

**AMAR SHAHEED BABA AJIT SINGH JUJHAR SINGH MEMORIAL
COLLEGE, BELA (ROPAR) Pb.**

**STANDARD OPERATING PROCEDURE COMMITTEE
(SOP)**



Members of SOP Committee:

1. Dr. Satwant Kaur Shahi (Convener)
2. Dr. Baljeet Singh
3. Assist. Prof. Joshi
4. Assist. Prof. Navreet
5. Assist. Prof. Avni
6. Assist. Prof. Ramanjeet
7. Assist. Prof. Jaspreet kaur
8. Assist. Prof. Himani

What are SOP?

Standard operating procedures (SOPs) are step-by-step instructions that act as guidelines for employee work processes. Whether written up in numbered steps or formatted as flow charts, effective SOPs are complete, clearly written, and based on input from the workers who do the job. When employees follow the SOP for a particular job, they produce a product that is consistent and predictable.

Importance of Standard Operating procedures:

Increase Productivity

By having SOPs in place; employees will have a clear understanding of just what is expected of them. Knowing the specific expectations and how to achieve them, the likelihood that productivity will increase due to SOPs is very high. More time can be spent focusing on other important aspects of the operation rather than “retraining” employees since they will learn the SOPs during their initial training.

Safety

Whether it is food storage or handling or even proper cleaning methods, SOPs help minimize or eliminate any potential situations that could be dangerous to employees or customers. Having a thorough system of SOPs in place will give your employees the knowledge and tools on how to handle any potentially dangerous situation.

Consistency/Quality Control

Gaining loyal customers can be difficult to obtain and very easy to lose. One of the easiest ways to lose a customer's loyalty is by providing inconsistent service or food/drinks. SOPs are an excellent way to ensure that each employee is providing the same level of service or quality of product that customers will expect each time they visit.

Protect Yourself from Knowledge Loss

If the details of business processes are stored in a key employee's head and not in a procedures manual, the loss of the employee can be disastrous. Documentation of job processes survives employee attrition due to retirement and resignation, and allow your company to carry on as usual. It's hard to replace experienced, skilled workers, but comprehensive well-written SOPs ensure that valuable business processes stay with business.

Save on Training Costs

Depending on the complexity of the task and the experience of employees, SOPs may not completely substitute for training. Documented procedures are a valuable component of the new-hire toolkit, and can reduce training time. They act as reference guides and allow new employees to work independently without excessive reliance on supervisors. New hires make ideal testing grounds for the effectiveness of SOPs. If the documented steps enable the new employee to complete the task, the procedures are sound. If any steps are unclear, confusing or no longer in use, the SOP should be updated.

The standard format of SOP:

AMAR SHAHEED BABA AJIT SINGH JOSHA SINGH MEMORIAL COLLEGE, BELA, ROOPNAGAR (Pb.)		
Instrument :- AUTOCLAVE	Lab: : FOOD PROCESSING LAB	
Responsibility :-HOD, Faculty Members, Lab In-charge, Students		
PROCEDURE: -		
Loading Autoclave: Wear lab coat, eye protection, heat-insulating gloves, and closed-toe shoes. Place material in autoclave. Do not mix incompatible materials. Do not overload; leave sufficient room for steam circulation. If necessary, place the container on its side to maximize steam penetration and avoid entrapment of air. Close and latch door firmly.		
Operating Autoclave: Close and lock door. Set appropriate time and temperature. Start the cycle. A completed cycle usually takes between 1-1.5 hours, depending on type of cycle. Do not attempt to open the door while autoclave is operating.		
Unloading Autoclave: Wear heat-insulating gloves, eye protection, lab coat, and closed-toe shoes. Ensure that the cycle has completed and both temperature and pressure have returned to a safe range. Wearing Personal Protective Equipment (PPE), stand back from the door as a precaution and carefully open door no more than 1 inch. This will release residual steam and allow pressure within liquids and containers to normalize. Allow the autoclaved load to stand for 10 minutes in the chamber. This will allow steam to clear and trapped air to escape from hot liquids, reducing risk to operator. Do not agitate containers of super-heated liquids or remove caps before unloading. Wearing heat-insulated gloves remove items from the autoclave and place them in an area which clearly indicates the items are 'hot' until the items cool to room temperature. Shut autoclave door.		
Prepared by	Checked by	Supervised By

Meeting of SOP committee, ASBASJSM College, Bela

Minutes of the meeting held on 10. 7. 2019 at 2.30 P.M. in faculty room of ASBASJSM College, Bela.

