houses and buildings, land and plants, instruments and meters, electromechanical equipment, electronic devices, printing machinery, medical instruments, document equipment, specimen models, cultural relics and exhibits, books, tools and utensils, furniture, administrative office equipment, clothing and gear, livestock, and intangible assets.

Article 6 The valuation of fixed assets generally adopts the actual cost method.

1. Fixed assets purchased or transferred in are recorded at the actual payment price or transfer price, as well as packaging fees, transportation and handling fees, and installation fees. When purchasing vehicles, the vehicle purchase tax paid according to regulations is included in the purchase price.

2. Fixed assets built by oneself are recorded based on all expenses actually incurred during the construction process.

3. Fixed assets that are rebuilt or expanded based on the original fixed assets are recorded at the original book value of the existing fixed assets, minus the income from price changes during the rebuilding, renovation, or expansion process, plus the expenses incurred during the rebuilding, renovation, or expansion.

4. Fixed assets received as donations shall be recorded at the market price of similar assets or based on relevant documents provided by the donor. Related expenses incurred when receiving donated fixed assets shall be included in the value of the fixed assets.

5. The fixed assets acquired through financing leases are recorded based on the equipment price, transportation and handling fees, installation fees, etc., as per the lease agreement.

6. Fixed assets that have been put into use but have not yet completed the handover procedures can be initially recorded at estimated value, and adjustments will be made after the actual value is determined.

Chapter 3 Procurement Management of Assets

Article 7 Asset procurement includes purchases from various funding sources of the school, such as instruments, equipment, materials, teaching consumables, books and materials, textbooks, exercise books and other printed materials, labor protection supplies, welfare items, office furniture, student dormitory supplies, military uniforms, building materials, etc. It does not include office consumables for various departments.

Article 8 Organization and Responsibilities.

1. The school has established a leadership group for asset procurement, led by the school leader in charge of assets, with the main heads of relevant functional departments and supervisory departments as members. Its main responsibilities are:

(1) Approve the annual asset procurement plan.

(2) Lead asset procurement activities.

Review the bidding for major material procurement projects.

(4) Determine the winning unit based on the correct evaluation and annul the incorrect evaluation.

(5) Correct the problems that arise in asset procurement activities.

The Asset Procurement Working Group has an office, which is the Asset Department, responsible for daily affairs.

2. The Asset Department is the centralized management department for the school's asset procurement, responsible for the organization and implementation of various procurement activities. Its main responsibilities are:

Implement the various guidelines, policies, laws, and regulations of national procurement work, and develop implementation measures based on the actual situation of our school.

(2) Summarize and compile the school's annual procurement plan, and be responsible for organizing and implementing the procurement work.

(3) Responsible for the preparation of school procurement bidding documents, contracts, and related files.

Draft the procurement contract.

(5) Responsible for organizing relevant departments to accept the purchased assets and urging suppliers to provide after-sales service according to the contract.

(6) A procurement on-site working group will be formed with the participation of the supervision, auditing, and related functional departments, and the deputy leader or leader of the asset procurement leadership group will be invited to attend major procurement projects.

Establish an information system related to the prices, technical indicators, and manufacturers of assets.

The main responsibilities of the asset procurement on-site working group are:

(1) Revise the proposed procurement plan, propose evaluation methods, and participate in procurement activities other than the evaluation work.

(2) Conduct investigations on the financial credibility, technology, and product quality of the proposed suppliers.

Determine the eligibility of suppliers participating in the procurement project.

(4) Review the bidding documents and related files for the procurement project.

(5) Provide the bidding evaluation team with the situation of the bidding unit being investigated.

(6) Supervise the bid evaluation process.

(7) Listen to the report on the bid evaluation situation, confirm whether the bid evaluation is correct, award the winning unit for correct bid evaluation suggestions, and annul incorrect bid evaluation suggestions.

4. The school establishes a pool of asset bidding evaluators, which is managed by the office of the school's asset procurement leadership group. Before each evaluation, the supervisory department oversees the random selection of evaluators to participate in government procurement bidding or to form the school's evaluation team.

Article 9 Procurement management procedure: issue annual financial budget plan → prepare and submit purchase order according to budget → review purchase order → organize procurement and create procurement records → submit procurement records for approval → sign contract.

Article 10 Preparation of budget and financial plans.

1. Principles of fund usage: highlight key points, ensure necessities, achieve comprehensive balance, and arrange reasonably.

2. The main basis for formulating the procurement plan:

(1) The scale of school development, the situation of major settings, and the teaching content specified in the training plan.

(2) School development plans and established non-recurring scientific research and technology development tasks.

(3) The number of positions, existing asset quantities, as well as allocation standards and work needs of each secondary management department.

(4) School annual financial budget.

3. Formulation of the acquisition plan:

The procurement plan must clearly specify the name, specifications, model, quantity, expected unit price, manufacturer, delivery date of the assets, and list the purpose of each asset.

The procurement plan is proposed after collective research by the using department and signed by the person in charge of assets in the department, and then submitted for approval at various levels according to the project amount. The leader in charge of assets in the department is fully responsible for the procurement plan of the department. For projects with a total amount below 10,000 yuan, approval is given by the head of the using department and the director of the asset department; for total amounts between 10,000 and 30,000 yuan, approval is given by the head of the using department, the director of the asset department, and the responsible school leader; for total amounts between 30,000 and 50,000 yuan, approval is given by the head of the using department, the director of the asset department, the responsible school leader, and the vice president in charge of finance; for total amounts above 50,000 yuan, approval is given by the head of the using department, the director of the asset department, the responsible school leader, the vice president in charge of finance, and the president. The procurement plan only takes effect after approval by the leaders.

The purchase of valuable precision instruments and large equipment with a unit price of over 100,000 yuan must be proposed by the using department with a feasibility report (including reasons for purchase, benefit forecasts, selection justification, and capabilities for use, maintenance, and repair, etc.), which will be reviewed by relevant functional departments in

conjunction with related departments and experts, and then submitted for the president's approval.

4. Entry, submission, and online review of the purchase application form:

The asset administrator of the using department fills out the purchase application form in the asset management system based on the budget, prints it, and submits it for approval according to the approval process. The asset department conducts an online review of the purchase application form based on the approval status and budget item plan. Purchase applications that exceed the budget or lack approval will not be reviewed. The purchase application form will only take effect after passing the review.

Article 11 Asset Procurement. After the purchase application is approved, it enters the procurement stage, and all procurement activities without a purchase application form are prohibited.

1. Use market mechanisms to choose the optimal procurement form based on different situations, reflecting the principles of scientific effectiveness, fairness, quality-price comparison, and supervision and constraints.

2. Prohibit breaking down large purchases into smaller ones or dividing the same project into multiple batches for procurement. In order to reduce procurement costs, it is necessary to conduct in-depth and detailed market research, and to form bulk purchases as much as possible to reduce sporadic purchases.

