

STANDARD OPERATING PROCEDURE OF THE DEPARTMENT OF PHYSIOLOGY

The procedures adapted for maintenance of physiology department.

Policies regarding general departmental functioning, class rooms, laboratories, library and departmental offices/rooms

- 1) General departmental functioning
- 2) Class Rooms
- 3) Physiology laboratories-
 - Clinical physiology lab
 - Hematology lab
 - Research lab
 - Sick Room
- 4) Departmental library
- 5) Departmental offices and rooms

GENERAL DEPARTMENTAL FUNCTIONING

- a) The faculty members are required to sign biometrics before 9:10 am and while leaving the department at 5.00 pm.
- b) The teaching and non-teaching faculty members are required to sign the departmental register before 9.30 am daily. Those having lectures at 9 o'clock they should sign the register and go for the lecture or for any other work of the institution and while leaving the department at 5.00 pm .
- c) Faculty should not leave the department without head of the department permission.
- d) Any sort of leave should be informed to Head of the Department and in absence of HOD leave should be informed to Head in charge.
- e) The faculty members are required to carry out their duties as per the defined protocols provided to them.
- f) The faculty members should get involved in daily programs of the department.
- g) The faculty members are required to attend interdepartmental academics activities as per scheduled timetable.
- h) The faculty members are required to attend departmental meetings with the head of the department.
- i) It is required for all faculty members to apply for leave with prior intimation.
- j) Senior faculty members are required to sensitize there juniors and the students for research activities in particular and they are required to publish at least one article in one academic year as per norms.
- k) All teachers as a part of the department are required to follow the fruitful communication skill with their colleagues& students for achieving best outcomes and for departmental functioning.
- l) Technical staff is required to assist faculty in assembling printed class materials.
- j) Technical staff will Sets up and prepares class demonstrations and experiments working from knowledge of the subject area, reference materials, course outline, and with specific instructions by head of the department.

- k) Clerical staff is required to maintain daily UG attendance, leave records of faculty and Circulation of academic circulars to the faculty members and display of weekly academic schedule for students to notice board of the department.
- l) Attender appointed for the physiology Department are required to come at 8:00 am in the morning and will do their routine activity like opening the offices , laboratories, museum and departmental library and its cleaning and dusting .
- m) They should close all the offices, laboratories, museum and departmental library at 5:00pm and deposition of keys under supervision of clerical staff.

Classrooms

- a) All Class Rooms are cleaned every day before the classes commence.
- b) The Class Rooms are well ventilated and lighting facilities are regularly inspected.
- c) Most of the class rooms have white boards.
- d) Wi- Fi facility is available in all the classrooms.
- e) Class rooms are ICT enabled .LCD projectors are used to aid and improve the teaching-learning process.

Departmental laboratories

- a) DOAP sessions and practical are conducted in the laboratories. •
- b) Technical staff will Sets up and prepares class demonstrations and experiments from knowledge of the course outline and per specific instructions from the Head of the Department •
- c) Students will check the laboratory schedule a day earlier, read up the relevant topic from the practical book.
- d) Wearing of apron is mandatory in the laboratories.
- e) Students should bring the appropriate journals when attending a practical class.
- f) Technical staff will Demonstrates and provides instruction to students in proper use and care of laboratory materials and equipment; assists in maintaining security of laboratories, laboratory equipment, supplies, and materials
- g) All students will take care for maintaining the laboratories in a clean, tidy, safe condition. Eating, drinking and cell phones are not allowed in the laboratories.
- h) Pay due attention to the practical demonstration given by your teacher before each experiment.
- i) Apparatus required for performing experiments will be delivered only after signing in the record register with laboratory technician.
- j) Check the apparatus being issued to you. If there is any breakage or damage to the apparatus, it must be reported to the technician before starting the experiment. After completion before returning they shall be cleaned properly.
- k) The students must know the aims and objectives of the experiment; perform the experiment in orderly manner.
- l) Working area on the work table must be clean; equipment's should be placed in proper manner & handled carefully.
- m) During hematology practical's use of spirit swabs before taking prick is essential to prevent infection.
- n) Do not throw any used cotton, pieces of paper and needles into the sink.
- o) Pricking needles and lancet should first burn in needle burner and then dispose it into white transparent container.

