附件1：



实验（训）室建设项目建设方案

实验（训）室名称：

项目类别：

申报单位（公章）：

单位负责人：

项目负责人：

填 表 时间：

**教务处制**

**填 表 说 明**

1.为保证我校各级各类实验（训）室建设的科学性、规范性和高效性，均实行“实验室建设项目立项制”。申报单位需填报《湖南交通工程学院实验（训）室建设项目建设方案》，方案中有单台（套）价值5万元以上的通用仪器设备与单台（套）价值5万元以上的特有或专用仪器设备，每台大型仪器设备需附《大型仪器设备购置可行性论证报告》。

2.“实验（训）室人员”包括在该实验（训）室工作的实验（训）教师、实验（训）技术人员及其他管理人员。

3.申报书内容的填写须真实可靠，填报单位要对其内容负责。

4.申请书一式3份，用**A4纸正反打印**，左侧装订，分别在教务处、使用单位、设备处存档。

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| 实验（训）室名称 | | | | | | |  | | | | | | | | | | | 项目类别 | | | | | | | | □新建实验（训）室  □现有实验（训）室改扩建 | | | | | | | | | | | | | | |
| 实验（训）室类型 | | | | | | | □ 基础 □专业 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 实验（训）室服务  学科、专业 | | | | | | | 学科名称： | | | | | | | | | | | 专业名称： | | | | | | | | | | | | | | | | | | | | | | |
| □新专业 □特色专业 | | | | | | | | | | | | | | | | | | | | | | |
| 经费来源 | | | | | | | □学校预算 □上级拨款 □其他 | | | | | | | | | | | | | | | | | | | 预算  （万元） | | | | | | | | | |  | | | | |
| 项目负责人 | | | | | | |  | | | | | | | | | | | 项目完  成时间 | | | | | | | |  | | | | | | | | | | | | | | |
| 实验（训）用房  落实情况 | | | | | | | 地点： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 实验（训）室人员  落实情况 | | | | | | | 姓 名 | | | | | | 专 业 | | | | | | | 职 称 | | | | | | 岗 位 | | | | | | | | | | | 备 注 | | | |
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| 说明：实验（训）室人员包括在该实验（训）室工作的实验（训）教师、实验（训）技术人员及其他管理人员。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 课程类型 | | * 1.公共基础   □ 2.专业基础  □ 3.专业 | | | | | | | | 购置目的 | | | | □ 1.新开实验（训）   * 2.增加组数   □ 3.配套补齐  □ 4.更新提高 | | | | | | | | | | | | | | | | 服务层次 | | | | | □ 1.本科  □ 2.专科  □ 3.通用 | | | | | |
| 一、  实验（训）室目前设备情况 | | 设备总值 | | | | 万元 | | | | | | | | | | | | | 其中≥5万元  设备总值 | | | | | | | | | | 万元 | | | | | | | | | | | |
| 近三年设备更新率 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 现有设备目录：（另附表，以实验（训）室为单位填报。）  注：如果申报项目是新建项目，此处不填写。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 二、  实验（训）室承担的实验（训）教学任务 | | 课程名称 | | | | | 实验（训）项目 | | | | | | | | | | | | | | 专业 | | | | 年级 | | | | | | | | 学生数 | | | | | 计划  学时 | | 是否开出 |
| 序号 | | 名称 | | | | | | | | | | | |
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| 合 计 | | | | |  | |  | | | | | | | | | | | |  | | | |  | | | | | | | |  | | | | |  | |  |
| 现有设备实验（训）项目开出情况  计划完成实验（训）项目数：  实际开出实验（训）项目数：  本实验（训）室项目开出率（*实际开出实验（训）项目数/计划完成实验（训）项目数*）： % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 说明：课程名称为培养方案中列出的课程。如果申报项目是新建项目，此处不填写。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 三、  目前实验（训）室需更新提高或欠缺的实验（训）项目 | | 实验（训）项目名称 | | | | | | | | | | | | | | 所属课程名称 | | | | | | | | | | | 项目需求性质 | | | | | | | | | | | | | |
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| *说明：1.如果申报项目是新建项目，此处不填写。*  *2.本表应反映该实验室建设项目投入建设后，其受益的实验项目。*  *3.项目需求性质分为：*  *①增加组数（如某实验项目原一次只能容纳5组、每组2人；投入建设后，可实现一次容纳8组，每组2人）、*  *②增加台数（如某实验项目原为每组4人；按教学要求，投入建设后，可实现每组8人）、*  *③更新提高（如该实验项目原为演示性实验，按教学要求，投入建设后该实验项目可更新为验证性或综合性实验）、*  *④新开实验（指该实验项目已列入实验大纲，但原来由于设备原因该实验项目未开，投入建设后即可开出该实验项目）、*  *⑤配套补齐（指该实验项目原已开出，现设备老化或残缺，已影响教学）、*  *⑥新增实验（因教学计划或新办专业等原因，该实验项目现未列入实验大纲，按教学需求应开此实验，此种情况应首先到教务处办理相关手续方可认可，如办理教学计划变更手续，提交实验大纲，拟定实验指导书等）*  *4.