3. Determine the procurement method based on the purchase content and the total project amount.

Government procurement is implemented for projects with a total amount exceeding 100,000 yuan. According to the government procurement procedures, the purchase application review must be completed within three months.

(2) For projects with a total amount between 50,000 and 100,000 yuan, schools shall conduct independent bidding and procurement, with the Asset Management Office in charge and the Supervision Office and Audit Office overseeing the process. A bid evaluation group consisting of 3-5 experts selected from the school's expert database will conduct the evaluation and determine the bid, and a procurement record will be formed for approval by the responsible school leaders. The review of the purchase application should be completed within one month. Schools' independent bidding should generally adopt an open bidding method, but when the bidding content is relatively special or there are special requirements for suppliers, invited bidding can be used. When there is only one supplier, competitive negotiation can be adopted. When using the invited bidding method, a certain number of suppliers should be appropriately selected as bidders based on their technical production capabilities, performance, and reputation over the past two years.

(3) For projects with a total amount between 20,000 and 50,000 yuan, a on-site procurement working group consisting of 3-5 members from the Asset Department, Audit Department, Supervision Department, and the using department will directly purchase from suppliers. The purchase application review must be completed within 15 days.

(4) If the total project amount is below 20,000 yuan, it will be jointly procured by the asset department and the user unit. The purchase application review must be completed within 15 days.

For self-made equipment projects with a total price below 20,000 yuan, the price is jointly determined by the Asset Department, the Audit Department, and the user unit based on scientific demonstration.

4. The implementation of government procurement shall be carried out in accordance with the regulations and procedures of government procurement. The budget price and technical parameters of the procurement project shall be jointly determined by the Asset Department, Audit Department, Supervision Department, and the using department.

5. General procedures for school autonomous bidding and procurement.

5.1 Conduct market research. The Asset Department, Audit Department, Supervision Department, and user departments will jointly conduct market research to determine the brand, model, specifications, requirements, and other technical parameters, as well as the bidding budget price for the proposed procurement project.

5.2 Prepare the bidding documents. The Asset Department prepares the bidding documents based on the brand, model, specifications, requirements, and other technical parameters of the proposed procurement project, as well as the bidding budget price. The bidding documents must be reviewed by the Audit Department.

5.3 Release of bidding announcement. The bidding announcement is generally published on the school website.

5.4 Bidding. The bidding unit must deliver the bid document within the specified time. Relevant personnel should carefully check the sealing of the bid document and keep a record of the delivery time. The bidding unit is required to pay the specified amount of bid security, which will be promptly refunded after the bidding ends if not awarded.

5.5 Bid opening. The bid opening is conducted by the host who, after confirming that the seals are intact and correct, publicly unseals the bids, verifies the bidding qualifications, and announces the names of the bidding units, the main content of the bidding projects, the bid prices, and other valuable information on the spot.

5.6 Bid evaluation. The bid evaluation work is completed independently by the bid evaluation team. The bid evaluation team conducts a comprehensive evaluation of the qualified bidding units' creditworthiness, bid price, quality grade, performance and technical indicators, installation and debugging, after-sales service, etc., according to the evaluation methods stipulated in the bidding documents. Based on thorough discussion, the first and second candidates for the bid are selected. For any ambiguous content in the bidding documents, the bidding units may be required to provide necessary clarifications or explanations, and if the bidding units need to supplement materials, they must confirm in writing.

5.7 Calibration. The evaluation results are obtained by the procurement site working group and reported by the asset department to the asset procurement leadership group regarding the bidding situation, which is then reviewed by the asset procurement working leadership group to determine the winning unit. The asset department must keep detailed records of the entire evaluation process, and the evaluation results must be signed and confirmed by all evaluators.

5.8 Notify the bidding unit. After the bid is awarded, the Asset Department will issue a bid announcement and send a bid notification to the winning unit.

Article 12 Abandonment of bid.

1. If the school's procurement department or procurement personnel have any of the following situations, the procurement will be canceled, and the asset procurement leadership team will order corrections, and depending on the situation, report to the relevant school departments to hold the responsible personnel accountable.

The centralized bidding method should have been adopted but was not.

(2) The school conducted independent bidding procurement, but the number of qualified bidding units did not reach three at the opening of bids.

(3) Unauthorized increase of procurement standards.

(4) Colluding with the same supplier in violation.

The technical performance of the goods to be purchased is not advanced, or is outdated, or has been eliminated, or is excessively repetitive.

The proposed purchase price is significantly higher than similar products.

(7) Refusing inspections by the school's supervision, finance, and audit departments, or failing to truthfully reflect the situation and provide materials.

(8) Other circumstances that violate national laws and regulations, as well as school rules and regulations.

2. If the supplier has any of the following circumstances, the procurement will be terminated; if it causes losses to the school, the supplier shall bear the liability for compensation.

(1) Providing false credit materials or bidding documents to fraudulently obtain supplier qualifications for school procurement.

(2) Using improper means to slander and exclude other suppliers.

(3) Collaborating with personnel involved in procurement at the school to collude illegally, bribing school procurement personnel or providing other improper benefits.

(4) Failing to sign a procurement contract with the school without justifiable reasons after winning the bid.

(5) Changes to the bidding content and technical parameters.

(6) Bidding units colluding to raise prices or prices that are significantly higher than market prices.

(7) Other circumstances that violate national laws and regulations, as well as school rules and regulations.

3. Abandoned bids should avoid disputes as much as possible, and suggestions should be made by the procurement site working group, which will be executed after being reported to the asset procurement leadership group for decision.

Article 13 Sign the procurement contract.

For purchases with a total amount exceeding 50,000 yuan, a procurement contract must be signed.

2. The main content of the contract includes: asset name, configuration, attachments, manufacturer and brand, specifications and models, performance and technical indicators, quantity, price, installation and debugging, after-sales service, payment method, payment account, and liability for breach of contract, etc.

Both parties signing the procurement contract must have legal person status or be authorized in writing by a legal person. The procurement contract should be stamped with a special contract seal or an official administrative seal.

Within one week from the date of bid determination, the bidding office, the user unit, and the winning unit shall conduct contract negotiations, draft contract terms, and if necessary, have the school's legal advisor review the contract terms. If more than one week has passed since the date of bid determination and the winning unit unilaterally refuses to draft the contract terms without justifiable reasons, it shall be deemed as automatic forfeiture, and the bid security will not be refunded.

