



MAEER PUNE's

MAHARASHTRA INSTITUTE OF DENTAL SCIENCES & RESEARCH (DENTAL COLLEGE)



SOP- WORK DISTRIBUTION

Purpose:

For the smooth functioning of the department.

Scope:

Applicable to all departmental teaching staff and non-teaching staff

Responsibility:

All staffs are responsible for the distributed work completion.

Procedure:

- Head of the department gives all work distribution to all teaching as well as non-teaching staff annually.
- Master plan of teaching first and third BDS students is made by head of the department and all staff members. Lecture and practical classes are distributed among all staff. Also demonstration schedule is made and weekly teaching schedule is submitted to the office.
- Head of the department takes weekly departmental meeting of all teaching as well as non-teaching staff and work is distributed. Weekly teaching schedule, biopsy reports, cytology reports checking done.
- Daily monitoring of haematological reporting, proper cleaning of department is done by Head of the department.
- Monthly student attendance, any new requirement for lab and departmental office are indented.
- Quarterly internal assessment files of 1st and 3rd BDS students are maintained. Museum; library records are checked and maintained.



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ESTD 2006



SOP- DEPARTMENTAL NON-TEACHING STAFF WORK DISTRIBUTION

SR. NO.	Lab technician/ clerk Tejaswini Uttkar	Attendant Jayashree Pawar
	Blood collection for haematological investigations, Hematological analyses and reporting and maintaining the record	Department opening at: 8:30 am
2	Biopsy tissue processing, Embed tissues, Section blocks, Stain & Mount and biopsy report distribution and maintaining its record	Disinfect work stations, dental chairs, equipments, Autoclave instruments, glassware
3	SpecialStains/Microbiology/Exfoliative Cytology and its record maintaining	General department cleaning: HOD cabin, reporting area, Laboratory area, practical class, museum and store.
4	Tissue Processor reagent levels: check and replenish/change also haematological reagent check and replenish	Microscope cleaning
5	Museum tissue maintenance, checking of fixatives/ reagents, maintaining the record	Dispatch of all biopsy reports, haematological reports, cytological reports, departmental circulars to office.
6	Maintain record of student attendance, internal assessment files.	Biomedical waste management
7	Stock verification	