



"Educating hearts and minds"

# HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A+' GRADE (CYCLE:2)

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## NOTICE

This is to notify the laboratory assistant of the Department of Zoology, Human Physiology, and Botany to maintain daily activity records and laboratory stock register, apart from other tasks and earlier stock book, from 1<sup>st</sup> March onwards, in accordance with the format provided in Annexures I and II, as per the instructions provided by the authority during the interdepartmental meeting held on February 13, 2024.

HoD. Zoology

**Head, Dept. of Zoology,  
Holy Cross College  
Agartala**

HoD. Human Physiology

**HEAD  
Department of Human Physiology,  
HOLY CROSS COLLEGE, AGARTALA**

HoD. Botany

**HEAD  
Department of Botany,  
HOLY CROSS COLLEGE, AGARTALA**

**ANNEXURE I**

**Activity Diary of LAB Assistant**

Name:

Department:

Month:

Week:.....to.....

<b>Day</b>	<b>Time</b>	<b>Activity</b>	<b>Remarks</b>	<b>Signature of HoD</b>
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				



**ANNEXURE II**

**Record of Monthly Lab Maintenance**

<b>Items</b>	<b>Stock</b>	<b>Broken/Damaged</b>	<b>Remarks</b>	<b>Signature of HoD</b>
<b>Glass Goods</b>	1. 2. 3. 4. 5.			
<b>Plastic Wares</b>	1. 2. 3. 4. 5.			
<b>Chemicals</b>	1. 2. 3. 4. 5.			