



SOP

CONDUCTING PRACTICAL EXPERIMENT

RIPANS: PHARM DEPT:SOP:05

Document Title:
Standard Operating Procedure Conducting Practical Experiment
Document Number: RIPANS: PHARM DEPT:SOP:05

Originator

Designation
Demonstrator i/c Practical Experiment

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 conducting practical experiment for B.Pharm and M.Pharm students.

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 Procedures:-

- 1) Laboratory practical are one of the most important for students to understand the theory part of the syllabus. It is to be design carefully as per syllabus. In every method, the latest procedure should be explored and the most advance technology should be taught to students.
- 2) All Faculties shall discuss with demonstrators incharge of the Laboratory on the practical to be conducted for the particular semester. Procedures and calculations should be thoroughly discussed and Demonstrator i/c should be very clear on the

method. All equipment/ Instruments require for the experiment should be thoroughly discussed.

- 3) The list of experiments and requirement of chemicals/ Equipment one month before starting the new semester.
- 4) Demonstrators shall take Viva and give marks of internal assessment of Practical as per regulations.
- 5) For every new semester, the outdated practical should be removed and upgraded with new procedure as far as possible.
- 6) Laboratory record should be maintained as given in the Annexure-I. Demonstrator i/c should signed on the first page at the day of performing experiment and shall signed on the day of evaluating the record. Marks out of 10 should be given on each experiment as below:

Discipline : 3
Cleanliness : 2
Handwriting : 2
Calculations : 3

The average of marks should be used for Laboratory records in final examination.

- 7) If any student absent on practical period, he shall not be given marks, however, he should write on practical record book and copy the results from others. He should mention the name of persons having the original results in the records.
- 8) After semester examination, the Demonstrator i/c shall select the best 5 record books and keep it for retention of three years.

6. Risk Management

S. No	Threat Description	Impact	Probability	Risk Score	Control	Status
1.	Failure to prepare list of practicals to be conducted	5	1	5		
2.	Conducting practicals without proper communications among Faculty and Demonstrator i/c of practical to be conducted	7	1	5		
3.	Failure to give marks of practical internal assessment	3	2	3		
4.	Improper maintenance of Laboratory record book	7	1	5		
5.	Leaving the laboratory without proper cleaning	5	3	5		
6.	Not wearing apron, goggles etc during practical	7	3	7		

7. Process Output

S. No	Output Description	User
1.	Practicals are conducted with available facilities in the institute	Teachers , staff and students
2.	Students have performed practicals in most significant way for their knowledge	Demonstrator i/c, all faculties.

8. Metrics

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

9. References

9.1 Work distribution of staff in the Department of Pharmacy.

10. Exit Criteria

1.1 Office order by Head Department

11. Records

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

***** End *****