



**Dr. Vithalrao Vikhe Patil Foundation's  
Medical College & Hospital**



**STANDARD OPERATING  
PROCEDURES (SOP's) of  
DEPARTMENT OF FORENSIC  
MEDICINE & TOXICOLOGY**

## **DEPARTMENT OF FORENSIC MEDICINE AND TOXICOLOGY**

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## 1. INTRODUCTION

Dr. Vithalrao Vikhe Patil Foundation's Medical College had been established at Ahilyanaagr in 2004 under the great leadership of Late Dr. Balasaheb Vikhe Patil (Padmabhushan Awardee). Presently institute has world class infrastructure and providing high quality medical education to students with the constant guidance and support of Hon. Namdar Radhakrishna Vikhe Patil, Chairman, Dr. Vithalrao Vikhe Patil Foundation, Ahilyanaagr and Hon. Dr. Sujay Radhakrishna Vikhe Patil, CEO, Dr. Vithalrao Vikhe Patil Foundation, Ahilyanaagr. The institute is recognized by Medical Council of India, New Delhi and is affiliated to Maharashtra University of Health Sciences, Nashik.

The department of Forensic Medicine and Toxicology (FMT) was started in the year 2004 under the guidance of great academician Dr. V. L. Deshpande sir and presently headed by Dr. Sandeep S. Kadu. The department has been gradually upgraded to present status by experienced faculty. First undergraduate batch in 2004 had a capacity of 100 seats and now it is 150 seats.

Our department is the first department in the state of Maharashtra recognised by Maharashtra University of Health Sciences (MUHS) for Ph.D. course in 2012.

Our Department motto is **“Justice to Innocent Soul”**. Forensic Medicine department mainly emphasize on ethical academic activities and Medico legal guidance to UG, PG students, Alumni members, Medical Officers, Police, and Advocates etc.

## 2. VISION

*“Excellence in Medico-legal Knowledge and Skills to aid in the administration of Justice and Helping in maintaining law and order”.*

## 3. MISSION

1. Development of Ethical and Humanistic attitude in INDIAN MEDICAL GRADUATES (IMG) by emphasizing importance of Ethics and Professionalism in medical practice.
2. To make effort for upgradation of knowledge and skill in Forensic Medicine subject.
3. Mainly focusing on affective domain of undergraduate student on bioethical aspect of Medical practice.
4. Identify and define the existing as well as future Medico-legal problems as they emerge in the community and work to resolve such problems by planning, implementing, evaluating and modulating Medico-legal services.

5. To make teaching and learning more pleasant, effective & interesting by using different techniques like Moot-Court and showing Cinema Clips etc.
6. To generate quality research in the subject.

#### **4. SCOPE OF SERVICES**

- Quality training on Medico-legal issues in Medical practice mainly emphasizing on Medico-legal documentation.
- Identify and define the existing as well as future Medico-legal problems as they emerge in the community and work to resolve such problems by planning, implementing, evaluating and modulating Medico-legal services.

#### **4. ROLL OF DEPARTMENT**

- Department works on more ethical aspects of medico legal practice for developing Indian Medical Graduates (IMG) having humanistic approach.
- Conceptual clearance of UG and PG students about different medico legal issues and medico legal documentation.
- Medico-legal and Ethical advice to Medical Teachers, Alumni, Resident Doctors, Medical Officers, Police, Advocates and Private Practitioners.

## 5. INFRASTRUCTURE

### Infrastructure of Department

<b>Sr. No.</b>	<b>Specification</b>	<b>Area as per NMC norm</b>
1	<b>Professor &amp; HOD</b>	27.55 Sq. Metres
2	<b>Associate Professor</b>	18.93 Sq. Metres
3	<b>Assistant Professor</b>	15.79 Sq. Metres
4	<b>Tutors-1</b>	16.23 Sq. Metres
5	<b>Tutors-2</b>	18.01 Sq. Metres
6	<b>Museum</b>	200.00 Sq. M.
7	<b>Research Laboratory</b>	50.00 Sq. Metres
8	<b>Demonstration rooms- 1</b>	86.11 Sq. M.
9	<b>Demonstration rooms- 2</b>	75.00 Sq. M.
10	<b>Seminar room/Library</b>	30.00 Sq. Metres
11	<b>Non-Teaching staff</b>	21.29 Sq. Metres
12	<b>Department Office</b>	13.73 Sq. Metres
13	<b>Store Room</b>	21.29 Sq. Meters

