


Administrative Staff

Employee Name	Mr. HARDIK MAHESHBHAI THAKORE	
Designation	LABORTORY ASSISTANT	
Email	la5-gsp@gtu.edu.in	
Qualification	M. Pharm.	
Joining Date	22 nd September, 2025.	

Job Description

- Prepare and organize laboratory materials, instruments, and reagents before practical sessions or experiments.
- Assist faculty, researchers, or students in conducting experiments and practical demonstrations.
- Maintain cleanliness and proper arrangement of the laboratory at all times.
- Perform routine maintenance and calibration of laboratory equipment.
- Keep accurate records of chemicals, glassware, and instruments; manage stock and inventory.
- Follow all laboratory safety protocols and ensure proper disposal of chemical and biological waste.
- Assist in preparing standard solutions and performing basic analytical or testing procedures.
- Support in data collection, documentation, and report preparation under supervision.
- Ensure compliance with institutional, environmental, and safety regulations.
- Report equipment malfunctions or shortages to the Lab In-Charge or Department Head.

Training / Workshop / Seminar Details

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GUJARAT TECHNOLOGICAL UNIVERSITY

SCHOOL OF PHARMACY