INSTRUCTIONS

1. Always wear a good quality, neat and clean white apron whenever you are to do work in the laboratory. This will give good impression to the fellow beings and you will protect your clothes from spoilage.
2. Always bring practical note book neat and tidy to the laboratory.
3. Before starting the prescription work, thoroughly understand the ingredients, method of preparation and apparatus required. In case of doubt must consult your teacher. No guess work should be done which may lead to serious results.
4. The students will be provided with the following apparatus for which he will be held responsible for any loss, breakage or missing articles. Therefore he must keep the apparatus under lock in the cupboards provided on each seat. He must clean the apparatus after use and then store in the cupboard for future use:

    1. Dispensing balance.
    2. Weight box.
    3. Dispensing bottles.
    4. Pestle and mortar (wedge wood)
    5. Pestle and mortar (glass)
    6. Ointment slab.
    7. Ointment spatula.
    8. Horn/bone spatula.
    9. Beakers 250 ml and 100 ml
    10. Measuring cylinders 5 ml, 10 ml and 100 ml.
    11. Porcelain dish.
    12. Glass funnel.
    13. Glass rods.
    14. Ointment jar/Jelly pot.
    15. Wide mouth bottles.
    16. Tripot stand.
    17. Wire gauge.
    18. Water bath.
    19. Sand bath.
    20. Suppository mould.
    21. Suppository bath and cone.
    22. Dusters.

5. Thoroughly clean the apparatus required in the practical work, uncleaned apparatus may not give good results. Only specified apparatus required for particular work should be used.
6. Keep the balance in front of you, clean the pans, adjust the instrument if necessary, place a piece of butter paper on either side of the pans. Powdered chemicals and liquids should be weighed on a watch glass or in a weighing bottle and not directly on the pans to avoid spoilage of the pans.

    Always use forceps for lifting the weights. Put weights on the right hand pan and the material on the left hand pan.

7. Do not weigh less than 100 mg on the dispensing balance because these balances are not very sensative. Smaller amounts less than 100 mg should be weighed on a high quality analytical balance or firstly triturations prepared and then weighed.
8. Liquids must be measured accurately with the smallest possible measure. The whole of the quantity of a liquid must be measured collectively and the volume should not be splitted into two measurements which may increase errors.
9. Collect the materials required to be weighed on the left hand side of the balance. Arrange them in the sequence in which they are to be weighed. Read the label of the container three times (i) when removing it from the shelf (ii) when taking out the material for weighing (iii) when placing the container back on to the shelf.

   While taking out the material from the bottle, hold the stopper or the cork in the left hand and the bottle in the right hand. Do not place the cork on the table. As soon as the material has been removed, immediately replace the cork.
10. All the dosage forms should be dispensed in suitable containers specially meant for the purpose. Container should be almost of the same size as that of medicament to be dispensed.
11. After filling the container, it should be corked, labelled and polished. Good quality of paper and adhesive should be used for fixing the label on the container.
12. All the entries must be recorded as soon as the practical work is completed and practical note book complete in every respect should be submitted on the same day to the teacher concerned for marking and signature.
13. Never throw waste papers and burnt match sticks in the sink, this will block the sink which may lead to overflowing. Put these waste materials in the dust bins.
14. After the work is finished the students should clean the apparatus and store in the cupboard. The seats should be cleaned with duster and see that the seats are kept clean during practical work as well.
15. The water taps and gas taps should be tightly closed after the work is over. Electrical switches should be put off before leaving the laboratory.

IMPORTANT NOTE

Students are advised to write date, exercise number and calculated quantities for required amount of preparation to be prepared on the left hand side of the note book; translate the latin language; write procedure in the past tense and make a beautiful label (uniform in size etc. throughout the practical note book) at the end of each exercise.