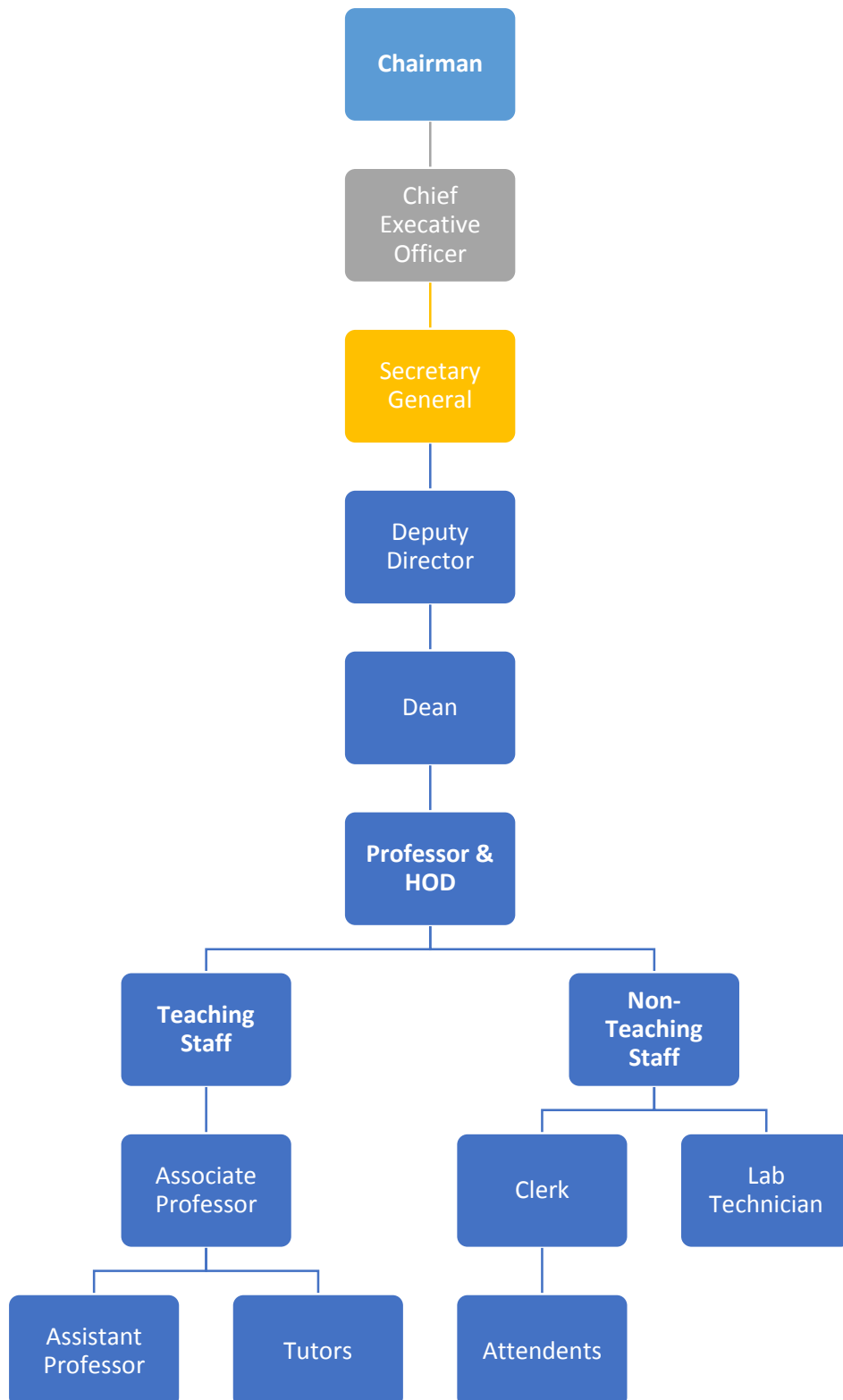
### Infrastructure of Mortuary

<b>Sr. No.</b>	<b>Specification</b>	<b>Number</b>
1	<b>Distance From Department</b>	150 Meters
2	<b>Size</b>	450 Sq. Metres
3	<b>Student observations facilities gallery type capacity</b>	40 Students
4	<b>Autopsy tables</b>	1
5	<b>Cold room</b>	20.50 Sq. Metres
6	<b>Body Cooling Cabinets</b>	3 body chamber- 1
7	<b>Light, Ventilation &amp; Exhaust arrangement</b>	Adequate
8	<b>Water supply, washing, drainage &amp; disposal of Waste</b>	Adequate
9	<b>Mortuary</b>	450 Sq. Metres

## 6. FACILITIES IN DEPARTMENT:

Sr. No.	Facilities
1	<b>General:</b>
	1) Demonstration Room -2 (80 Students Capacity) 2) LCD Projector & OHP, Podiums, X-ray view boxes etc.
2	<b>Museum: Size-200 sq. mtrs.</b>
	1) Bones - <b>168</b> 2) Models & Soft models (Teddy Bear) - <b>24</b> 3) Specimens - <b>75</b> 4) Weapons - 123 5) Poisons - <b>123</b> 6) Charts - <b>74</b> 7) Medico legal Photograph's & Cartoons - <b>112</b> 8) Posters of Research Projects charts - <b>12</b> 9) Equipment's - <b>60</b> 10) X-Ray and CT Scan Plates - <b>30</b>
3	<b>Research Laboratory-1 (87sq.mtrs) – Having 25 microscopes one Binocular Microscopes, Anthropometry set etc.</b>
4	<b>Experimental Laboratory-1-(200 sq. mtrs) – Having 25 microscopes, medico legal histopathology slides.</b>
5	<b>Department Library -1-(52 sq. mtrs)-132 books.</b>
6	<b>Mortuary with 3 Body Chambers cold cabinet – 1</b>

## 7. ORGANIZATION & DEPARTMENT HIERARCHY



## 8.TEACHING STAFF

<b>Sr. No</b>	<b>Name</b>	<b>Qualification</b>	<b>Designation</b>	<b>Specialization</b>
<b>1</b>	<b>Dr. Vijay B. Patil</b>	M.B.B.S, M.D., LLB, P.G.D.H.M	<b>Deputy Dean (Admin) Professor and Head</b>	Forensic Medicine
<b>2</b>	<b>Dr. Shivnath N. Parkhe.</b>	M.B.B.S., M.D.	<b>Professor</b>	Forensic Medicine
<b>3</b>	<b>Dr. Nagsen P. Kamble</b>	M.B.B.S., M.D.	<b>Associate Professor</b>	Forensic Medicine
<b>4</b>	<b>Dr. Rahul C. Borude.</b>	M.B.B.S.	<b>Sr.Resident</b>	---
<b>5</b>	<b>Dr. Kishor R. Kawade</b>	M.B.B.S.	<b>Sr.Resident</b>	---
<b>6</b>	<b>Dr. Arjun V. Shinde.</b>	M.B.B.S.	<b>Sr.Resident</b>	---
<b>7</b>	<b>Dr. Sandeep B. Auti.</b>	M.B.B.S.	<b>Sr.Resident</b>	---
<b>8</b>	<b>Dr. Vivek S. Shinde</b>	M.B.B.S.	<b>Tutor</b>	---
<b>9</b>	<b>Dr. Rushikesh R. Shinde</b>	M.B.B.S.	<b>Tutor</b>	---
<b>10</b>	<b>Dr. Samarth I. Kadam</b>	M.B.B.S.	<b>Tutor</b>	---
<b>11</b>	<b>Dr. Harshvardhan V. Patil</b>	M.B.B.S.	<b>Tutor</b>	---

