SOP- Establishment and Maintenance of Laboratories

Purpose: The Purpose of this Standard Operating Procedure (SOP) is to provide guidelines to establish a new laboratory as per the syllabus, maintenance of existing lab equipment and purchase of consumable for the smooth functioning of laboratory.

Scope: This procedure is applicable to all existing laboratories and the labs to be established.

Responsibility: Faculty In-charge and Lab technician.

Structure: This Standard Operating Procedure (SOP) comprises of following activities:

- Identification of need for establishment of new lab.
- Regular functioning of existing laboratories and Maintenance of equipment.

Details of Activities:

➢ **Identification of need for establishment of new lab**
- As and when syllabus changes, the concerned HOD submits a proposal for establishment of new laboratory.
- Quotations are invited from potential suppliers and a comparative statement is prepared and the best quote is selected for placing purchase order.
- The equipments are supplied accordingly and the same is installed and demonstrated successfully before the commencement of academic activity.
- A faculty is designated as lab Incharge and he prepares the required lab manuals.

➢ **Regular functioning of existing laboratories and Maintenance of equipment**
- The concerned lab Incharge prepares and submits a detailed report on functioning of different equipments in the laboratory.
- Budgetary proposal for their respective laboratories is prepared and submitted for approval.
- The Lab Incharge lists out the consumables required and prepare the requisition.
- At the same time, the equipments requiring repair and maintenance are also brought to the notice of the HOD.
- All the above said activities and corrective measures are carried well in advance to the commencement of class work, preferably during semester break.
- Stock register are timely updated and maintained.
- Safety measures are well planned and taken care.

Records to be maintained:
- Stock Register (SR)
- Daily Purchase Register (DPR)
- Budgetary file
- Correspondence file.