Article 14 The supplier refers to a legal entity or individual capable of providing goods, projects, and services to the school. Qualified suppliers must meet the following conditions:

1. Individuals with legal personality or independent capacity to bear civil liability.

2. Abide by national laws and regulations, and have a good reputation.

3. Have the ability to perform economic contracts and a good record of contract performance.

4. Has a good financial and funding condition.

5. Other conditions stipulated by the national and provincial people's governments.

Chapter 4 Acceptance Management of Assets

Article 15 All materials purchased with various school funds must undergo asset acceptance, including buildings and structures, landscaping, instruments, equipment, teaching consumables, books and materials, textbooks, exercise books and other printed materials, labor protection supplies, welfare items, office furniture, student dormitory supplies, clothing, building materials, etc.

Article 16 The acceptance of buildings and structures is organized and implemented by the Planning and Construction Department, while the acceptance of other assets is organized and implemented by the Asset Department. The technical responsibility for the acceptance work mainly lies with the user unit. For procurement projects with an amount exceeding 50,000 yuan, an acceptance team composed of the Asset Department, user unit, fund management department, audit department, supervision department, and relevant technical personnel will conduct the acceptance; for procurement projects with an amount below 50,000 yuan, an acceptance team composed of the Asset Department, user unit, and technical personnel will conduct the acceptance.

Article 17 After the contract takes effect, the asset department shall urge the supplier to strictly perform the contract and ensure that the procurement project is completed as per the contract. After the goods arrive, the asset administrator of the using department shall conduct a preliminary acceptance of the goods' packaging and model according to the contract requirements, and assist in supervising the supplier during installation and debugging. Once the installation and debugging are completed, an acceptance application shall be submitted to the asset department, which will organize an acceptance team to complete the acceptance work within 2 weeks.

Article 18 Organize asset acceptance strictly according to the acceptance standards. For purchases implemented through bidding, the acceptance standards are based on the contract agreement, commitments in the bidding documents, samples, product technical data, or industry regulations; for purchases that were not bid but have a signed procurement contract, the acceptance standards are based on the contract agreement, samples, product technical data, or industry regulations; for purchases without a signed contract, the acceptance standards are based on procurement records, samples, product technical data, or industry regulations.

Article 19 The acceptance team shall strictly conduct acceptance according to the standards by comparing with the physical items and submit an acceptance report, clearly stating the acceptance conclusion. All participants must sign the acceptance report, which shall be archived for future reference.

Article 20 If the acceptance is fully qualified, it will enter account management; if problems are found during acceptance, the acceptance team will study and formulate handling methods based on the specific situation. If the supplier does not deliver according to the contract or sample quality requirements, they will be ordered to replace the goods; if replacement is difficult but does not affect functionality, a penalty will be imposed, and depending on the circumstances, their qualification to supply to the school may be suspended for 1-3 years; if the school suffers losses, the supplier will bear the compensation responsibility.

Article 21 Strictly accept and use after inspection; assets that have not been inspected shall not be put into use.

Chapter 5 Asset Accounting Management

Article 22 Assets that pass inspection enter the accounting management process, while assets that do not pass inspection cannot be recorded.

Article 23 When entering accounts, the supplier must provide the purchase contract or purchase records, acceptance report, invoice, and other documents; otherwise, the entry will not be accepted.

Article 24 The accounting of assets is divided into fixed assets and low-value durable goods accounting, and consumables accounting. The accounting of fixed assets and low-value

durable goods is managed through a networked system, recorded in the school's asset management system; consumables are recorded by manually filling out a material acceptance form.

Article 25 Procedures for the accounting of fixed assets and low-value consumables.

The department asset administrator is responsible for verifying whether the information provided by the supplier is complete; incomplete information cannot be recorded.

2. The department asset administrator logs into the school's asset management system to input asset information based on the procurement contract or procurement records and physical items. The inputted asset information must be true, accurate, standardized, and complete, and the department asset administrator is fully responsible for the entered asset data.

The department asset administrator verifies the entered asset information and submits the asset data to the responsible management department online after confirming its accuracy.

4. The asset management administrator shall conduct online review of asset information based on the procurement contract or procurement records, invoices, and acceptance reports. The administrator should carefully verify whether the asset information is standardized, accurate, and complete. If there are no errors, print the fixed asset acceptance form and barcode, and submit the asset data to the financial review department; otherwise, return it to the using department for modification and improvement.

The department asset administrator is responsible for the attachment of barcodes.

6. The fixed asset acceptance form consists of 4 copies. After being signed by the user, the department's asset administrator, and the department's asset management leader, the using department retains one copy for its archives, while the other 3 copies are submitted to the asset department for the designated administrator's signature. The financial copy must be stamped with the school's special acceptance seal for materials, and the designated department copy is retained.

7. The supplier shall handle the reimbursement procedures at the finance department with the fixed asset acceptance form financial copy, invoice, contract, or audit form. The finance review personnel will conduct an online financial review of the assets based on the materials provided by the supplier. If approved, the voucher number will be filled in the corresponding asset record to complete the asset entry; if not approved, it will be returned to the responsible management department for modification and improvement.

Article 26 Procedure for the entry of consumables.

The department asset administrator is responsible for verifying whether the information provided by the supplier is complete; incomplete information cannot be recorded.

2. The department asset administrator fills out the material acceptance form (a total of 3 copies) based on the procurement contract or procurement records and physical items, and after being signed by the user, the department asset administrator, and the department asset management leader, retains one copy for the department's archives. The other 2 copies are submitted to the asset department for review and signature by the designated administrator, and the financial copy is stamped with the school's special acceptance seal for materials.

The supplier shall handle the reimbursement procedures at the finance department with the material acceptance slip financial copy, invoice, contract, or audit slip, and complete the asset entry.

Chapter Six: Management of Asset Utilization

Article 27 The school implements a two-level management system for assets, consisting of the school and department levels. The departments that possess and use assets must designate one leader responsible for assets and one full-time (or part-time) asset administrator, and submit the list to the Asset Management Office for record. The full-time (or part-time) asset administrators in each department should remain relatively stable; if changes are necessary, the

Asset Management Office should be notified in advance, and handover procedures should be completed. The department's asset leaders and asset administrators shall accept guidance from the Asset Management Office in their work and are fully responsible for the asset management of their respective departments.

Article 28 The main task of asset management and utilization is to ensure the needs of teaching, research, management, and other work, and to fully realize the benefits of investment.

Article 29 Each department has management and usage rights over its assets, while ownership belongs to the school. In order to achieve reasonable allocation and optimal use of resources, the asset management office has the right to reasonably reallocate or recover idle or underutilized assets, and all departments should actively cooperate and support this. The asset management and usage departments should actively explore effective methods to improve the efficiency of fund usage and asset utilization, striving to enhance the effectiveness of asset usage.

Article 30 All school assets are managed through a computer network, with responsibilities assigned to individuals. Each department's asset administrator is fully responsible for the asset data of their department, while the department's asset management leader is responsible for the leadership of asset management in their department. Users are primarily responsible for the use, maintenance, upkeep, safety, and theft prevention of the assets. It is essential to ensure that asset data is standardized, complete, and accurate, with accounts, cards, and physical items matching, and the environment kept clean, while also implementing measures against moisture, rust, explosion, fire, and theft. Each asset-using unit must conduct an inventory of the assets they use or occupy once a year, and the finance department, asset department, and using units will regularly verify accounts and physical items.