## NON-TEACHING STAFF

<b>Sr. No</b>	<b>Name</b>	<b>Post</b>
<b>1</b>	<b>Ms. Pagar Shobha B.</b>	Technician
<b>2</b>	<b>Mr. Garudkar Sunil R.</b>	Store Keeper cum clerk Comp. Operator
<b>3</b>	<b>Miss. Potphode Shital R.</b>	Steno- typist
<b>4</b>	<b>Alisha Angre</b>	Attendant

## **9. DUTIES AND RESPONSIBILITIES**

### **Professor and Head of Department**

#### ➤ **Academic Activities/ Responsibilities**

- **Professor is First in rank in the hierarchy of the department.**
- To execute duties given under statutory provisions of Dr. Vithalrao Vikhe Patil Foundation's Medical College and hospital and Medical Council of India(MCI),Maharashtra University of Health Sciences(MUHS) and Maharashtra Medical Council(MMC).
- To follow by various rules, acts and laws related to Medical Education and Hospital Services Acts related to various allied specialties, enacted by State Government and Government of India for the purpose of conducting various Medical Undergraduate, Postgraduates.
- To maintain and continuously improve the desired standards of Medical education, Research and Hospital services with reference to NAAC, NABH, MCI and other accreditation authorities.
- To distribute, monitor, punctuate and also perform academic activities like Conduct Graduate teaming activities as per schedule Conducting Tutorials, Periodic tests and examinations.
- Inter disciplinary teaching, Instructions programs for slow learners, Conducting University Examinations-Theory and practical. Work as paper setter, Moderator etc. Prepare a time bound teaching and training schedule along with building competence and strive to achieve desired objective in time for UG.
- To implement policies laid down from time to time in order to work towards achieving the vision and mission of the Institution and Department.
- Strive to keep up and improve on the reputation of the institution as a Centre of Excellence in the field of Medical Education, Research and Hospital services.
- To maintain disciplined, polite, ethical, moral and humanitarian culture in the department and institution at large.

➤ **Administrative and supervisory duties: -**

- Prepare annual budget for the Departments which will be further be incorporated in the Institution's budget.
- Distribution of duties and responsibilities Administrative, Academics and outreach to all faculty.
- Maintaining discipline, Regularity and punctuality by maintaining muster roll, movement registers etc. Leave matters, vacations, personal files in proposals for promotion.
- Monitor academic performance of staff from time to time and encourage them to improve and update themselves so as to achieve excellence.
- To serve memorandum and call for explanations from undisciplined, irregular, irresponsible, erring staff and propose suitable action against them.
- Initiate the annual performance appraisals of staff.
- Up grading and updating departmental and central library.
- Purchase of new equipment and keeping existing equipment in good working condition by timely repairs and servicing through proper mechanisms.
- Be vigilant about ragging, gender harassment & welfare of physically handicapped staff & students

➤ **Professional Duties and responsibilities:**

To execute duties to ensure continuous improvement in quality of education to the students through effective service delivery system.

- Encourage students to participate in extracurricular activities, at College, University & higher levels.
- Identifying weak areas of faculty in teaching, learning, research, clinical skills etc. and overcoming the problems by suitable counseling and guidance.
- This up-gradation may be in academics, research facilities, outreach health activities, achievable through change in physical infrastructure, up-gradation in equipment.
- To identify potential talents amongst staff and encourage them to achieve better and newer skills through in service training, fellow ships, refresher courses through institutional resources whenever possible.
- Organize guest lectures, live workshops by renewed professionals and also participate in such activities in other institutions.

- Promotion of research work, publications, participate in conferences, workshops, seminars, symposia etc. at Institutional, State, National and International levels. He/ She should encourage and persuade his faculty to do so..

### **Associate Professor**

- **Associate Professor is second in rank in the hierarchy of the department.**
- To perform duties given under statutory provisions of Dr. Vitthalrao Vikhe Patil Foundation's Medical College and hospital, Ahilyanaagr and Medical Council of India and Maharashtra Medical Council.
- To maintain and continually improve the desired standards of Medical education, Research and Hospital services with reference to NAAC, NABH, MCI and other accreditation authorities. To perform all such duties under statutory provision of various acts laid down by the University which govern the services of the staff working in the department. This also includes laws, Acts and rules applicable and adapted by the University.
- To implement policies laid down from time to time in order to work towards achieving the Vision and Mission of the Institution. Strive to keep up and improve on the reputation of the institution as a Centre of Excellence in the field of Medical Education, Research and Hospital services.
- To maintain disciplined, polite, ethical, moral and humanitarian culture in the department and institution at large.

#### ➤ **Academic Activities/ Responsibilities**

- To help HOD to organize, distribute, monitor, punctuate and also perform academic activities like Conduct Graduate & training activities as per schedule in collaboration with Conducting Tutorials, Periodic tests and examinations. Inter disciplinary teaching, Instructions programs for slow learners, Conducting University Examinations-Theory and practical Work as paper setter, Moderator etc.
- To work as HOD when he is on leave/vacation/out of station for duty purpose. Conduct and encourage research, encourage students to participate in extracurricular activities, at College, University & higher levels. Guiding & helping faculty to develop teaching skills by allotting theory classes and clinical teachings under supervision of seniors.

