

DUTIES ALLOTTED TO LABORATORY ASSISTANT

- To assist students and teachers in conducting practicals and experiments.
- Preparation of chemicals and reagents, autoclaving of instruments/ glassware's, etc. before or during the practical as per the requirement.
- To maintain dead stock and register of consumable materials and to undertake physical stock verification of Laboratory materials.
- To maintain departmental files and records.
- To assist the HoD/ In-charge of Laboratory in purchase and procurement of Laboratory materials with the help of Technician/storekeeper.
- To control the work of Laboratory - MTS working under him/her.
- To assist the HoD/ In-charge of Laboratory in routine administrative matters and to ensure that the Laboratory facilities are not misused by any person.
- To report about breakages/losses in Laboratory to HoD on report from Laboratory - MTS.
- To report to the HoD/ In-charge of laboratory about misbehavior inside the laboratory by Laboratory - MTS /students.
- To assist HoD/ In-charge to procure requirements of the department seeking approval from the Principal.
- To perform Sale of Journals / Lab. Record books to the students and maintaining the respective record.
- To calculate and report amount to be recovered from students towards general breakages in the laboratory.
- To oversee neatness and cleanliness in the department.
- To oversee maintenance of live specimens /preserved specimens/ instruments/ glassware etc.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession.

- To perform any other work/duties as and when assigned by the Principal/HoD from time-to-time.

DUTIES ALLOTTED TO STORE KEEPER

- To maintain store in order by verifying every requirement.
- To procure necessary chemicals/ lab-ware by following due procedure.
- To maintain (a) Dead Stock Register/ Yearly stock and (b) Consumable Register.
- To assist the Lab Assistant/ lab-in-Charge during practical hours.
- Checking of material received from the supplier and storing the same in proper order.
- To assist Head clerk in preparing comparative charts if needed during purchases.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession.
- To perform any other work/duties as and when assigned by the Principal/ HoD from time-to-time.

DUTIES ALLOTTED TO LABORATORY TECHNICIAN

- To check/repair the instruments in advance and keep them in order at the time of conducting practicals in the college.
- To assist the Laboratory Assistant in practicals.
- To supervise the Laboratory - MTS while performing their duties.
- To place the list of requirements of the instruments in advance for consideration of the HoD.
- To carry out maintenance and servicing of all instruments.
- To assist the System Administrator to maintain the list of computers and their configurations in the college.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession.
- To perform any other work/duties as and when assigned by the Principal/ HoD from time-to-time.

DUTIES ALLOTTED TO FIELD COLLECTOR

- To collect specimens/samples from the field as required for the practical/project work.
- To assist in procurement of specimens/samples or other material from external agencies.
- To maintain the live plant specimens in healthy conditions in the laboratory by routinely watering them.
- To look after proper preservation of specimens and maintenance of preserved specimens.
- To render physical assistance to teachers, students and other laboratory staff in movement of laboratory equipment, instruments, chemicals and other materials within and outside the laboratory.
- To assist laboratory assistant and other laboratory staff in physical stock verification of laboratory equipment's, instruments, chemicals and other materials.
- To render physical assistance to teachers and students in conducting practical sessions and project work.
- To report about loss or damage of laboratory equipment's and other materials to his HoD/Laboratory assistant.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession.
- The above and any other work as and when assigned by the Principal/ HoD/ Laboratory assistant.

DUTIES ALLOTTED TO MULTI TASKING STAFF - (LABORATORY)

- To clean departmental furniture and the laboratory in general, including apparatus and equipment's and maintain neatness.
- To keep laboratory materials including apparatus and equipment's in proper place every day.
- To render physical assistance to teachers, students and other laboratory staff in movement of laboratory equipment, instruments, chemicals & other materials within and outside the laboratory.
- To assist laboratory assistant and other laboratory staff in physical stock verification of laboratory equipment's, instruments, chemicals and other materials.
- To render physical assistance to teachers and students in conducting practicals and experiments. During practicals, lab attendant should be present near to teachers and students physically.
- To report about loss of laboratory equipment's and other materials to his/her HoD/Lab. Assistant /storekeeper.
- Performing other duties such as switching off lights, fans, computers, electrical instruments, when not in use, locking cupboards, windows and doors of laboratory daily.
- To deliver all the correspondence of the department / laboratory staff to the office or wherever necessary.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession.
- To perform any other work/duties as and when assigned by the Principal/HoD from time-to-time.

DUTIES OF MULTI TASKING STAFF - (LABORATORY)

(Psychology)

- To clean departmental furniture and the laboratory in general, including apparatus and equipment's and maintain neatness.
- To keep laboratory materials including apparatus and equipment in proper place every day.
- To render physical assistance to teachers, students and other laboratory staff in movement of laboratory equipment, instruments, chemicals & other materials within and outside the laboratory.
- To assist in physical stock verification of laboratory equipment, instruments, and other materials.
- To render physical assistance to teachers and students in conducting practicals and experiments. During practicals, Laboratory - MTS should be present near to teachers and students physically.
- To report about loss of laboratory equipment and other materials to his/her HoD.
- To assist the faculty of Arts stream in the work assigned by them whenever required.
- To perform other duties such as switching off lights, fans, computers, electrical instruments, when not in use, locking cupboards, windows and doors of laboratory daily.
- To deliver all the correspondence of the department / laboratory staff to the office or wherever necessary.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession.
- To perform any other work/duties as and when assigned by the Principal/HoD from time-to-time.

