

Bharati Vidyapeeth (DTU) Medical College, Pune

List of Standard Operating Procedures/ Rules

Digital Library for Computer use:

Rules for DIGITAL LIBRARY Usage

- **Identity Card/Library Card** is compulsory for U.G. & P.G. Students.
- Students will not be allowed entry in the Digital Library without their **I-Card**.
- Staff and Students have to enter all **details** in the Login Register.
- **Chatting** on the internet, in any form is not allowed.
- The Digital Library Staff can check at any point of time what is being accessed on the internet.
- The Digital Library staff is **NOT** responsible for any files being deleted from the Digital Library computer. Backup of your data should be taken immediately.
- The Digital Library staff is not responsible for any **belongings** left behind by the user.
- All the staff and students can save personal files up to **100MB** on File Server temporary.
- If other College/Institute/Research Center of the Bharati Vidyapeeth Deemed to be University, students and staff want to use Digital Library should take **written permission** from Principal/Librarian/authorize Person of Medical College.
- As per the instruction from the Principal, BVDU Medical College, Pune, all the students and staff are instructed **NOT** to scan more than 5(five) copies per day.
- **No eatable** is allowed inside Digital Library.

Central Library

BHARATI VIDYAPEETH DEEMED UNIVERSITY MEDICAL COLLEGE PUNE - 43.

LIBRARY RULES

GENERAL: Students will not be admitted in the Library without Identity Cards.
Pin drop silence should be observed in the Library. No discussion murmuring etc. Will be allowed in the Library Book issue.

BOOKS WILL NOT BE ISSUED ON OTHERS NAME

While getting the book issued from the Library, it is the duty of the student to see if there is any discrepancy in the book. The holder will be held responsible if any pages etc. Are found missing while returning the book.

Only two book will be issued at a time for home leading on Library Card.

Normally book will not be issued more then 8 days. However it can be reissued if there is no claim on it.

Reference books will not be issued under any circumstances.

Journals will not be loaned outside the Library.

Time: Issuing will be done
Between 09.00 am to 07.30 pm only
Reading Hall - 24 hours - Everyday

LOSS OF BOOK

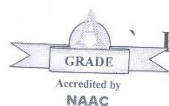
Price of the book plus fine decided by the Principal will be imposed if book is lost, while in student's possession.

BOOK ISSUE FOR STAFF MEMBERS

Normally two (2) **Books** will be issued to staff member for a period of 15 days. Back-unbound issues of the journal and However bound volume will not be issued outside the Library.

LIBRARIAN

**BVDU's School of Audiology &
Speech Language Pathology
Pune-Satara Road, Pune-411 043.**



BHARATI VIDYAPEETH DEEMED UNIVERSITY

MEDICAL COLLEGE,
PUNE - SATARA ROAD, PUNE - 411 043
Email - bvmedicallibrary@yahoo.co.in

RULES AND REGULATIONS FOR READING HALL

1. COLLEGE IDENTITY CARD IS MUST.
2. PLEASE DON'T DISTURB SEATING ARRANGEMENT
3. EATING, DRINKING AND CHEWING OF ANYTHING IS STRICTLY PROHIBITED HERE.
4. USE OF MOBILES AND OTHER ELECTRONIC DEVICES IS STRICTLY BANNED.
5. CONCERNED STUDENT / STUDENTS WILL BE LIABLE TO PAY FOR ANY DAMAGE TO PROPERTY.
6. INDISCIPLINE, NOISE OR ANY OTHER DISTURBANCES WILL NOT BE ACCEPTED.
7. NO OUTSIDER IS PERMITTED TO SIT WITH STUDENT (EVEN RELATIVES.)

8. NO GROUP DISCUSSION IS ALLOWED IN READING HALL.
9. BEFORE LEAVING, PLEASE PUT OFF THE FANS AND TUBES.
10. PLEASE CLOSE THE WINDOWS BEFORE LEAVING.
11. NO BODY IS PERMITTED TO SIT ON STAIRS OR ANY WHERE OUTSIDE THE READING HALL AFTER COLLEGE HOURS.
12. PLEASE MAKE ENTRY IN REGISTERS BOTH AT THE TIME OF ARRIVAL AND LEAVING AND SIGN.

PLEASE ABIDE BY THESE RULES OR FACE STRICT DISCIPLINARY ACTION.

LIBRARIAN
Librarian
BVDU's School of Audiology &
Speech Language Pathology
Pune-Satara Road, Pune-411 043.

List of SOPs for Central Clinical Laboratory

1. QSP for CLINICAL RESEARCH
2. QSP FOR CONTINGENCY PLAN
3. QSP FOR NON CONFORMING TESTING WORK
4. QSP FOR CORRECTIVE ACTION
5. QSP FOR QSP FOR CRITICAL RESULTS
6. QSP FOR CUSTOMER SUPPORT
7. QSP FOR DISPOSAL OF BIOMEDICAL WASTE
8. QSP FOR DOCUMENT CONTROL
9. QSP FOR EFFECTIVE HAND-OFF COMMUNICATION
10. QSP FOR HANDLING COMPLAINTS
11. QSP FOR HANDLING SPECIMENS
12. QSP FOR INTERNAL AUDITS
13. QSP FOR USER RIGHTS AND AUTHORISATION – IT
14. QSP FOR LABORATORY EQUIPMENT AND REAGENTS
15. QSP FOR MAKING SOP
16. QSP FOR MANAGEMENT REVIEW
17. QSP FOR MANAGING PATIENT EXPERIENCE
18. QSP FOR CALCULATION OF MEASUREMENT OF UNCERTAINTY
19. QSP FOR PERSONNEL MANAGEMENT
20. QSP FOR PREVENTIVE ACTION
21. QSP FOR INTERLAB COMPARISON AND PROFICIENCY TESTING
22. QSP FOR PURCHASE
23. QSP FOR INTERNAL QUALITY CONTROL
24. QSP FOR QUALITY IMPROVEMENT
25. QSP FOR QUALITY AND TECHNICAL RECORDS
26. QSP FOR REFERRING A TEST
27. QSP FOR RELEASE OF REPORTS
28. QSP FOR REPORTING AND TURN AROUND TIME

29. QSP FOR REVIEW OF CONTRACTS
30. QSP FOR RISK MANAGEMENT
31. QSP FOR SPECIMEN COLLECTION AND SUBMISSION
32. QSP FOR HANDLING STAT SAMPLES
33. QSP FOR TEST METHOD VERIFICATION
34. QSP FOR TRAINING