- Leave matters, vacations.
- Monitoring academics of staff from time to time and encourage them to improve and update themselves so as to achieve excellence.
- To initiate, encourage, guide and help faculty in his/her department in conducting research and publish research papers of high quality in journals of desired status. The research should try to be oriented to have academic and social impact.
- To identify the aptitude, competencies and special interests of the faculty and give them suitable job responsibilities or value additions to their regular duties. Organize core competency development program.
- To formulate and pursue proposal for qualitative up gradation of the department and institution at large.

➤ **Professional Duties and responsibilities:**

- Any additional duty/ responsibility assigned by head of the Department, Institution, University and Management.
- He / she should be readily available for duties in emergency
- He / she should be readily available for duty in cases of disaster, natural calamity and when the institution desires his services.

### **Assistant Professor**

- **Assistant Professor is third in rank in hierarchy in the department.**
- To execute duties given under statutory provisions of Dr. Vitthalrao Vikhe Patil Foundation's Medical College and hospital, Ahilyanaagr and Medical Council of India and Maharashtra Medical Council.
- To maintain and continually improve the desired standards of Medical education, Research and hospital services with reference to NAAC, NABH, MCI and other accreditation authorities.
- To perform all such duties under statutory provision of various acts laid down by the University which, governs the services of the staff working in the department. This also includes laws, Acts and rules applicable and adopted by the University.
- To implement policies laid down from time to time in order to work towards achieving the Vision and mission of the Institution.
- To maintain disciplined, polite, ethical, moral and humanitarian culture in the

department and institution at large.

➤ **Academic Activities/Professional Responsibilities:**

- Assistant Professor is responsible and answerable to seniors in Department, Head of the department, Head of the Institution and management.
- To perform academic activities like Conduct Graduate and Post-Graduate teaching & training activities as per schedule in collaboration with Head of the Department.
- Conducting Tutorials, Periodic tests and examinations.
- Inter disciplinary teaching, Special Instructional programs for slow learners
- Proposing of new equipment and keeping existing equipment in good working condition by timely repairs and servicing through proper mechanisms.
- Should do research work, produce publications, participate in conferences workshops, seminars, symposia etc. at Institutional, State, National and International levels. He / She should encourage and persuade his residents to do so.
- While proceeding on leave of any kind or vacation after making a locum arrangement of permission from Head of Department & institution.
- Assistant Professor is the first level of qualified specialist in the hierarchical pattern and is therefore responsible for management of every matter under the department. He will follow the time table of the department in strict adherence to time schedules.
- He/ She should be readily available for duty in cases of disaster, natural calamity and when the institution desires his services.
- Any other additional duty/responsibility assigned by head of the Department, Institution, University and Management.

### **Tutor**

- **Tutor is fourth in rank in hierarchy of the department.**
- Tutor reports to Assistant Professor, Assistant Professor to Associate Professor and Associate Professor to Head of department
- To complete duties given under statutory provisions of Dr. Vitthalrao Vikhe Patil Foundation's Medical College and hospital, Ahilyanaagr and Medical Council of India and Maharashtra Medical Council.

- To execute all such duties under statutory provision of various acts laid down by the University which, govern the services of the staff working in the department. This also includes laws, Acts and rules applicable and adapted by the University.
- To implement policies laid down from time to time in order to work towards achieving the Vision and Mission of the Institution.
- To maintain disciplined, polite, ethical. Moral and humanitarian culture in the department and institution at large.

➤ **Role and Responsibilities / Academic**

- Tutor is a link between the faculty and students.
- He /She is fully responsible for the work in the Department they are attached with. He also carries out the teaching for under graduate students.
- Conducting Tutorials, Periodic tests and examinations.
- Inter disciplinary teaching.
- Special Instructional programs for slow learners.
- Any other academic work given by the Head of the Department and Institutional Head.
- Should participate in Post-graduate academic activities.
- To demonstrate procedures to Students.

➤ **Professional Duties and responsibilities:**

- Follow the departmental protocol for work.
- They should maintain atmosphere governed by ethical, legal, moral and humanitarian dictates and maintain dignity of the profession, Institution and co-workers.
- Tutor will be granted leave upon application to their respective Head of the Department. The sanction of the leave will be subject to availability of leaves and arrangement of suitable locum.
- Any other additional duty responsibility assigned by head of the Department, Institution, University and Management.

## **Laboratory Technician –**

### **Duties and responsibilities**

- To perform duties given under statutory provisions of Dr. Vitthalrao Vikhe Patil Foundation's Medical College and hospital, Ahilyanaagr.
- To follow the departmental protocol for work given by Head of Department.
- To maintain the departmental Museum with help of Tutor and Assistant Professor.
- To maintain the all soft and wet specimens in Museum and keep clean regularly under his / her direct supervision.
- To maintain catalogue and all information related to Museum specimen and other items.
- To maintain departmental research laboratory and all equipment's regularly.
- Preparation of Internal and University practical Examination.
- Any other additional duty responsibility assigned by head of the Department, Institution, University and Management.

## **Clerk:**

### **Duties and responsibilities**

- To perform duties given under statutory provisions of Dr. Vitthalrao Vikhe Patil Foundation's Medical College and hospital, Ahilyanaagr.
- To follow the departmental protocol for work given by Head of Department.
- To maintain the departmental records & work given by Head of Department.
- To maintain Inward and Outward register with proper numbering.
- To do all computer related work and letter drafting of department.
- To help in preparation of teaching schedule of Department.
- To keep & maintain regular attendance of Lectures and Practical's in respective attendance registers.
- To maintain the all department infrastructure and keep clean regularly under his / her direct supervision.
- To maintain all documents, registers & information files related to department.
- To calculate attendance of Lectures, Practical's and examination at each term end

examination and prepare student's list having attendance below 75 percentage.