Article 31 For flammable, explosive, highly toxic, radioactive, and other hazardous materials, there must be specialized storage facilities and locations, with dedicated personnel responsible to prevent accidents.

The procurement and transportation of hazardous materials must be strictly handled in accordance with the relevant regulations of the public security and transportation departments.

2. Relevant staff must have reliable labor protection and safety measures.

3. Hazardous materials must be used in designated areas, and no one is allowed to take them out, lend them, or carry them away. Any accidents caused by violations of these regulations shall be the full responsibility of the person involved. Containers that have held hazardous materials and waste liquids must be properly disposed of, and it is strictly prohibited to discharge or discard them at will.

Article 32 Large, valuable, and precision instruments and equipment must strengthen technical management, with responsibilities assigned to individuals, to ensure that the instruments and equipment are always kept in good working condition.

1. Precision instruments and equipment with a unit price below 100,000 yuan, instruments and equipment with a unit price above 100,000 yuan, and complete sets of instruments and equipment valued over 100,000 yuan must have dedicated personnel for management and guidance in use. Operators must be qualified through training, and technical archives must be established. The content of the technical archives should include technical documents from the factory for the instruments and equipment, as well as records and documentation of usage, maintenance, repair, and calibration throughout the entire process from acquisition to disposal, making it a technical basis for the management and use of the instruments and equipment.

2. The department where the instruments and equipment are located must establish operating procedures, management systems, and safety regulations. If there are violations of the procedures and regulations, the management personnel have the responsibility, authority, and obligation to stop them.

3. If the instrument and equipment malfunction, timely maintenance should be organized.

Article 33 Each department shall establish a system for the requisition and borrowing of materials, and report it to the Asset Department for review and record.

1. The requisition and borrowing of materials must be filled out separately with a requisition form and a borrowing card, the procedures must be complete, the records must be accurate, and they should be kept for future reference.

2. For valuable and scarce items, the recipient must specify the purpose and actual required quantity, and follow the prescribed approval procedures. The department asset manager must ensure accurate measurement to eliminate waste.

3. Faculty and staff borrowing instruments and equipment must follow the prescribed procedures for borrowing and must return them once the borrowing period is over. Anyone needing to renew the borrowing must go through the renewal procedures.

4. The leasing and lending of assets shall be carried out in accordance with the school's specific regulations.

Article 34 Implement a reward and punishment system for asset usage and management. Provide spiritual encouragement and material rewards to outstanding individuals and collectives with excellent work performance and high asset utilization efficiency, and use this as an important basis for promotion; for those who are irresponsible in their work, causing damage, loss, or waste of assets, give criticism and education, up to administrative penalties or economic sanctions.

Chapter Seven: Asset Maintenance and Repair Management

Article 35 The purpose of asset maintenance and repair is to keep the assets in good technical condition, improve their utilization rate and investment efficiency, and meet the needs of teaching, research, management, and other work.

Article 36 The Asset Management Department is the functional management department for the maintenance and repair of instruments and equipment, responsible for organizing the maintenance and repair work of instruments and equipment throughout the school. The Logistics Department is the functional management department for the maintenance and repair of buildings and structures, responsible for organizing the maintenance and repair work of buildings and structures. The Academic Affairs Office, the Science and Technology Office, and the Asset Management Department are respectively responsible for reviewing the maintenance and repair application forms for teaching instruments and equipment, scientific research instruments and equipment, and administrative equipment throughout the school.

Article 37 Relevant staff should strive to carry out daily maintenance of instruments and equipment, especially for large, precision, and valuable instruments and equipment, which should be carefully maintained. Those responsible for damage caused by inadequate daily maintenance should bear direct responsibility.

Article 38 If any instrument or equipment malfunctions during the warranty period, the using department should immediately report it to the asset procurement department and may also contact the supplier directly to facilitate timely processing of returns, compensation, exchanges, replacements, or warranty procedures.

Article 39 The Asset Management Office shall establish a dedicated or part-time team for the maintenance and repair of instruments and equipment, and encourage faculty and students with expertise in instrument and equipment maintenance and repair to actively participate. The organization of maintenance and repair of instruments and equipment by the Asset Management Office should follow the principle of first within the campus and then outside. For maintenance and repair organized by the Asset Management Office, if faculty and students are involved, appropriate remuneration will be provided based on the difficulty of the maintenance and repair and the actual workload, after the maintenance and repair are completed and accepted as qualified. Without the consent of the Asset Management Office, the using department shall not arbitrarily carry out repairs on its own instruments and equipment, especially large, precise, and

valuable instruments and equipment; otherwise, if damaged, compensation will be required at market value, and criticism or punishment will be imposed.

Article 40 Instrument and equipment maintenance and repair procedures.

The department asset administrator shall classify and fill out the "Maintenance Report Form" in detail in the asset management system according to teaching instruments and equipment, scientific research instruments and equipment, and administrative equipment, and print it.

2. The department asset administrator will submit the printed "Maintenance Report" to the instrument and equipment users for verification, then send it to the department's asset manager for signature approval. After that, it will be classified and submitted to the Academic Affairs Office, Science and Technology Office, and Asset Office for review, along with clear opinions. The reviewed "Maintenance Report" will be sent to the Asset Office.

3. After the Asset Department receives the "Maintenance Report Form," it determines whether to carry out maintenance and repairs and the method of maintenance and repairs based on the opinions of relevant functional departments, the usage duration of the instruments and equipment, the degree of damage, the cause of failure, as well as the supply of spare parts, maintenance, and repair costs. Then, based on the amount of maintenance and repair funds, the "Maintenance Report Form" is subject to graded approval. Maintenance and repair costs not exceeding 10,000 yuan are approved by the Asset Department, those between 10,000 and 30,000 yuan are approved by the Asset Department, the Audit Department, and the responsible school leaders, and those exceeding 30,000 yuan are approved by the Asset Department, the Audit Department, the responsible school leaders, and the principal. For maintenance and repair costs of a single instrument or equipment exceeding 10,000 yuan, the Asset Management Working Group or experts designated by the Asset Department authorized by the Asset Management Working Group will conduct the assessment.

4. The asset management department's designated administrator conducts online review based on the approved "Maintenance Report Form." After the online review is approved, the maintenance is organized and implemented by the asset management department → joint acceptance by the asset management department and the user department → the department's asset administrator creates a maintenance order in the management system and prints the maintenance order → the maintenance order is signed by the user department and the acceptance personnel from the asset management department → the asset management department conducts a designated review based on the signed maintenance order → submission for financial review.

