

Duties and responsibilities of Laboratory Assistants

- To assist students and teachers in conducting regular practical.
- To confer with the teachers to determine procedures and guidelines for Practical.
- To assist the lab In-charge in collecting specimens, preparation of chemicals, for analysis and running routine lab tests.
- To ensure that all necessary materials are at hand in teachers and students when required.
- To restocking materials and reagents as well as cleaning equipment and laboratory instruments such as cupboards, doors, windows and gates are also part of the typical daily routine.
- To maintain dead stock register along with keeping track of the data obtained and accurately recording the various analyses performed as well as report about breakages/losses in laboratory.
- To supervise the work of laboratory attendants as well as to ensure that the laboratory facilities are not misused by any person.
- To take care about misbehaviors inside the laboratory.
- To follow the other duties brought through notice, with the approval of the Head of the Department.