- To perform work related to Internal and University Examinations.
- Any other additional duty responsibility assigned by head of the Department, Institution, University and Management.
- Acting as license officer in university examination regarding lodging and boarding of external examiners.
- Any other additional duty responsibility assigned by Head of the Department.

## **Attendant**

### **Duties and responsibilities**

- To perform duties given under statutory provisions of Dr. Vitthalrao Vikhe Patil Foundation's Medical College and hospital, Ahilyanaagr.
- To do work given by Head of Department, Teaching staff and Non-teaching staff of Department.
- To maintain daily cleaning in the whole department, Research laboratory, Experimental laboratory. etc.
- To help technician in maintaining museum specimens and daily cleaning in the Museum.
- To do other daily departmental work like bringing different items from store, student sections etc.
- Submission of Cleaning & maintenance report to Head of Department.
- Any other additional duty responsibility assigned by head of the Department, other teaching and non-teaching faculty.

## **10. RECORDS & REGISTERS:**

- 1) Department General File
- 2) M.U.H.S. Circular file
- 3) M.U.H.S. Examination file.
- 4) Batch wise Internal Examination file.
- 5) Batch wise internal assessment file.
- 6) MCI Circular file.
- 7) MCI Departmental Information File.
- 8) Academic Teaching schedule file.
- 9) Inward-outward register.
- 10) Teaching staff attendance register.
- 11) Non-Teaching staff attendance register.
- 12) Intern attendance register.
- 13) Academic research projects & Research Publications file.
- 14) Museum maintenance and cleaning record register
- 15) Mortuary maintenance and Body cooling cabinet temperature record register
- 16) Departmental Purchase Book
- 17) Intern Joining record file
- 18) Question Bank file.
- 19) Museum information & Catalogue file.
- 20) Department Library register with Book details.
- 21) NAAC Criteria files
- 22) Students Answer sheets files.
- 23) Chemical stock register.
- 24) Stationary register.
- 25) Sanitary supervisor register.

## **11. FORMS / PROFORMA**

- 1) Medical Certificate of Cause of Death Certificate (MCCD).
- 2) Sickness Certificate.
- 3) Medical fitness Certificate.
- 4) Physical fitness Certificate.
- 5) Age Certificate.
- 6) Examination of Alcohol / Drunkenness Certificate.
- 7) Examination of sexual assault Victim Certificate.
- 8) Examination of sexual assault Accused Certificate.
- 9) Injury Certificate.
- 10) Weapon examination Certificate.
- 11) Dead body Challan.
- 12) Post-mortem Report.
- 13) Form for dispatch of Viscera to Histopathology.
- 14) Form for dispatch of Viscera to Chemical analysis.
- 15) Pictorial Post-mortem form.
- 16) Final cause of Death Certificate form.
- 17) Consent form to Surgery, Anaesthesia & other medical services.

## **12. DEPARTMENTAL GENERAL MAINTENANCE**

### **SOP for Office & Computer Maintenance**

- Prepare check list of all items of maintenance.
- Department clerk must check functioning of all Fans, lights, Stationary etc. Twice weekly.
- If any problem regarding maintenance ,clerk write DP to concern department and take signature of Head of Department and forward it to administrative officer for further quick action.
- After that, send DP to respective Maintenance /Civil / Electric department for further action.
- Department clerk must check functioning of Computers, Printers and Internet daily.
- If any problem regarding Computer, Printer, Internet clerk write DP and take signature of Head of Department.
- After that DP send to department for maintenance.
- To keep department clean under his/ her supervision by attendant.
- Weekly Submission of maintenance report to Head of Department.

### **SOP for Research & Experimental Laboratories Maintenance**

- To prepare check list all instruments, Microscopes of Research & Experimental Laboratories.
- Laboratory Technician checking functioning of all Laboratory equipment's and other materials daily.
- If any problem research laboratory, Experimental Laboratory, Technician write DP and take signature of Head of Department.
- After that DP send to respective department for maintenance.
- Research laboratory, Experimental Laboratory keep clean regularly under his/ her direct supervision by attendant.
- Weekly Submission of museum maintenance report to Head of Department

### **SOP for Wash Rooms Maintenance**

- Sanitary supervisor daily supervise cleaning of washroom.
- Daily cleaning and sanitation maintained by sweeper under direct supervision of Supervisor.
- For cleaning use of Phenyl and Hypochlorite solution in washroom.
- Sanitary supervisor daily submit cleaning & maintenance report to the Departmental office.

### **13. MAINTENANCE OF EQUIPMENT'S, CHEMICAL AND STATIONARY**

#### **SOP for Chemical Maintenance:**

- In department commonly using chemical is Formalin, Glycerin, Hypochlorite solution, Phenyl. etc.
- Technician maintains stock register of all chemicals.
- Technician guides attendant to take for proper precautions while using chemicals like Formalin, Glycerin, Hypochlorite solution, Phenyl etc.
- Laboratory Technician writes indent for new stock, takes signature of Head of Department.
- After that attendant submits indent to store officer and brings required chemical from Store.
- Submit stock report of chemicals to Head of Department weekly.

#### **SOP for Stationary Maintenance:**

- All stationary stock maintained under the Clerk.
- Stationary stock maintains stationary register regarding MCQ papers, answer sheets, A4 size paper, Pens, Stapler, envelops etc.
- Clerk writes Indent and takes signature of Head of Department.
- After that Indent is send to Store with attendant, attendant brings necessary requested material from store.
- Submit Stationary stock report to Head of Department weekly.

## **14. SOP FOR MORTUARY & COOLING CABINET MAINTENANCE:**

Technician prepares Mortuary and cooling cabinet temperature maintenance register



Assistant professor/ tutor along with Laboratory technician visit Mortuary Twice weekly.



In each visit check all the Lights, fan, temperature of cooling cabinet.



