

# SOP for Museum



**RAMAIAH  
UNIVERSITY**  
OF APPLIED SCIENCES

**M S Ramaiah Medical College**

**M S Ramaiah University of Applied Sciences**

*Shalini*

[www.msruas.ac.in](http://www.msruas.ac.in)

Principal and Dean

M. S. Ramaiah Medical College and Hospital

M. S. Ramaiah University of Applied Sciences

Bangalore 560054

## **M S Ramaiah University of Applied Sciences**

### **STANDARD OPERATING PROCEDURE FOR MUSEUM**

#### **1- Role and responsibilities of Museum Committee [MC]:**

- i. Develop a conducive environment for better utilization of the resources.
- ii. Will promote the participation of all the departments from preclinical to super-specialty subjects to promote integrated learning.
- iii. Will discuss and deliberate on the administrative functioning as well as day to day requirements on a regular basis.
- iv. Will assign responsibilities for different programs planned in the museum to specific individuals.
- v. MC will maintain a list of modules & exhibits along with feedback for each of them.
- vi. Individual departments are solely responsible for maintenance, administration, safety & upgradation as well as MCI related work and shall not come under the purview of the MC.
- vii. All museum related activities, whether integrated or otherwise, other than the above-mentioned issues will require MC approval.

#### **2- Composition : MC will comprise of**

- a. Chairman - Principal & Dean
- b. Museum Coordinator
- c. Members:

##### **1. Permanent members**

- i. Registrar
- ii. HOD Department of Anatomy,

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- iii. HOD Department of Microbiology,
- iv. HOD Department of Pathology,
- v. HOD Department of Pharmacology,
- vi. HOD Department of Forensic Medicine
- vii. MEC Representative

### 2. Current members

- i. Dr Shalini C Nooyi, Principal & Dean
- ii. Dr A G Prathab, Registrar,
- iii. Dr Anupama K, Dept of Anatomy,
- iv. Dr Rathai Rajan, Dept of Pharmacology,
- v. Dr Girishchandra, Dept of Forensic Medicine,
- vi. Dr Ashwin Kulkarni, Dept of Medicine,
- vii. Dr Narayan Swamy, Dept of Surgery,
- viii. Dr Nandakumar, Research wing,
- ix. Dr Kirthi Koushik, Dept of Radiotherapy

### 3- Authority under which the museum committee is constituted:

This Museum Committee is constituted by the Chief Executive/Principal/Chairman under the Gokula Education Foundation – Medical. (GEF-M)

### 4- Quorum requirement:

A minimum of six members need to attend to take any museum-related decisions.

### 5- Office:

- a) The museum coordinator is responsible for conducting meetings, maintaining records & communicating with all the members of the MC. He / She will be responsible for preparing the minutes of meetings and circulating among other members.

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- b) Support staff: The following will assist the museum coordinator and other members with the smooth functioning of MC & administrative documentation purposes.
- i. Curator – responsibilities include maintenance of specimens and other exhibits in the museum along with other administrative duties.
  - ii. Office Assistant – responsibilities include documentation, archiving and other secretarial activities.
  - iii. Attender – For maintaining cleanliness & safety of the premises.

### **6- Module selection procedures:**

Module types will be designated as Major and Minor modules.

- ✓ Major Module will include electronic and physical exhibits at a frequency of a month. This module will require software development from a professional, the expense of which will be borne by GEF-M.
- ✓ Minor module will include either physical or electronic exhibits with prior approval of MC.

Criteria for Selection of Modules –

- ✓ Module topic should require integration of multiple departments.
- ✓ It should be of academic and social relevance.
- ✓ Topic of the month will be selected two months prior and should get approval of the MC.



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- ✓ Each module will have a 'Module Leader' assigned, who will be chosen from among the members. He / She will be solely responsible for the delivery of the module in time.

### **7- Decision making:**

Members will discuss and arrive at decisions based on consensus. If any conflict persists, the Chairman's decision will be final.

### **8- Record keeping and archiving:**

- ✓ Curriculum Vitae of all members
- ✓ Confidentiality agreement for all members
- ✓ Copy of all modules [electronic or otherwise] with feedback forms
- ✓ Copy of all correspondence
- ✓ All modules to be archived.
- ✓ Annual report to be prepared and submitted to GEF-M by Museum Coordinator every year in January.
- ✓ Member re-constitution to be done annually and new member list to be submitted to GEF-M. Selection of members and museum coordinator will be at the discretion of the Chairman.

### **9- Museum utilization by outsiders**

#### **STAFF REQUIREMENTS:**

- 1- CURATOR**
- 2- SECRETARY PERMANENT FULL TIME**
- 3- ATTENDER TO KEEP THE PREMISES CLEAN**

*Shalini*

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### REQUIREMENTS BEFORE THE LAUNCH:

- 1- Chairs -25 in number arranged in semicircular fashion preferably the auditorium kind.
- 2- Electrical work needs to be done for fixing the kiosks and making it functional.
- 3- Carpeting the bay area for better exhibition
- 4- Display boards and specimen stands for exhibition physical.
- 5- Collapsible wall mounts for temporary depts to display their works.
- 6- Stationery and CPU for museum.

### KEY ACTIVITIES:

- Exhibits of models and other relevant specimens
- Electronic teaching and learning aids.
- E-learning modules
- Self-learning modules
- Opportunity of education of the public in the health field.
- Integrated teaching of clinical and allied subjects with interactions

Dean



Registrar

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