

ORIENTAL EDUCATION SOCIETY'S
ORIENTAL COLLEGE OF PHARMACY

(Approved by AICTE, PCI, D.T.E, Affiliated to University of Mumbai & Certified by ISO 9001:2015)



Code of Conduct for Lab Technician:

1. Any unexpected breakdowns of Lab Machines / Equipment's must be reported immediately to the teaching staff in-charge of the particular Lab.
2. Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.
3. The responsibility of Lab Assistant is to identify the requirement of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to Lab –In-charge.
4. All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab class work.
5. Issue register for tools issued to the students must be maintained for each and every Lab.
6. Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
7. To ensure the availability & proper maintenance of “first aid facilities & firefighting equipment's”.
8. Avoid other activities during Lab hours unless assigned by the senior Management.
9. Adjust Lab work to a technician, who is familiar with that Lab, in case of your absence.
10. Ensure that the Machine is in proper working condition & then allow the students to do the Job.

Principal
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