5. The maintenance personnel or maintenance unit shall go to the finance department for reimbursement with the maintenance report form, maintenance order, and invoice.

Article 41 Implement a reward and punishment system for the maintenance and repair of instruments and equipment. The Academic Affairs Office, the Science and Technology Office, and the Asset Management Office shall conduct regular assessments of the maintenance and repair of teaching instruments and equipment, scientific research instruments and equipment, and administrative equipment. Rewards will be given for timely maintenance and repair, high self-maintenance and self-repair rates, high integrity rates, high utilization rates, and good overall benefits; criticism or punishment will be given for failures in work that result in instruments and equipment being unable to function normally or causing damage to the instruments and equipment.

Article 42 When evaluating and appointing technical titles for laboratory technicians, the assessment should include the technical level of maintenance and repair of instruments and equipment, the amount of maintenance and repair work, the degree of care for instruments and equipment, and the length of time the equipment has been in use.

Article 43 Instruments and equipment that cannot be repaired due to outdated technical performance and severe damage, or have excessive repair costs with no repair value, shall no longer be repaired and shall be processed according to the scrapping procedure. Before the

scrapping procedures for instruments and equipment are completed, disassembly is not allowed; otherwise, compensation will be charged at the original price.

Article 44 Any instruments and equipment that need to be sent out for maintenance and repair must be approved by the Asset Management Office; otherwise, the maintenance and repair costs will be borne by the individual or department, and criticism or penalties may be imposed.

Article 45 Instrument and equipment should have maintenance and repair records. For instruments and equipment with a single unit (set) value of over 50,000 yuan, maintenance and repair files should be established. Each maintenance and repair should be recorded, including the reasons for maintenance and repair, the extent of maintenance and repair, replaced parts, maintenance and repair costs, and the maintenance and repair unit and personnel. In principle, large precision instruments and equipment should follow the principle that whoever produces should maintain or whoever supplies should maintain, with the user department and procurement department contacting the manufacturer or supplier for warranty or maintenance and repair.

Chapter Eight: Management of Asset Changes and Disposal

Article 46 Changes in assets include changes in items, changes in unit prices, additions of attachments, and disposal of attachments. Changes in items refer to changes in the user unit, user, storage location, current status, and usage direction of the assets. Changes in unit prices, additions of attachments, and disposal of attachments refer to changes in unit price and attachment information.

Article 47 The disposal of assets refers to the act of administrative and public institutions transferring ownership and canceling property rights of state-owned assets that they possess and use. This includes sale, scrapping, loss reporting, and free allocation.

The sale refers to the transfer of ownership or possession and usage rights of state-owned assets through a paid transfer method, and the collection of corresponding disposal income from the asset disposal.

2. Scrapping refers to the disposal of assets that have been scientifically identified or determined by relevant regulations to be no longer usable and must undergo property rights cancellation.

3. Loss reporting refers to the disposal of assets that must be canceled in accordance with relevant regulations for state-owned assets that have incurred bad debt losses, abnormal losses, etc.

4. Gratuitous allocation refers to the disposal of state-owned assets by changing the possession and usage rights of state-owned assets through gratuitous transfer without changing ownership.

Article 48 When there are changes in the unit using the asset, the user, the storage location, the current status, or the direction of use, the departmental asset administrator should promptly update the changes in the asset management system and submit them for centralized review by the asset department. After the centralized review is approved, the asset project changes should be completed; when there are changes in the unit price or attachments of the asset, the asset changes should be completed according to the process of departmental asset administrator changing the content → centralized review by the asset department → financial review by the finance department.

Article 49 Asset disposal procedure: Department asset administrator fills out the asset disposal report online → prints the disposal report → submits the disposal report for approval → asset management review → financial review by the finance department.

Article 50 Any department may apply for asset disposal if it meets one of the following conditions.

1. Computer equipment that has been used for more than 5 years, with an average annual usage of over 1500 hours, has frequent failures, major performance degradation, and is irreparable or not worth repairing.

2. Other instruments and equipment with a service life of more than 10 years, an average annual usage of over 400 hours, frequent failures, major structures and components severely aged or worn, performance no longer meeting the minimum requirements for use, and those that cannot be repaired or have no repair value.

3. Instruments and equipment that are severely damaged and cannot be repaired or have no repair value due to unexpected disasters or accidents.

4. Instruments and equipment that cannot be repaired or have no repair value due to natural damage during normal use.

Instruments and equipment with a single repair cost exceeding 60% of the original value.

6. Continue to use instruments and equipment that are prone to danger, consume a lot of energy, have low efficiency, and seriously pollute the environment, which should be eliminated according to relevant national policies.

7. Equipment that is obsolete and for which there are no repair parts available in the market.

Article 51 The school shall conduct an annual inventory of assets to be scrapped.

Article 52 After the asset disposal report is signed by the user, the department asset administrator, and the responsible asset leader, it is submitted to the asset department. The asset department organizes a special team composed of relevant functional departments and technical experts to conduct a technical appraisal of the assets to be disposed of and to propose handling opinions. Assets with a unit original value not exceeding 10,000 yuan or a total batch price not exceeding 50,000 yuan are approved by the asset department. For assets with a unit original value between 10,000 and 50,000 yuan or a batch original value between 50,000 and 100,000 yuan, approval is obtained from the asset department, relevant functional departments, and technical experts collectively, and then submitted to the responsible school leaders for approval. For assets with a unit original value exceeding 50,000 yuan or a batch original value exceeding 100,000 yuan, handling opinions are collectively proposed by the asset department, relevant functional departments, and technical experts, and then submitted to the responsible school leaders and the principal for approval.

Article 53 All scrapped assets shall be recovered and processed by the asset department. No person or department may modify or remove components from scrapped assets under any pretext.

Article 54 Assets with a unit price below 50,000 yuan shall be reported by the Asset Department to the Provincial Department of Education for record, while assets with a unit price above 50,000 yuan shall be reported by the Asset Department to both the Provincial Department of Education and the Provincial Department of Finance for record.

Chapter Nine: Accountability

Article 55 The management of school assets is subject to supervision, auditing, financial oversight, and public scrutiny. Any organization or individual has the right to file a written complaint and report to the relevant school departments regarding any illegal or irregular activities in asset management.

Article 56 The school asset management institutions and departments should strictly manage relevant personnel, standardize behavior, and strengthen self-discipline. Procurement personnel should consciously comply with relevant regulations and must not disclose the bid price of school procurement projects, the bidding documents of suppliers, the bidding evaluation situation, negotiation circumstances, and other related content; they must not violate regulations by taking measures that favor a specific supplier; evaluation personnel should perform their duties objectively and fairly, bear personal responsibility for the evaluation opinions they

provide, and evaluation personnel and staff who have a familial relationship with bidding units should avoid participation. Acceptance personnel should conduct acceptance according to the procurement contract or procurement records, bidding documents, samples, product technical materials, or industry regulations. No one may accept kickbacks or gifts from suppliers.

