



## **SANTHIRAM COLLEGE OF PHARMACY**

Approved by AICTE & PCI, New Delhi - Affiliated to JNTUA, Anantapur  
NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

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**6.3.3.1 - Total number of  
professional development  
/administrative training  
Programmes organized by the  
institution for teaching and non  
teaching staff during the year**



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## PROGRAMME OBJECTIVES

1. To introduce the concept and importance of SOPs in pharmaceutical laboratories.
  2. To train participants on drafting, implementing, and adhering to SOPs.
  3. To highlight the role of SOPs in ensuring quality, safety, and regulatory compliance.
- To provide hands-on experience in creating SOPs for key laboratory operations.

## Outcome

1. Participants will gain the skills to develop and implement SOPs effectively.
2. Improved safety and efficiency in laboratory practices.

**"Standard Operating Procedures (SOPs):  
Best Practices for Pharmacy Laboratory  
Management"**  
**05.12.2022 to 06.12.2022**



## Resource Persons

- |                          |                             |
|--------------------------|-----------------------------|
| 1. Dr. S.V. Suresh Kumar | 2. Dr. L. Siva Sankar Reddy |
| 3. Dr. Shaik Muneer      | 4. Dr. A.V. Badrinath       |
| 5. Dr. P. Praveen Kumar  | 6. Dr. R.E. Ugandar         |

## CONVENOR

**Dr. C. MADHUSUDHANA CHETTY**  
Principal, SRCP, NANDVAL.

## ORGANISED BY



**IQAC  
of**

**SANTHIRAM COLLEGE OF  
PHARMACY**

NH-40, Nandyal - 518501, Kurnool Dist, A.P., INDIA

**PRINCIPAL**  
Santhiram College of Pharmacy  
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## Best Practices for Pharmacy Laboratory Management

Topic:  
Standard Operating Procedures (SOPs)

02:00 PM to 05:00 PM

| S.No | Name of the Non-Teaching Staff | 05-12-2022 | 06-12-2022 |
|------|--------------------------------|------------|------------|
| 1    | M. Raghava Reddy               |            |            |
| 2    | R. Jaheer Ahmad                |            |            |
| 3    | M. Kranthi Kumar               | Kranthi    | Ab         |
| 4    | C. Thimmamma                   |            |            |
| 5    | A. Lakshmi Sujitha             |            |            |
| 6    | M. Sudhamani                   | Ab         |            |
| 7    | K. Dharani                     |            |            |
| 8    | L. Chandra Sekhar              |            |            |
| 9    | M. Thikka Swamy                |            |            |
| 10   | T. Rama Thulasi                |            |            |
| 11   | G. Priyanka                    |            |            |
| 12   | N. Swarupa                     |            |            |

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## Workshop on

### "Standard Operating Procedures (SOPs): Best Practices for Pharmacy Laboratory Management"

## Schedule

| S.No | Date       | Name of the Topic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | 05-12-2022 | <b>Day 1: Theoretical Session</b> <ul style="list-style-type: none"><li>• <b>Inauguration and Welcome Speech</b><ul style="list-style-type: none"><li>○ Opening remarks by the Head of Department or Principal.</li></ul></li><li>• <b>Session 1: Introduction to SOPs</b><ul style="list-style-type: none"><li>○ What are SOPs?</li><li>○ Importance in pharmaceutical labs.</li></ul></li><li>• <b>Session 2: Components of an SOP</b><ul style="list-style-type: none"><li>○ Key elements (title, scope, purpose, responsibilities, procedures, references, etc.).</li><li>○ Examples of SOPs for routine laboratory activities.</li></ul></li><li>• <b>Session 3: Writing and Formatting SOPs (1 hour)</b><ul style="list-style-type: none"><li>○ Standard templates and formats.</li><li>○ Common mistakes to avoid.</li></ul></li><li>• <b>Interactive Q&amp;A</b></li></ul> |
| 2    | 06-12-2022 | <b>Day 2: Practical and Hands-On Training</b> <ul style="list-style-type: none"><li>• <b>Session 4: Demonstration of an SOP in Action</b><ul style="list-style-type: none"><li>○ Example: SOP for using an analytical balance or handling hazardous chemicals.</li></ul></li><li>• <b>Session 5: Drafting SOPs</b><ul style="list-style-type: none"><li>○ Divide participants into small groups.</li><li>○ Assign tasks like creating SOPs for specific laboratory equipment or procedures.</li></ul></li><li>• <b>Session 6: Peer Review of SOPs</b><ul style="list-style-type: none"><li>○ Groups present their SOPs.</li><li>○ Feedback and improvements suggested by trainers and peers.</li></ul></li><li>• <b>Closing Session</b><ul style="list-style-type: none"><li>○ Vote of thanks.</li></ul></li></ul>                                                                 |

