



## **SOP - RECORD KEEPING AND DOCUMENTATION**

### **Purpose**

- Preparation and maintenance of files and other departmental documents storing of closed files and retrieval of documents.

### **Scope**

- This SOP applies to all files and their related documents that are maintained in departmental files

### **Maintenance**

- Efforts will be made to keep the records under lock and key for maintaining security, integrity and confidentiality using lockable steel cupboards.
- Access to the keys of locked steel cupboards will be available only to one of the departmental staff member.
- The Department maintains records distributing like, circular file, notice file master file, teaching-schedule file, biopsy requisition file, cytology requisition file, reporting file, general dispatch book.
- Department maintains register of all that is stock book, indent book, preclinical lab, teaching lab, museum and histopathological lab and library books, daily census records, biopsy dispatch book.
- Attendance musters of 1<sup>st</sup>, 3<sup>rd</sup> BDS students and interns are maintained. Also internal assessment file records of 1<sup>st</sup> and 3<sup>rd</sup> BDS students are maintained.
- Departmental clerk will be responsible person for maintenance of all college circulars, other departmental work and online submission of all circulars with the help of staff members. Apart from online submissions, one hard copy of all the documents like attendance record, internal assessment record, extra exam record is maintained by the clerk and staff members for first ,second and third BDS students.
- Other departmental records such as a hard copy of the medical leave application of student, any relevant parent teacher meeting will be maintained by in charge staff.
- Apart from above archrivals, department also include biopsy and cytology reports and biopsy requisition form of all patients related documents and other relevant communication/ record depicting work.



- To ensure confidentiality, internal exam papers of first and third BDS students are stored in departmental cupboards.
- University exams related documents provided to head of department which are no longer required, will be disposed of in a secure manner.
- Museum records are maintained through museum file. Also 1<sup>st</sup> and 3<sup>rd</sup> year charts are stored in files.
- Soft copies of all staff documents are only accessible in their email id.
- Soft copies of all staff documents, students' attendance and internal assessment records batch wise are maintained. Also the soft copy of internal question papers, mcq's, laq's, saq's are maintained. Record of lecture power point presentations is maintained.
- All NAAC related records are maintained as a soft copy.

### **Archival of documents and records**

- Archival of all documents exam papers are stored in a store room available for archival of records.
- It is the responsibility of staff members to ensure that all students internal assessment files are prepared, maintained, and kept securely for a period of 5 years under a proper system that ensures confidentiality and facilitates retrieval at any time.

### **Record retrieval policies and procedures**

- A Copy of any document, master files is made available only after the responsible staff member permission.
- A separate register/ file will be maintained in the department to access to the records along with name of person, time, date and reason for the same [whenever needed].