



# SAGE University, Bhopal

## Standard Operating Procedure



### Conduction of Practical Classes

Name of Approval  
Authority:  
Signature:  
Date:

Vice Chancellor

SOP No.: 04

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A.

<b>Purpose</b>	To Conduct a Practical Class
<b>Scope</b>	Laboratory of School
<b>Responsible Person</b>	Appointed Course Teacher or a Deputed Course Teacher, the Laboratory Technician or Laboratory Assistant & the Chemicals Store In charge.
<b>Prerequisites</b>	Syllabus, Subject Allotment, List of Experiments, Time Table, Stock Availability, Teaching Aids, Chemicals/ Glassware/ Equipments/ Necessary Software etc

B.

Procedure	
If the Teacher is starting the Practical for the first time, then following steps are expected to be taken.	
<b>B.1</b>	Introduction of the Objective.
<b>B.2</b>	Establishing the Importance of the Objective with respect to the Subject, Student & Profession.
<b>B.3</b>	Demonstrating the Practical step by step, giving detailed step by step guidance.
<b>B.4</b>	Breaking the Batch into suitable group (3 or 4 Students max.) & asking them to perform the practical.
<b>B.5</b>	Taking feedback while arbitrarily assessing the level of Understanding of the student and dissemination of the subject. It is suggested that Cross Questioning be initiated at random.
<b>B.6</b>	Taking Viva Vice while observing the readings and inferences of the students.
<b>B.7</b>	In event of the requirement of additional turn for completion of the practical, the session must be left at a suitable juncture so as to Connect easily in the next turn.
<b>B.8</b>	At the end of session, the practical must be summarized with cardinal leaning points. This can be done by the Teacher or by one or more than one student.
If the Practical is a Continuation of previous session, following steps are expected to be taken	



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B.9	Initiation of Lecture by starting with the leaning of previous lecture and connecting with the ending of the previous session.
B.10	Steps B.3 to B.8 be taken as per requirement.
<b>Additional Instructions</b>	
B.A1	If the Teachers has no previous engagement, then He/ She is expected to reach the Laboratory 5 minutes prior to the committed time, so as to avoid gap.
B.A2	Attendance should be taken in the last 5 minutes of Session after B.8
B.A3	The Teacher must ensure that the Practical Record / Practical Diary of each student is maintained on a regular basis.
B.A4	The Teacher must Evaluate the Practical Record / Practical Diary of each student in each session.
B.A5	It is expected that the students are taken for Field Visit / Industry / R&D Labs are per the requirements of the syllabus after the visit, students must submit report to the concerned teacher.
B.A6	It is expected that students are evaluated continuously during the semester for Discipline, commitment and learning aptitude and attitude.