  
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## REPORT

**Title:** Workshop on "Standard Operating Procedures (SOPs): Best Practices for Pharmacy Laboratory Management"

### Objectives:

1. To introduce the concept and importance of SOPs in pharmaceutical laboratories.
2. To train participants on drafting, implementing, and adhering to SOPs.
3. To highlight the role of SOPs in ensuring quality, safety, and regulatory compliance.
4. To provide hands-on experience in creating SOPs for key laboratory operations.

### Target Audience:

- Laboratory staff and technicians.
- Faculty members involved in laboratory management.

### Proposed Schedule:

#### Day 1: Theoretical Session

1. **Inauguration and Welcome Speech**
  - Opening remarks by the Head of Department or Principal.
2. **Session 1: Introduction to SOPs**
  - What are SOPs?
  - Importance in pharmaceutical labs.
3. **Session 2: Components of an SOP**
  - Key elements (title, scope, purpose, responsibilities, procedures, references, etc.).
  - Examples of SOPs for routine laboratory activities.
4. **Session 3: Writing and Formatting SOPs**
  - Standard templates and formats.
  - Common mistakes to avoid.
5. **Interactive Q&A**

#### Day 2: Practical and Hands-On Training

1. **Session 4: Demonstration of an SOP in Action**
  - Example: SOP for using an analytical balance or handling hazardous chemicals.
2. **Session 5: Drafting SOPs**
  - Divide participants into small groups.
  - Assign tasks like creating SOPs for specific laboratory equipment or procedures.
3. **Session 6: Peer Review of SOPs**
  - Groups present their SOPs.
  - Feedback and improvements suggested by trainers and peers.

  
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### 4. Closing Session

- Vote of thanks.

### Resource Persons

**1. Mr.D. Maheshwar Reddy,**

Dept of Pharmaceutics,  
Santhiram College of Pharmacy,  
Nandyal-518112

**2. Mrs.M.Manorama**

Dept of Pharmaceutical Analysis,  
Santhiram College of Pharmacy,  
Nandyal-518112

**3. Mr.N.Madana Gopal**

Dept of Pharmaceutical Analysis,  
Santhiram College of Pharmacy,  
Nandyal-518112

**4. Mr. N.Niranjana Kumar**

Dept of Pharmaceutical Analysis,  
Santhiram College of Pharmacy,  
Nandyal-518112

### Brief report about the Program

The speakers discussed about the Standard templates for common laboratory procedures, such as handling equipment, waste disposal, and safety measures. Generic SOP template including sections for title, purpose, scope, responsibilities, procedures, safety precautions, and references.

### Example SOPs:

1. Handling and Calibration of Laboratory Equipment.
2. Waste Disposal Procedures.
3. Handling Hazardous Chemicals.

### Outcomes:

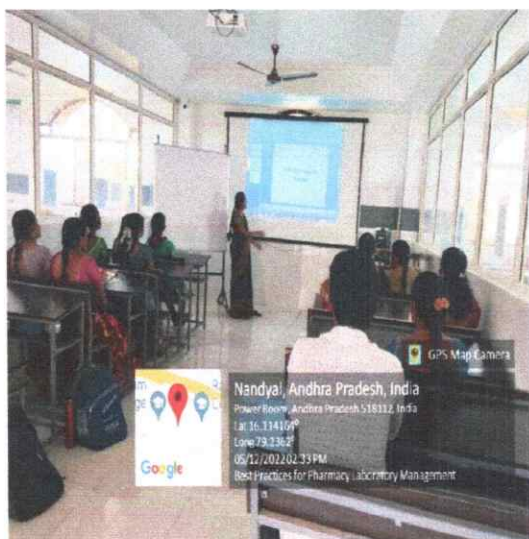
- Participants will gain the skills to develop and implement SOPs effectively.
- Improved safety and efficiency in laboratory practices.
- Better compliance with quality and regulatory standards.

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