- p) Cotton swabs and pieces of papers are required to dispose in yellow container.
- q) Technical staff will Cleans up after each lab session by washing, and if necessary, sterilizing tools, equipment and supplies.
- r) lab attender will clean up the surfaces of hematology experimental table with absorbent material ,then add 1% hypochlorite ,after 20 min mop it and then clean it with plain water. Dispose this absorbent material into red container.
- s) During clinical physiology practical's students should bring instruments like stethoscope, Knee hammer and pocket torch.
- t) Maintain the humanity and compassion with the provided subject.
- u) Before starting the practical explain the procedure to the subject
- v) Do not indulge in useless gossip; you can discuss your difficulties with technician or teacher.
- w) Writing of Journals with Correct diagrams & in good handwriting is essential.
- x) After completion of experiment, complete the concerned topic & get it checked by the concerned teacher.

LIBRARY

- a) The departmental library is open for all faculties and UG students of Department of Physiology during college hours.
- b) All users are required to sign the register kept with the clerk of the department who has been designated as custodian of the library.
- c) Irrespective of the status of the faculty member or the student seniority; all are required to take permission before withdrawing the books for reading purpose and put signature and relevant details of the book / journal in the register.
- d) After reading the books, on return sign the register with due time and date.
- e) Custodian is instructed to inform HOD the names of the faculty members / students who are breaking library rules.
- e) Books will be issued to the faculty for a minimum period of fifteen days (15) days to a maximum period of one month (30) days.
- f) Faculty members can hold a maximum of Three (3) books.
- g) The book so issued must be returned within one month of the date of book issued.
- h) Books not returned within one month of the last date will incur a fine of Rs 10/- per day.
- i) The book so issued lost by the faculty incur a charges of the price of the Book.

SOP FOR E-LIBRARY

- a) E-Library is available and accessible in the central and departmental library.
- b) The password is kept open in the library and with the custodian and can be utilized for academic purpose.
- c) The facilities LAQ's, SAQ's and MCQ's are available on E-Library, various text and journal extensions, textbook and journals are available on E-Library. The list of which is available with the librarian.

d) Individual having their own laptop may access this facility for E-Library and home /office for self-use.

e) In case of any difficulties in operation one can approach In charge of central library on extension No. 314 during college hours.

TEACHING PROGRAM

a) Before starting the UG Academic session the teaching schedule will be discussed and allotted to concern teachers under the guidance of head of the department

b) Master time table (term wise) will be prepared for the same undergraduate academic session.

c) During the actual academic session clerical staff will prepare and display weekly teaching schedule on departmental notice board under the guidance of head of the department

d) It is required that clerical staff will maintain the attendance register of the undergraduate students for teaching sessions and exams conducted by the department.

e) Teaching staff will Conduct Graduate teaching & training activities as per schedule

f) Teaching staff will also conduct practicals, Tutorials, Periodic tests and examinations in the department

g) Teaching staff will Conduct University examinations - Theory and Practical as per schedule of university

h) Instructions programs for slow learners will be arranged.

i) Head of the department will ensure regularity, punctuality and discipline amongst UG students. Imbibe work culture, cordial inter personal relations amongst them.

j) Teaching Faculty will assist the HOD in clearing all observations on departmental UG teaching related issues.

Learning and Evaluation

- The time bound teaching and training schedule with aim of building clinical competence and strive to achieve desired objective in time for UGs.
- Learning and communication skills of UG students will be developed by
 - a) Encouraging students to participate in conference, extracurricular activities, at college, university & higher levels.
 - b) Identifying weak areas of students in learning and research etc. and overcoming the problems by suitable counseling and by guidance.
 - c) Organizing guest lectures, live workshops, CME, Conferences by renowned professionals.
 - d) Conducting seminars, integrated teaching, small group learning, problem based learning and early clinical exposure secessions.
 - e) Arranging model and chart making and presentation competition at the institution and intercollege level
 - f) The progress of undergraduate students will be assessed and evaluated by
 - Essay questions, clinical problems, modified essay questions (MEQs) checklists, OSCE, student projects, MCQs, Critical reading papers, rating scales, extended matching items, tutor reports, portfolios, log book, audit, simulated patient demonstration, video assessment, simulators, self-assessment, peer assessment.