Confirm temperature of cooling cabinet in range of 4 to 8 degree Celsius.



If temperature of cooling cabinet is not in range between 4 to 8 degree Celsius, Technician write DP to electricity, maintenance department for further necessary action.



Under guidance of Assistant Professor/tutor, Technician checks the functioning of all instruments present in mortuary regularly.

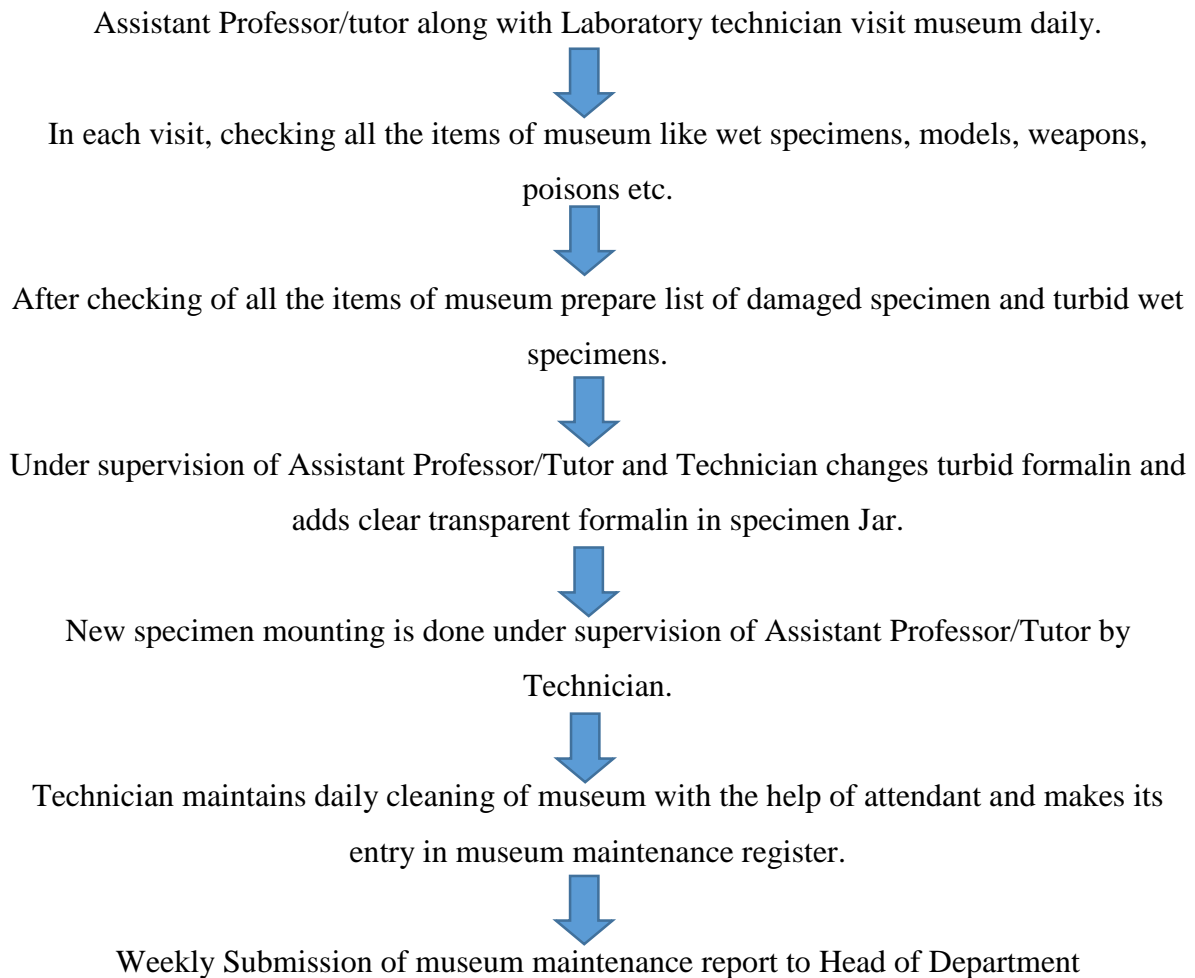


Under supervision of Assistant Professor or tutor and Technician weekly cleaning mortuary with the help of attendants.



Weekly Submission of Mortuary instruments and cooling cabinet temperature maintenance report to Head of Department.

## **15. SOP FOR MUSEUM MAINTENANCE:**



## **16. SOP FOR ACADEMIC ACTIVITY:**

### **Undergraduate Students**

- Preparation of monthly time table by discussing with all faculty members.
- Forward copy of monthly time table to Deans Office.
- Display copy of monthly time table on Department and Dean Office Notice Board.
- Send soft copy of time table to batch Class Representative for student.

### **Academics Time table of Undergraduates Phase II<sup>nd</sup> MBBS & Phase III<sup>rd</sup> Part-I MBBS Students**

<b>Day/ Time</b>	<b>Lecture / Practical / Tutorial</b>	<b>Time</b>
<b>Monday</b>	Practical / Tutorial	(Batch-A) 3 to 5 pm
<b>Tuesday</b>	Lecture	2 to 3 pm
<b>Wednesday</b>	Practical / Tutorial	(Batch-B) 3 to 5 pm
<b>Thursday</b>	Lecture & Practical / Tutorial	2 to 3 pm & (Batch-A) 3 to 5 pm
<b>Friday</b>	Practical / Tutorial	(Batch-B) 3 to 5 pm
<b>Saturday</b>	SDL	(Batch-A & B) 10 to 1 pm