Article 57 In the procurement, acceptance, maintenance, and disposal of school assets, if relevant personnel fail to perform their duties, engage in favoritism and fraud, neglect their responsibilities, or supervise ineffectively, resulting in actual purchased goods not meeting the quality requirements of the contract or samples, making replacement difficult, or causing other losses to the school, they shall be subject to criticism and education, reassignment, and disciplinary action according to national laws and regulations and the school's relevant provisions. If the circumstances are serious and constitute a crime, the case shall be transferred to judicial authorities for criminal responsibility in accordance with the law.

Chapter Ten Supplementary Provisions

Article 58 These regulations apply to all units, groups, and individuals that occupy or use the non-operating assets of Hunan University of Commerce. The management measures for the school's operating assets and intangible assets will be formulated separately.

Article 59 This regulation is interpreted by the Asset Management Department.

Article 60 This regulation shall come into effect on January 1, 2014, and any previous provisions that conflict with this regulation shall be subject to this regulation.

湖南城市学院材料、低值易耗品管理办法

Management Measures for Materials and Low-Value Consumables of Hunan City University

Xiangcheng Hospital Document [2018] No. 2

Chapter One General Principles

Article 1 In order to standardize the management of school materials and low-value consumables, to use them reasonably, to prevent waste, and to ensure the smooth progress of teaching, research, and management work, this method is specially formulated.

Article 2 Materials and low-value consumables (hereinafter referred to as consumables) include materials used in teaching, scientific research, and management that do not belong to fixed assets.

1.Materials: refers to various raw materials, fuels, reagents, etc., of metals and non-metals.

2.Low-value consumables: refers to items that do not meet the standards of fixed assets and are not classified as materials, such as low-value instruments and meters, tools and measuring instruments, scientific and educational instruments, cultural goods, glassware, components, spare parts, laboratory animals, etc.

Article 3 The management of consumables is implemented based on a budget package system, with hierarchical responsibility, reasonable allocation, and frugal use principles. Office consumables funded by daily expenses are managed by each department, while teaching

consumables are managed by the Academic Affairs Office. Consumables funded by special expenses are managed by the respective financial management departments. The management of consumables requires reasonable planning for procurement, careful acceptance, clear entry and exit procedures, complete account and card records, and regular verification and inspection by each department to ensure consistency between accounts and actual inventory, as well as between accounts themselves.

Article 4 The raw materials used for production or processing into products to obtain profits shall be accounted for and managed based on production costs and profits.

Chapter 2 Planning Declaration, Purchase, and Acceptance

Article 5 Each department shall prepare a procurement plan for consumables based on needs and inventory status, within the limits of the budget. The plan must be signed by the person in charge of consumables in the department and the administrative head, and then submitted for approval according to the school's budget and planning procedures. The procurement plan can only be executed after approval is granted.

Article 6 For consumables of the same type or those with a large usage, such as office consumables, multimedia equipment maintenance consumables, water and electricity maintenance consumables, landscaping consumables, teaching and experimental consumables, etc., bulk purchases of 50,000 yuan (including 50,000 yuan) or more are required to be procured through a bidding process. Quotes must be provided by qualified and reputable professional companies, and the winning professional company will be determined according to the bidding procedure to undertake related business, avoiding management loopholes caused by decentralized procurement and reducing procurement costs.

For urgently needed miscellaneous and specialized consumables, if the total purchase amount does not exceed 50,000 yuan, a decentralized procurement method can be used. Among them, those exceeding 20,000 yuan must be submitted for audit by the auditing office.

Article 7 After the purchase of consumables, the management personnel of the using department must promptly organize acceptance and handle the warehousing procedures. For valuable, scarce, imported, and highly technical consumables, the using department should assign experienced personnel to assist the management personnel in the acceptance process. During acceptance, attention should be paid to the quantity, specifications, models, quality, and other requirements in accordance with the approved plan list, and a careful count should be conducted one by one. If any issues are found, they should be promptly reported to the supplier or transportation unit according to relevant regulations, and procedures for return, exchange, or compensation should be handled in a timely manner; the purchaser is responsible for this.

Chapter Three Internal Control Management

Article 8 Establish and improve the management of consumable account books for agencies, teaching support departments, and secondary colleges.

1.Each department's budget declaration, procurement, acceptance, reimbursement review, and disposal of consumables should strictly follow the school's prescribed procedures. A corresponding ledger registration system should be established for the storage, usage, recovery, loss reporting, scrapping, and year-end inventory check of consumables, reflecting the dynamic usage status of consumables, timely adjusting the backup quantity, and recording relevant account books. The year-end inventory results of consumables should be reported to the asset management office for filing.

2.The Academic Affairs Office shall formulate management measures for the use of teaching experiment consumables in accordance with the requirements of undergraduate teaching experiments. The management of research consumables shall refer to the management measures for teaching experiment consumables.

3.Strengthen the data analysis work of consumable management in various functional departments, enhance the implementation of consumable management, use various consumables

reasonably and effectively, and reduce the idleness and waste of consumables.

Article 9 In order to ensure the daily consumption and maintenance needs of teaching, research, and management, commonly used and specialized consumables may be kept in limited quantities. The limited reserve of consumables should be declared and approved once a year, aiming to minimize unnecessary inventory costs.

Article 10 For flammable, explosive, highly toxic, radioactive, and other hazardous materials, the state requires that relevant permits must be obtained as required before procurement, and designated personnel with professional storage knowledge must be assigned to manage them carefully. Additionally, safety education for management and operational personnel should be strengthened, and necessary labor protection and safety measures should be taken to ensure the safety of individuals and materials. Highly toxic and radioactive materials must be managed centrally, accurately measured and recorded, and security measures should be enhanced, with attention paid to safe storage. The school security office should provide regular guidance and inspections. The use of hazardous materials must be approved by designated personnel and distributed in limited quantities. Empty containers, deteriorated materials, waste liquids, and waste residues of hazardous materials should be properly disposed of and are strictly prohibited from being discarded randomly. The use of highly toxic materials should be strictly controlled and supervised, and detailed records should be kept of the quantities remaining, waste, and consumption after use, with leftover materials returned to storage in a timely manner.

Article 11 The maintenance of consumables is carried out through a declaration by the user unit, approval by the budget unit, and the maintenance unit (personnel) receiving or supplying the materials. After the maintenance is completed, the user confirms the maintenance situation and the usage of consumables by signing off, thereby improving the review system for consumable expense reimbursement.