The following members were present:

1. Dr. Satwant Kaur Shahi
2. Dr. Baljeet Singh
3. Assist. Prof. Joshi
4. Assist. Prof. Navreet
5. Assist. Prof. Avni
6. Assist. Prof. Ramanjeet
7. Assist. Prof. Jaspreet Kaur
8. Assist. Prof. Himani

The following points were discussed:

- i. Members discussed the importance of standard operating procedure (SOP).
- ii. Convener discussed the work plan about how all the work should be done and who will do what.
- iii. Convener assigned the duties to the teachers to prepare SOPs of their labs.
- iv. Members decided to list all the equipments of labs of college campus.
- v. Members decided to list job roles/responsibilities of head of the department, teachers and non-teaching staff of the college.
- vi. Members decided to conduct next meeting on 23 July 2019 at 1.30 P.M.

Meeting of SOP committee, ASBASJSM College, Bela

Minutes of the meeting held on 23. 7. 2019 at 1.30 P.M. in faculty room of ASBASJSM College, Bela.

The following members were present:

1. Dr. Satwant Kaur Shahi

2. Dr. Baljeet Singh
3. Assist. Prof. Joshi
4. Assist. Prof. Navreet
5. Assist. Prof. Avni
6. Assist. Prof. Ramanjeet
7. Assist. Prof. Jaspreet Kaur
8. Assist. Prof. Himani

The following points were discussed:

- i. Convener discussed the assigned work with members of SOP committee.
- ii. Members decided to categorize the equipments according to which have complex operating procedure and which have simple operating procedures.
- iii. Members displayed the prepared lists made by them on equipment of labs to the convener.
- iv. Members discussed the format of SOP.
- v. Members decided to conduct next meeting on 29 July 2019 at 2.30 P.M.

Meeting of SOP committee, ASBASJSM College, Bela

Minutes of the meeting held on 29. 7. 2019 at 2.30 P.M. in faculty room of ASBASJSM College, Bela.

The following members were present:

1. Dr. Satwant Kaur Shahi
2. Dr. Baljeet Singh
3. Assist. Prof. Joshi
4. Assist. Prof. Navreet
5. Assist. Prof. Avni
6. Assist. Prof. Ramanjeet

7. Assist. Prof. Jaspreet Kaur

8. Assist. Prof. Himani

The following points were discussed:

- i. Convener reviewed the assigned work with members of SOP committee.
- ii. Members decided the standard format for SOPs.
- iii. Members discussed the SOPs prepared by them and some suggested corrections were welcomed.
- iv. Members decided to conduct next meeting on 6 August 2019 at 2.30 P.M.

Meeting of SOP committee, ASBASJSM College, Bela

Minutes of the meeting held on 6. 8. 2019 at 2.30 P.M. in faculty room of ASBASJSM College, Bela.

The following members were present:

1. Dr. Satwant Kaur Shahi
2. Dr. Baljeet Singh
3. Assist. Prof. Joshi
4. Assist. Prof. Navreet
5. Assist. Prof. Avni
6. Assist. Prof. Ramanjeet
7. Assist. Prof. Jaspreet Kaur
8. Assist. Prof. Himani

The following points were discussed:

- i. Members of SOP committee reviewed the assigned work.
- ii. Members discussed the SOPs prepared by them and all the work was finalized.
- iii. All SOPs were mailed to convener SOP, Dr. Satwant Kaur Shahi so that she can give them for printing.
- iv. Members decided to conduct next meeting on 8 August 2019 at 2.30 P.M.

Meeting of SOP committee, ASBASJSM College, Bela

Minutes of the meeting held on 8. 8. 2019 at 2.30 P.M. in faculty room of ASBASJSM College, Bela.

The following members were present:

1. Dr. Satwant Kaur Shahi
2. Dr. Baljeet Singh
3. Assist. Prof. Joshi
4. Assist. Prof. Navreet
5. Assist. Prof. Avni
6. Assist. Prof. Ramanjeet
7. Assist. Prof. Jaspreet Kaur
8. Assist. Prof. Himani

The following points were discussed:

- i. The convener discussed the corrections of e-mailed SOPs to members prepared by printing press for rough proof.
- ii. Members discussed the final SOPs so that they can be printed and displayed.