## **17. TEACHING-LEARNING SOP's**

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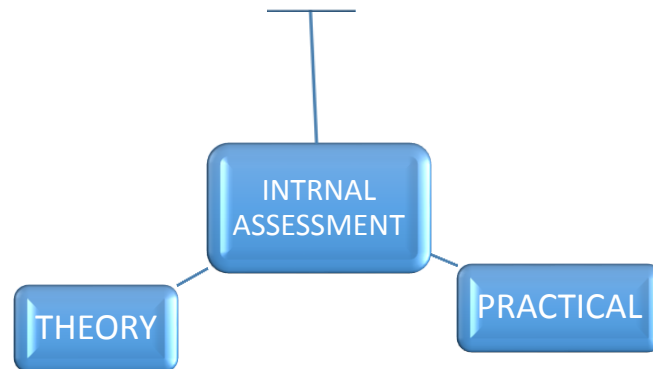
### **LECTURE SOP'S**

1. Confirmation of Topic (Competency) of Lecture as per time table.
2. Framing of Specific Learning Objectives (SLO's) of selected topic (Competency).
3. Preparation of the Content of Selected Topic (Competency).
4. Selection of Proper Teaching Learning (T-L) Methods.
5. Microteaching in front Of Senior Faculty Member (For junior staff).
6. Arrangement of Required Resources like Audio-visual aids, Lecture Hall Arrangements etc.
7. Focus to make lecture more effective and interesting by using different interactive methods.
8. Check if the students understand the topic during lecture.
9. Take attendance of Students at the end of Lecture.
10. Submission of Attendance copy To Dean Office and Departmental Office.
11. Instructing Departmental Clerk to mark the attendance in Attendance Register.

### **PRACTICAL/DEMONSTRATIONS SOP'S**

1. Confirmation of practical/tutorial/demonstration topic.
2. Framing of specific learning objectives (SLO's) of selected demonstration/practical topic (competency).
3. Selection of proper teaching learning methods.
4. Microteaching in front of senior faculty member (For junior staff).
5. Arrangement of required resources related to practical topic (e.g. - weapon, poison), audiovisual aids, demonstration hall arrangements etc.
6. Practical's and demonstrations must be focused on psychomotor domain for achieving respective skills in students.
7. Check if the students understand the topic during practicals.
8. Take attendance of students at the end of practical/tutorial/demonstration
9. Submission of attendance copy to dean office and departmental office.
10. Instructing departmental clerk to mark attendance in attendance register.

## **18. EXAMINATION CONDUCTION SOP'S**



### **INTERNAL ASSESSMENT-THEORY**

1. Seven days before examination, setting of theory question paper as per norms of Medical Council of India(MCI) and Maharashtra University of Health Sciences(MUHS) by Professor and Head, Asso.Professor and Asst. Professor.
2. One day before examination critical evaluation of each question paper by all teaching faculty members including the Head of Department
3. Final selection of two question papers for that term examination.
4. Sealing of the selected two question papers in front of all faculty members.
5. Keeping selected question paper in safe custody of Head of Department.
6. One hour prior opening the sealed question paper in front of Dean/ Head of department.
7. Sending the Asst. professor for Xerox copying of required quantity with maintaining the confidentiality.
8. Maintenance of the privacy, secrecy, confidentiality at Xerox copy room.
9. Asst. Professor with Xerox copies should arrive immediately to examination hall with maintaining chain of custody.
10. Before entering the examination hall, checking of each student about any cheat materials. Mobile phone should be taken away from all students. Checking of male students must be done by male teaching staff and female students by female teaching or non-teaching staff.
11. Student is allowed in examination hall after checking his/her identity card. Only relevant stationary material is allowed with students
12. Distribution of answer sheets to students.

13. Instructing the student about writing various necessary information in respective columns of answer sheet ten minutes before start time.(name, year, subject name, roll number, signature etc)
14. Proper invigilation at the time of examination to prevent of any illegal events like cheating.
15. If you observe any student is copying. Take his answer sheet, send him to Dean's office and do necessary action as per institute rules.
16. If you get anonymous message that paper has leaked, confirm it by asking it to your sincere and trustworthy students, prior selected second question paper is used for examination by sending Asst. Professor for Xerox copying. Till Xerox copies are ready all students must be seated in examination hall.
17. Circulate attendance paper in pin drop silence.
18. Give reminder to students about time before half an hour and ten minutes of specified exam time.
19. After specified exam time ends collect the answer sheets with help of clerk.
20. Confirm all answer sheets are submitted as per attendance.
21. After confirming that all answer sheets are with you, then ask the students to leave examination hall without making noise.

### **INTRNAL ASSESSMENT-PRACTICAL**

1. Selection of different exercises as per taught practical topics of respective terms.
2. Arrangement of resources as per the competencies and skills.
3. Arrangement of different weapons, poisons, specimens, X -rays, photographs, medico legal documents as per different modules.
4. Checking of Identity card of each student.
5. Checking of any copy or other illegal material.
6. If any copy or other illegal material found, inform the Dean and take action as per Maharashtra University of Health Sciences (MUHS) and institute rules and regulation.
7. Check Journal is complete or not as per term syllabus.
8. Entry of students in practical hall.
9. Dictation of instructions to students.
10. An arrangement of spotting on the day of examination after students has started writing exercises.
11. Strict in vigilance during practical examination time.

12. Arranging of viva and spotting simultaneously.
13. Collection of practical answer sheets.
14. Students are allowed leaving the practical hall only after confirming that he/she has appeared for all practical examination exercises including viva.

