No.DE/PLG/Lab. Asstt./2019-20/34
Government of Goa
Directorate of Education
Alto- Porvorim, Bardez-Goa.

Dated:- 21/08/2019.

Ref: 1. Circular No. Acad. I/Misc/76/97/531 dated 15.03.2005

CIRCULAR

In partial modification to Circular No. Acad/Misc/76/97/531 dated 15/03/2005 and Annexure 'A' to it the duties and responsibilities to allotted to Laboratory Assistant in high schools and the higher secondary schools are indicated in the Annexure 'A' of this circular

All the Managements and Heads of the Institutions in the State of Goa shall take note of the same.

( Nagraj Honnekari )
Director of Education
Porvorim- Goa

To,
All the Heads of
Non-Govt. Aided Secondary & Hr. secondary Schools
in the State of Goa

Copy to:
1. Zonal Offices, North /Central/ South
2. All the A.D.E.I.'s Offices.
3. The Nodal Officer (IT)... for Uploading on the web-site.
Ref.:- Circular No. DE/PLG/Lab.Asstt./2019-20
dated 20.08.2019.
ANNEXURE – A
Duties and Responsibilities of Lab. Assistant.

1. The Lab. Asst. shall work for 6½ hours per day.

2. Weekly planning and execution of class-wise Practicals and activities in consultation with science teachers.

3. Guidance for the students to conduct Practicals and activities.

4. Maintenance of attendance register of the students attending the Practical work.

5. To assist science teachers in Science Exhibition, Science Club, Eco Club or any other work related to science projects and activities.

6. Exposure of science equipments for V, VI and VII and assisting the science teachers in conducting activities/demonstration for these classes for those who are working in High School Section. However it is not applicable for Higher Secondary school Lab. Assistants.

7. Procurement of materials/equipment for laboratory as per norms in consultation with respective Science Teacher and Head of the Institution.

8. Maintenance of consumable and non-consumable registers and register of breakage's.

9. Maintenance of Laboratory equipments, labeling and arranging equipments and specimens in proper order.

10. Maintenance of science charts, maps, models, teaching aids and maintaining teaching aids register used by the Science Teacher with the help of Lab. Attendent if any.

11. Attending monthly staff meeting.

12. Cause to maintain the lab. Equipment neat and tidy if required by painting, which are prone for rusting through Lab. Attendant/Multitask.

13. Collecting of specimen as suggested by the teachers with the help of Lab. Attendant/Multitasking staff.
14. To ensure that laboratories have been provided with (a) Adequate safety equipment/s and (b) Has a First Aid Box having required medicines etc.

15. Inform the students about the various precautions to be taken, specially while handling dangerous chemicals and the resultant dangerous reactions.

16. To see that the students handled the apparatus and chemicals carefully and inform the teachers in case any carelessness is noticed on the part of the students while performing the experiments.

17. Facilitate and monitor the students to complete the journals after performing the experiments. However, checking of journals shall be done by the respective teacher.

18. To see that apparatus are washed clean and placed in proper place after the practicals are over.

19. To note any breakage occurred during the conduct of the practicals or otherwise and register the same on the breakage register.

20. In case the science teacher needs any apparatus or chemicals for demonstration in the class room the Laboratory Assistant shall make it available to the teacher and also be responsible to take back the items to the Laboratory.

21. To ensure that Laboratory is kept clean and in orderly manner with proper labels on flasks containing the chemicals, material etc. and make an index of the item which could be pasted on the cupboard etc. with the help of Lab. Attendant / Multitasking staff.

In addition to their duties, the Lab. Asst. may be given the following duties.

1. Supervision for theory paper to be excluded in the case. However practical examinations of Science subject duties of supervision is to be included.

2. Any other duties assigned by the head of the institution in exigency, subject to they are free from lab work.

[Signature]