Article 12 The use of consumables is strictly prohibited from waste, damage, and loss. Any damage or loss of consumables caused by responsibility accidents must be compensated. The specific compensation standards shall be implemented according to the relevant provisions in the "Compensation Measures for Instruments, Equipment, and Materials of Hunan City University." Consumables that are reported as damaged or scrapped due to natural reasons, such as expiration, deterioration, or obsolescence, should be approved and disposed of by the asset department according to procedures.

Chapter Four: Accounting Processing

Article 13 All departments should fully utilize the database software management functions of the school's smart campus to input various types of consumables into the inventory, usage, and year-end stock amounts and details such as name, specifications, model, quantity, and other relevant information in a timely, accurate, and detailed manner, and strengthen the process control of consumable management through year-end inventory checks.

The accounting requirements for each department are as follows:

1.The Financial Planning Department sets up accounts according to the relevant subjects specified in the accounting system (first-level classified sub-accounts).

2.The asset department sets up a first-level classified sub-account corresponding to the financial planning department, and establishes a second-level classified sub-account for the material expenses of each department.

3.Each department should set up a secondary classification account corresponding to the asset management department, and register detailed accounts based on the names, specifications, models, quantities, unit prices, amounts, and other content of consumables. Timely record increases and decreases for various consumables based on vouchers for storage, usage, recovery, loss reporting, scrapping, and year-end inventory checks for overages and shortages.

Article 14 The acceptance and requisition forms for consumables are uniformly issued by the Asset Department, and the documents must bear the signatures and seals of the preparer and the recipient (or the person receiving the materials). Invoices for purchased consumables must be accompanied by the acceptance form in order to process reimbursement at the Planning and Finance Department.

Article 15 Consumables accounts and supporting documents must be properly kept and may not be arbitrarily altered. The destruction of accounts and documents should be carried out in accordance with relevant financial regulations and approved procedures.

The procedure for account processing is as follows:

1.The personnel responsible for storage and accounting must sign and indicate the start date on the activation page when receiving and starting to use the consumables account. The handover of the account and supporting documents must be strict, and it should be signed and stamped by the handlers from both parties and the supervisor from the asset department, along with the handover date.

2.Consumables purchased and transferred can only be reimbursed to the Asset Department and the Planning and Finance Department after the acceptance and storage procedures are completed.

3.The use, borrowing, and recycling of consumables in each department must be signed by the responsible person. Each department should regularly report the quantity and amount of consumables in and out of inventory to the asset department, which will review and summarize it before reporting to the planning and finance department (only the amount).

4.Consumables that are scrapped and transferred by each department must be processed and approved according to the school's regulations before execution. At the same time, the Planning and Finance Office, the Asset Office, and each department should adjust the relevant accounts.

5.Each department conducts a comprehensive inventory check of consumables at the end of each year and reconciles accounts with the Asset Department and the Planning and Finance Department to ensure that the accounts match the actual inventory and that the accounts are consistent with each other. Any surplus or loss of consumables must be approved by the Planning and Finance Department, the Asset Department, and the Audit Department before being reported to the principal, and relevant accounts must be adjusted.

Chapter Five Supplementary Provisions

Article 16 This method is explained by the Asset Department.

Article 17 Each department may formulate more specific implementation rules based on these measures and in conjunction with the specific circumstances of the department.

Article 18 This method shall be implemented from the date of publication, and the "Management Measures for Materials, Low-Value Items, and Consumables of Hunan City University" (Xiangcheng Institute Document [2005] No. 20) shall be simultaneously abolished.

In order to further promote the institutionalization, standardization, and scientific process of laboratory construction work at our school, improve laboratory utilization, establish a laboratory evaluation and assessment mechanism, and form a long-term mechanism that emphasizes both construction and management, this method is hereby formulated in conjunction with the actual situation of the school.

1. Assessment time and scope

The laboratory assessment is conducted once a year, and all laboratories (centers) within the official establishment of the school must participate in the assessment.

2. Organization and Leadership

The annual assessment of laboratory work is based on the laboratory (center) as the basic unit, implementing a two-level assessment system of self-evaluation by the colleges where the laboratories (centers) are located and evaluation by the school. The school's annual assessment work for laboratories is led by the vice president in charge, and the academic affairs office organizes its implementation. The vice deans in charge of laboratory work in each college are responsible for organizing the assessment work of their respective laboratories.

3. Assessment Criteria

The annual evaluation of laboratory work is based on the "Evaluation Standards for Basic Course Teaching Laboratories in Higher Education Institutions" and the "Evaluation Standards for Professional Course Laboratories in Higher Education Institutions." The evaluation is quantified according to the assessment content and scoring standards listed in the "Hunan City University Laboratory Annual Evaluation Form," using a scoring system with a maximum score of 100 points. A total score of 80 points or above is considered qualified, while below 80 points is considered unqualified. If a safety incident occurs in the laboratory during the evaluation year, the evaluation will be unqualified. Each year, the school will select advanced laboratories from the qualified ones for recognition.

4. Specific content and scoring of the annual evaluation

The assessment content consists of the following three parts:

1. Organization and Management of Experimental Teaching (50 points)

(1) Experimental teaching syllabus and experimental teaching materials (or guidebooks) (15 points): Deduct 10 points for missing one item, and points will be deducted at discretion for incomplete or non-standard syllabus, outdated or low-quality teaching materials (or guidebooks).

(2) Experimental opening plan and grouping arrangement situation (10 points): No experimental (training) teaching execution plan and grouping arrangement table (or class schedule) will result in a deduction of 10 points; for each missing item, 1 point will be deducted until the total is exhausted.

(3) Experimental teaching process record materials (15 points): Experimental project opening situation table, experimental (training) teaching situation records, laboratory personnel work records, instrument and equipment usage records, experimental consumables usage records, experimental reports, etc. Missing 1 item will result in a deduction of 3 points, until all points are deducted; incomplete records will be deducted points at the discretion of the evaluator.

(4) Completion of the teaching plan (10 points): Based on the current situation of instruments and equipment, the experimental opening rate is calculated as "(number of experiments conducted ÷ number of experiments that should be conducted) × 100%", with a full score of 10 points. Basic course experiments are calculated at 100%, technical foundation courses at 98%, and specialized course experiments at 95%. For every 2% reduction, 1 point is deducted, until all points are deducted.

2. Laboratory Asset Management (20 points)

(1) Instrument and Equipment Management (15 points):

① Account and items match (6 points): The matching rate of teaching instruments and equipment is 100%. Large instruments and equipment are managed by designated personnel, and the usage and maintenance records of the instruments and equipment are complete, earning 6 points. A certain deficiency earns 1-5 points, and non-standard equipment management earns 0 points.

② Equipment availability rate (6 points): Deduct 1 point for each damaged item, until all points are deducted.

Operating procedures (2 points): The operating procedures for large precision instruments and equipment must be posted on the wall. One point will be deducted for each missing item, until all points are deducted.

Utilization rate (1 point): If the utilization rate of large precision instruments and equipment is lower than the standard at the time of application justification (or the annual open time is less than 400 hours), 1 point will be deducted.