若该实验室建设项目投入建设后，使受益的实验项目具有多重性，应予以标注（如某设备购置后使某实验项目既具备更新提高的特性，也具备新开实验的特性）* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 四、必要性与可行性（务必详细、充分） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1必要性：（项目受益范围分析；专业人才培养对实验（训）教学提出的要求；教学改革对实验教学手段和方法提出的要求等。）  2可行性：（国内外高等学校同类实验（训）室对比分析；项目的目标及主要建设内容；项目合理性分析；实施的内外部条件是否具备；项目预期效益及效益持久性的分析。） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 五、项目建成后的特色和亮点 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *请详细列出项目建成之后能突显出的专业特色和教学亮点，同时以表格的形式注明建成之后受益的专业、课程以及课程内的各实验实训项目（注明那些是原有的，那些是新开的）的开设性质和成效。* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 六、计划实施的方法和建设目标 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 七、综合效益评价（务必详细、充分） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *项目申请单位可由本单位教研室、实验（训）室人员或聘请有关专家等组成专门论证小组，主要对该项目建设的必要性可行性、仪器设备的前期调研及选型、数量、价格和使用管理等内容进行论证。* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 八、项目需建设内容清单 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | | | 大类名称 | 细项名称 | | | | | | | 规格型号 | | | | | | | | | | | | | | | | | 数量  （台/套） | | | | | | 单价（元） | | | | | 小计（元） | |
| 1 | | | 仪器设备 |  | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | |  | | | | |  | |
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| **第1项合计（万元）** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| 2 | | | 水及强弱电改造 |  | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | |  | | | | |  | |
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| **第2项合计（万元）** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| 3 | | | 环境  工程 |  | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | |  | | | | |  | |
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| **第3项合计（万元）** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| 4 | | | 其他 |  | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | |  | | | | |  | |
| **第4项合计（万元）** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| **第1+2+3+4项总计（万元）** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| 说明：  1.所列设备按轻重缓急排序，优先购买的设备排在前面；  2.设备清单中仪器设备主要参数技术要求作为附件，作为招标和验收凭据。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 九、项目申报单位论证意见 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 申报单  位论证  意见。  （一  级论  证） | *项目申请单位可由本单位教研室、实验（训）室人员或聘请有关专家等组成专门论证小组，主要对该项目建设的必要性可行性、仪器设备的前期调研及选型、数量、价格和使用管理等内容进行论证。*  论证小组组长签字： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名 | | | | 单位 | | | | | | | 专业 | | | | | 职称 | | | | | | | 签名 | | | | | | | | 备注 | | | | | | | | |
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| 申报  部门  意见 | 负责人签字： （公章 ） 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 十、学校审核意见 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 教务处 | | | | | | | | 实践教学主管校领导 | | | | | | | | | | | | | | 执行校长 | | | | | | | | | | | | | | | | | | |
| 负责人签名：  年 月 日 | | | | | | | | 签名：  年 月 日 | | | | | | | | | | | | | | 签名：  年 月 日 | | | | | | | | | | | | | | | | | | |
| 十一、专家论证意见 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 专家组  论证  意见 | 论证意见：  专家组组长签字： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名 | | | | 单位 | | | | | | | 专业 | | | 职称 | | | | | | | | 签名 | | | | | | | | 备注 | | | | | | | | | |
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| 审批  意见 | 签字： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |