



SOP USING Dr BB BHATTACHARJEE'S INSTRUMENT ROOM

RIPANS: PHARM DEPT:SOP:01

Document Title:

Standard Operating Procedure
Using Dr BB Bhattacharjee's Instrument Room

Document Number: RIPANS: PHARM DEPT:SOP:01

Originator

Designation

Demonstrator i/c Dr BB Bhattacharjee's Instrument Room

Approvals

Designation

HOD

Distribution

Designation :

1. Head of Department

2. All Faculties and Staff

3. All students

Version	Date	Description
V00	10.01.2022	Initial Version

1. Purpose

This SOP applies to the procedure for using Instruments installed inside the Central Instruments for B.Pharm Practical, B.Pharm Dissertation, M.Pharm Practical, M.Pharm dissertation, Research Scholars and faculty

2. Abbreviations and Definitions

SL. No.	Abbreviation/ Terminology	Expansion/ Definition
1.	HOD	Head of the Department
2.	SOP	Standard Operating Procedure

4.1 Input

SL No.	Input Description	Source
1.	Instrument Booking register	Instrument Room
2.	SOP for Instrument	Instrument file inside the Instrument Room

4.2 Entry Criteria

1. Office order on List of Holidays by Director RIPANS.
2. Announcement of academic Calendar and semester break by concerned HoD.
3. Examination Routine for Semester and Sessional

5. Process Activities

5.1 Activity Description

SL No.	Activities with preferred sequence	Responsibility	Ref. Doc
1.	Lists of Holidays	Director	Office order
2.	Announcement of academic Calendar and semester	HoD	Office Order
3.	Announcement of Semester and Sessional Examination	HoD	MZU and Sessional Examination file.

5.2 Procedure:

1. Dr B B Bhattacharjee's Instrument Room shall be opened at 9:30 am-6:00 pm on every working days. It shall be closed on Sunday and Holidays.
2. All persons who are to use any instruments should know the handling procedure very well. Demonstrator i/c should be consulted. Operating Instruments without knowing the handling procedures is strictly prohibited.

3. The time between 9:30 -2:00 pm shall be allocated to B.Pharm Dissertation works, M.Pharm Dissertation works, and PhD scholars. Those who are to use during this hours have to use with only with booking one day prior to utilize.
4. He/she shall filled up the booking register in order to avoid double booking of any Instruments. He/she shall write the approximate time of using Instrument clearly.
5. After using Instrument, log book are to be filled up properly. If any problem found on any Instrument, he shall report immediately to Demonstrator i/c of Dr BB Instrument Room for further action.
6. All samples should preferably readymade from the working laboratory. No sample should be mixed, prepared etc. inside the Instrument room. Neither, the wash basin inside the Instrument should be avoided.
7. None of the Glass Articles should be taken away from the Instrument room. All necessary article should be self-provided from the working laboratory.
8. All persons entering Inside the Instrument room should remove their shoes before entering inside the Laboratory.
9. None of the windows inside the Instrument room should be opened.
10. The Demonstrator i/c should be present inside the Instrument room and shall supervise the overall usage of the equipments.

6. Risk Management

S. No	Threat Description	Impact	Probability	Risk Score	Control	Status
1.	Late opening of the Instrument room	5	1	5		
2.	Attempt to utilize Instruments without pre booking	3	1	3		
3.	Entering the room without removing shoes	3	2	3		
4.	Opening the windows of Instrument room	7	1	7		
5.	Unavailability/improperly maintained Instrument booking register	10	2	8		
6.	Using Instruments without proper knowledge of Handling	10	3	10		

7. Process Output

S. No	Output Description	User
1.	Instruments are working fine and giving the results correctly.	Teachers , staff and students
2.	Maximum use of Instruments are achieved	Demonstrator i/c, all faculties.

8. Metrics

S. No	Critical Success Factor	Targets
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1	Cleanliness of the room	Everyday
2	Availability of Booking Register	Any time
3	Power supply inside the Intrument room	UPS back up through Isolator Transformer

9. References

9.1 Work distribution of staff in the Department of Pharmacy.

10. Exit Criteria

10.1 Office order by Head Department

11. Records

S. No.	Name of Record	Location / Path	Custodian	Retention period
1.	Instrument booking register	Instrument room	Demontrator i/c	5 years
2.	Log book of each equipment	Instrument room	Demontrator i/c	5 years

***** End *****