## **19. MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES (MUHS)**

### **PRACTICAL SOP'S**

1. Confirmation of MUHS practical exam dates.
2. Confirmation of the external examiner's names by convener.
3. Writing letter to Dean for necessary arrangements of lodging and boarding of external examiners.
4. Appointment of Asst. Professor as liaison officer practical examination.
5. Arrangement of different practical exercises as per prescribed guidelines of MUHS.
6. Arrangement of different weapons, poisons, specimens, x -rays, photographs, medico legal documents as per different modules.
7. Checking of Identity card and MUHS hall tickets of each student.
8. Checking of any copy or other illegal material.
9. If any copy or other illegal material found, inform the Dean and take action as per MUHS and institute rules and regulation.
10. Submission of journals for checking by external examiner.
11. Entry of students in practical hall.
12. Dictation of instructions to students.
13. Arrangements of spotting on the day of examination after students have started writing exercises.
14. Strict in vigilance during practical examination time.
15. Arranging of viva and spotting simultaneously.
16. Collection of practical answer sheets.
17. Students are allowed leaving the practical hall only after confirming that he/she has appeared for all practical examination exercises including viva.
18. Online submission of practical marks with maintaining proper confidentiality.
19. Sealing of practical marks hardcopies in two envelopes one for sending to MUHS, other for Dean's Office and third envelope for practical answer sheet.
20. Submission of three sealed envelopes to Dean Office for further necessary action.

## **20. EVALUATION SOP'S**

### **➤ THEORY EVALUATION.**

1. After each term end theory examination, answer sheets including MCQ's distributed equally amongst all faculty members.
2. Showing of checked theory papers to all students,
3. Corrections of any mistakes in summing or non-evaluation of questions raised by students
4. Entry of term end Theory marks in the result sheet.
5. Entry of preliminary examination theory marks in result sheet.
6. Preparation of theory internal assessment score as per MUHS guidelines using Excel sheet by Asst.Professor with help of clerk.
7. Confirmation and rechecking of internal assessment score by Head of Department.
8. Forwarding internal assessment score to Dean Office.

### **➤ PRACTICAL EVALUATION.**

1. Practical exercises according to different modules equally distributed amongst all faculty members.
2. Assessment of each practical exercise by examiner.
3. Entry of term end practical marks in the result sheet.
4. Entry of preliminary examination practical marks in result sheet.
5. Preparation of practical internal assessment score as per MUHS guidelines using Excel sheet by Asst.Professor with help of clerk.
6. Confirmation and rechecking of internal assessment score by Head of Department.
7. Forwarding internal assessment score of all students of respective batch to Dean Office.

## **21. SLOW LEARNER SOP**

1. Confirmation of slow learner by different means like academic performance, concentration during lectures and overall behavior with colleagues and teachers.
2. Counseling of student by faculty to find out reason behind slow learning.
3. Finding out the real cause behind it.
4. Discussion among faculty member to overcome reason behind slow learning.
5. Planning different parameters for better performance of student in all aspects.
6. Time to time counseling and academic evaluation for the best results.
7. Finally achieving the satisfactory improvement of student in all parameters.

## **22. DEPARTMENT FEED BACK SOP**

1. Conducting feedback survey after passing II year M.B.B.S examination about Forensic Medicine subject for avoiding any teachers influence.
2. Taking Feedback without divulging students' identity (without writing his name roll number etc.)
3. Feedback form consists of different parameters related to opinion about, institute, department, each teachers teaching, departmental working, any suggestions etc.
4. Evaluation of Feedback forms for real introspection about opinions and suggestions of students regarding each aspects.
5. Each faculty should work on the drawbacks for further professional improvement and development.
6. Batch wise filing of all feedback forms for further refrence.

### **23. DEPARTMENTAL DISCIPLINE SOP**

1. Strictly follow the rules and regulation regarding day today departmental working.
2. Punctuality regarding daily attendance, academic activities (lecture, practical) must be followed.
3. Allotted academic, official work should be done with dedication by all departmental faculty members
4. Maintenance of movement register.
5. Grant of various leaves according to institutional rules by Head of department.
6. Strict Action must be taken on undisciplined behavior of faculty and students according to institutional rules and regulations.

## **24. MENTOR-MENTEE SOP**

1. Allotment of 10 students (mentee) to each faculty (mentor) by Dean Office and Mentorship Program coordinator in each year.
2. Orientation Program for Mentor-Mentee Program will be done by Dean Office and Mentorship Program coordinator.
3. Arrangement of first Mentor-Mentee meeting.
4. In first meeting, introduction and discussion about aims and objectives of Mentor-Mentee Program.
5. Filling of the Mentor-Mentee log book.
6. Mentee are convinced to speak freely about their academic, personal problems with mentor.
7. Arrange at least two Mentor-Mentee meetings in each month.
8. In each follow up meeting, empathetic discussion must be done about previous issues, steps taken to solve the issue and any other new issue.
9. Each meeting issues and steps to solve it must be written with signature of both mentor and mentee.
10. For the success of Mentor-Mentee Program, trust and mutual respect be between mentor and mentee.

## 25.APPENDIX

### SOP FOR POST-MORTEM VISIT:

Arrangement of Post-mortem visit of UG student to Civil Hospital Ahilyanaagr.



To take permission from Directorate of Medical Education & Research (DMER), Mumbai.



To take permission from Civil Surgeon and Civil Hospital, Ahilyanaagr.



To take permission from Management and Dean of D.V.V. F's Medical College & Hospital, Ahilyanaagr.



Arrange the transport facility for Civil Hospital post-mortem room visit from Garage department of Institute.



Assistant Professor/tutor along with 10 UG students visits to civil hospital each day after confirming post mortem is there or not on that day.



Pay the fees of 10 Rupees per student per Post-mortem to civil hospital account department, take receipt of it.



Assistant Professor/tutor gives orientation about important medico legal documents related to Post-mortem.



Assistant Professor/tutor demonstrates whole procedure along with various incision and methods of Post-mortem.





Assistant Professor/tutor demonstrates whole procedure of viscera preservation for Histopathology & Chemical analysis etc.



After Post-mortem Visit maintain the record of Attendance separately.



Teaching Faculty instruct students for write Post-mortem report in journal during practical.



Submission of each Post-mortem visit report with attendance to Head of Department.