



SOP
CHEMICAL COLLECTION FOR
PRACTICAL AND DISSERTATION

RIPANS: PHARM DEPT: SOP:04

Document Title:

Standard Operating Procedure
Chemical collection for Practical and Dissertation

Document Number: RIPANS: PHARM DEPT:SOP:04

Originator

Designation

Demonstrator i/c Store

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 collection of chemicals for B.Pharm Practical, B.Pharm Dissertation, M.Pharm Practical, M.Pharm dissertation and Research Scholars.

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) Chemical Requisition Annexure-I form should be filled up and submit to store i/c at the time of procuring chemicals.
- 2) For daily practical classes of M.Pharm and B.Pharm 11:00 am to 12:00 noon on all working days.
For Post Graduate students 11:00 am to 12:00 noon on Tuesday and Thursday.
For 8th Semester B. Pharm Project 11:00 am to 12:00 noon

on Tuesday and Thursday.

- 3) All chemicals and solvent remaining from previous should be returned to store, if needed, it shall be issued again with new requisition on the same day of returning to store.
- 4) Demonstrators should accompany Lab Attendant to collect chemicals and solvents in order to avoid confusion of chemical name.
- 5) PG students are informed to have well planned to avoid requesting chemicals during the odd hours.
- 6) Store i/c shall be keeping all chemical requisition form and shall maintain record of all chemical consumption in store record book.
- 7) Any unavailable chemical should be reported using the format given in Annexure-I and submit to store i/c for further submit to HoD.
- 8) No chemicals/ reagents/solvents except taken by requisition form, chemical should not be placed in any of the laboratory.
- 9) Store i/c shall be responsible for maintenance of store cleanliness and proper placement of chemicals and others inside the store.

6. Risk Management

S. No	Threat Description	Impact	Prob ability	Risk Score	Control	Status
1.	Procuring chemicals without chemical requisition form (Annexure-I)	5	1	5		
2.	Does not follow the mentioned schedule for procuring chemicals	4	3	4		
3.	Failure to return chemicals after used	7	3	7		
4.	Improper handling of chemicals during practicals	5	2	5		
5.	Improper maintenance of store record book	7	3	8		

7. Process Output

S. No	Output Description	User
1.	Chemicals requisition form was filled up and procure chemicals accordingly.	Teachers , staff and students
2.	Store record book is maintained before and after issue of chemicals	Demonstrator i/c, all faculties.

8. Metrics

S. No	Critical Success Factor	Targets
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1	Cleanliness of the store room	Any time
2	Availability of chemicals	Any time
3	Maintenance of store record book	Any time

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.	Chemical requisition form	Demonstrator i/c	Demonstrator i/c	5 years
2.	Store record book	Demonstrator i/c	Demonstrator i/c	5 years

***** End *****

ANNEXURE-I

NAME: _____
Designation: _____

Sl No	Name	Purposes	Any other

Dated:

Signature