



Savitribai Phule Shikshan Prasarak Mandal's  
**N. B. Navale Sinhgad College of Engineering**

( Approved by AICTE & Affiliated to Solapur University, Solapur)

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**PRINCIPAL**


Outward No. NBNSCOE / 2015-16 / 837-01 / Gen.

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**Duties of Lab Assistant**

1. To maintain the Dead Stock Register and Consumable Registers.
2. To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
3. To plan for the procurement of equipment for the coming term well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
4. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
5. To organize the laboratory for oral and practical examinations.
6. To hold those responsible for any breakage / loss etc. and recover costs.
7. To ensure the cleanliness of the lab and switch off all equipment after use.
8. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Bursar for necessary action.
9. The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
10. Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute
11. All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.
12. Lab Assistants in coordination with Lab In-charge should display
  - i. List of Equipments/software with cost
  - ii. List of Experiments
  - iii. Lab Time Table
  - iv. Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
13. Any other duty as may be assigned by the faculty in charge of lab /HOD/Principal/Chairman /Administrator from time to time.



  
Dr. S. D. Nawale  
**PRINCIPAL**  
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