(2) Management of low-value consumables (5 points): This unit has standardized procurement procedures that are implemented effectively; purchased items are managed by designated personnel, and the procedures for usage are standardized and complete; inventory and usage records of consumable items are standardized and complete, with zero records receiving 0 points; valuable, flammable, and explosive items are managed by designated personnel, stored in special cabinets, and strictly managed.

3. Comprehensive Laboratory Management (30 points)

(1) Laboratory Planning (5 points)

The laboratory planning is scientific and reasonable, and the execution is in place. If it can seriously analyze and summarize the current basic situation and existing problems of the laboratory, it scores 5 points. If there are certain shortcomings, it scores 1-4 points; if there is no planning, it scores 0 points.

(2) Team Building (5 points)

The team of experimental technicians and laboratory instructors is stable, with clear job responsibilities, a reasonable structure, and a training and development plan that is implemented, scoring 5 points. The laboratory team construction has certain deficiencies, scoring 1-4 points, and is not ideal, scoring 0 points.

(3) Laboratory culture construction (5 points)

Positioning and Introduction (2 points): Accurately summarize the positioning, nature, and characteristics of this laboratory to earn 2 points; if inaccurate, earn 1 point; if not provided, earn 0 points.

Promotion of Subject Characteristics (3 points): Display professional knowledge related to the experimental teaching content undertaken by the laboratory through text and images, allowing students to have a basic impression and understanding of their major and courses; based on the experimental courses undertaken by the laboratory, provide some relevant experimental operating procedures and experimental rules, etc. A complete set of materials earns 3 points; some deficiencies earn 1-2 points; none earns 0 points.

(4) Environmental Hygiene (5 points)

The laboratory environment is clean, the equipment is neatly arranged, and the surroundings are beautiful.

(5) Safety Management (5 points)

Discovering major safety hazards scores 0 points, while lack of systems and incomplete records deducts 1 to 3 points.

(6) Daily Management (5 points)

The collection and organization of laboratory materials is inadequate, and late submissions will result in a deduction of 1 to 5 points, as determined directly by the Practical Department of the Academic Affairs Office.

4. Laboratory Reform and Innovation (Additional 10 points)

(1) Project update (3 points)

Each time a new experiment is updated or opened with good teaching results, add 0.5 points.

Laboratory open (1 point)

Add 1 to 3 points based on the actual situation and benefits of the openness.

(3) Construction of practical training experiment textbooks (3 points)

Publishing a textbook adds 1 point, and compiling internal teaching materials adds 0.5 points.

(4) Reform and Research of Experimental Teaching (3 points)

According to the project approval and acceptance situation (points are only awarded if completed within the valid period), each provincial project adds 1 point, and each school-level project adds 0.5 points.

5. Use of assessment results

The results of the laboratory assessment will be one of the important bases for the approval of future laboratory construction projects.

The laboratory assessment results serve as an important basis for the annual comprehensive efficiency assessment of the laboratory work in the college.

3. Reduce or stop investment in laboratories that do not meet assessment results, and require rectification within a specified time.

The assessment results serve as the basis for the annual evaluation of relevant personnel.

Six, Supplementary Provisions

This method shall be implemented from the date of publication and shall be interpreted by the Academic Affairs Office.

Attachment: Hunan City University Annual Laboratory Work Evaluation Scoring Table

Hunan City University Academic Affairs Office

December 29, 2023

Attachment:

Hunan City UniversityAnnual Laboratory Work Evaluation Scoring Table

Experiment (Training) Room (Center) Name: Affiliated College:

Serial number	Assessment items	Full marks	Self-assessment	Scoring criteria

1	Organization and Management of Experimental Teaching (50 points)	Experimental Teaching Outline and Experimental Textbook (or Guidance Book)	15		
		Experimental opening plan and grouping arrangement 情况	10		
		Experimental teaching process record materials	15		
		Completion status of the teaching plan	10		
2	Laboratory Asset Management (20 points)	Instrument Equipment Management	15		
		Low-value durable goods management	5		
3	Laboratory Comprehensive Management (30 points)	Laboratory planning	5		
		Team building	5		
		Laboratory culture construction	5		
		Environmental hygiene	5		
		Safety Management	5		
		Daily management	5		
4	Laboratory Reform and Innovation (Bonus Project 10 points)	Project update	3		
		Laboratory open	1		
		Construction of practical training experiment textbooks	3		
		Reform and Research of Experimental Teaching	3		

Student Experiment Regulations of Hunan City University

Xiangcheng Institute Teaching Document[2023]40 No.

Article 1 Arrive at the laboratory for the experimental class at the time specified in the teaching schedule, and do not be late, leave early, or skip class. Follow all laboratory regulations and strictly conduct experiments according to the guidance of teachers and laboratory technicians.

Article 2 Before the laboratory class, students should carefully review the experimental content, clarify the purpose, principles, and steps of the experiment, and understand the performance, usage methods, and precautions of the instruments and equipment required for the experiment. Those who do not prepare adequately are not allowed to participate in the experiment.

Article 3 After entering the laboratory, follow the arrangements, observe the discipline, maintain a quiet and tidy indoor environment, do not change seats at will, move or exchange others' instruments and equipment at will, and do not engage in activities unrelated to the experiment.

Article 4 Before the experiment, check the instruments, tools, and materials. If there are any defects, report them to the teacher immediately. Do not use other instruments or equipment without permission, and do not disassemble the instruments on your own.

Article 5 After the experimental setup is completed, it must be inspected and approved by the supervising teacher before the students can begin the experiment. Especially when using high-precision, rare, and expensive instruments, it must be conducted under the on-site guidance of the supervising teacher. The use of flammable, explosive, and highly toxic substances must be carried out under the supervision of the teacher.

Article 6 Do not attempt to operate the instrument before understanding its performance. Experiments must be conducted according to the correct methods and procedures. Be bold and careful in your operations, observe diligently, and accurately record the original data. Analyze carefully, draw conclusions, and complete the experiment on time.

Article 7 After the experiment is completed, the utensils should be cleaned, the instruments organized, the equipment counted, the area cleaned, and the electricity, gas sources, and water taps turned off. The supervising teacher should inspect the instruments used, and the experiment situation should be recorded. The original data recording paper should be submitted to the supervising teacher, and the doors and windows should be closed before leaving the laboratory.

Article 8 According to the requirements, carefully and independently write the experiment report and submit it to the teacher for review on time.

Article 9 Take care of all public property in the laboratory, conserve water, electricity, and materials. Anyone who violates discipline, operates improperly, damages equipment, or wastes materials shall compensate at market value, and those responsible for

major accidents shall be dealt with seriously according to regulations.

Article 10 No experimental instruments, equipment, or materials may be taken out of the laboratory.