

## राष्ट्रीय आदिवासी छात्र शिक्षा समिति

(जनजातीय कार्य मंत्रालय के अंतर्गत  
एक स्वायत्त संस्थान, भारत सरकार)  
भू-तल, गेट नंबर-3ए, जीवन तारा बिल्डिंग,  
संसद मार्ग, नई दिल्ली-110001  
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## National Education Society for Tribal Students

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**F. No.** NESTS/EMRS/CAC/109/2021-22/1366

**Dated:** 16<sup>th</sup> August, 2024

The Nodal Officers,  
State/UTs EMRS Society,  
(As per list)


**Subject:** Duties of Principal, Vice Principal and other Miscellaneous staff posted in Eklavya Model Residential Schools- reg.

With reference to the above subject, it is stated that as a part of ongoing steps to streamline operations and enhance the management of Eklavya Model Residential Schools (EMRSs), duties of Principal, Vice Principal, and other Miscellaneous staff, including Accountant, Staff Nurse, Catering Assistant, SSA, JSA, and Lab Attendant, have been formulated by NESTS and are attached herewith for reference and strict adherence.

Further, the duties of the staff posted in EMRSs have been carefully designed to ensure optimal performance and accountability. For the purpose of effective execution of duties, it is imperative that all roles and responsibilities are clearly communicated and strictly followed by the respective staff members. This will contribute to the overall efficiency and smooth functioning of the schools.

In this regard, it is requested to kindly disseminate the duties of the above-mentioned staff in all the EMRSs under your jurisdiction and ensure that the duties are adhered to. The guidelines for the same are enclosed herewith as **Annexure-I** for implementation.

Looking forward to your kind cooperation please.

  
(Anupam Sonalkar)  
Joint Commissioner, NESTS.

Copy to:

1. The Principal Secretary, Tribal Welfare Department, (as per list), State/UT Govt., with similar requested and for necessary action please.
2. The Principal, EMRS (as per list) with a similar request and necessary action to ensure the proper execution of the attached duties, please.

## **Duties of Principal**

### **(A)Administrative Powers**

- To function as the administrative head of the EMRS and to act as the Drawing and Disbursing Officer of the staff employed in the EMRS, subject to the detailed instructions given in this regard.
- To approve probation and grant confirmation of such employees in EMRS subject to relevant instructions in this regard by NESTS or State EMRS Society.
- To ensure that academic activities are organized properly, particularly with reference to the residential character of EMRSs for a rapid and harmonious growth of the students.
- To take appropriate measures necessary for proper health and hygiene of the School Community.
- To ensure proper planning and implementation of activities relating to Remodeled System of Evaluation for students as prescribed by CBSE/NESTS.
- To draw up and issue necessary standing orders covering all aspects of EMRS administration and to constantly review and update such orders.
- To incur expenditure strictly in accordance with the relevant rules and budgetary allocations and to exercise effective financial control as per the existing directions by NESTS.

- To ensure proper accounting of all funds, stores and equipment, etc., and introduce appropriate checks to avoid any misappropriation, embezzlement, loss or misuse of School money.
- To follow the prescribed procedure and regulations for purchase of various items.
- To conduct physical verification of cash, if any, at least once in a month.
- In view of the residential character of EMRSs, the Principal shall ensure the following;
  - Preparation of plan of action for scheduled and unscheduled visits of Principal, Vice Principal, House Masters, Counselors, Caretaker/Matron and ensuring appropriate reports thereof.
  - Happy atmosphere in the Hostels
  - Review of actions taken on the spot by the officials to resolve the issues/problems of the students in general and the students requiring special attention in particular and reporting to the authorities thereof.
  - Proper maintenance of EMRS buildings, Hostel and Mess.
  - Proper and optimum utilization of all accommodation and other assets of the school.
  - Proper provision of required physical facilities like furniture, water, electricity, utensils, etc., for EMRS Hostel/Mess.
- To provide academic and professional leadership and support to the Staff.
- Preparation of academic time-tables and calendar for School activities.

- To hold periodical staff meetings to review the progress of students in general and students requiring special support in particular and to take suitable remedial measures.
- To maintain cumulative records of the students records and send periodical report to parents.
- To supervise the work of House Masters/ House Mistresses.
- To establish rapport with the schools in the vicinity and provide guidance to schools for improvement of standards and sharing of facilities.
- To organize activities and projects for inculcation of proper values.
- To forward applications to employees of the EMRS for posts outside the EMRS through proper channel as per the guidance of NESTS.
- To implement the instructions and policies of NESTS in respect of curricular and co-curricular activities and to take steps to bring about healthy development of EMRS in all fields.
- To administer EMRS on sound lines and to develop healthy teacher-pupil relationship.
- To be responsible for the proper maintenance of accounts and school records, service-books of teaching and non- teaching staff, returns and statistics as prescribed by NESTS from time to time.
- To look after the welfare of the employees of the EMRS.
- To handle the official correspondence relating to EMRS and to furnish within the prescribed dates all returns and information required by NESTS / State Societies.

- To provide the basic facilities, viz school uniforms, text books, daily use items to the students well before the commencement of the academic session/ month.
- To make all payments of teachers and other staff in time and according to rules communicated by NESTS.
- To make purchase of stores, etc. required for EMRS in accordance with the prescribed procedure, to enter all such stores in Stock Register, to scrutinize the bills and make payment. This activity is to be carried out only as per the guidelines of NESTS.
- To conduct physical verification of EMRS property and stocks at least once a year and to inspect the stock registers occasionally, to ensure their proper maintenance in accordance with the rules.
- To make satisfactory arrangements for supply of drinking water and other facilities for the students and to ensure that the school building and its fixtures and furniture, office equipment, laboratories, play grounds, school garden, etc. are properly and carefully maintained.
- To supervise, guide and control the work of the teaching and non-teaching staff of the School.
- To overall be in-charge of admissions in the EMRS, preparation of school time-table, allocation of duties to teachers, provision of necessary facilities to them in the discharge of their duties and conduct of examinations and tests in accordance with the rules prescribed by the NESTS/CBSE from time to time.

- To plan the year's academic work in advance in consultation with his colleagues and to hold subject committee and staff meetings at least once a month to review the work done during the month, and to assess the progress of the pupils.
- To help and guide teachers and promote their professional growth by actively encouraging their participation in courses designed for in- service training.
- To promote initiative of teachers for self- improvement and encourage them to undertake experiments which are educationally sound.
- To encourage teachers for study of the curriculum and syllabus in use with a view to analyze the objectives of teaching of various topics and adapting instructional programmes, with due regard to inter-subject co-ordination. Such study would be particularly necessary when a new curriculum or syllabus is introduced.
- As an academic leader, shall teach minimum 8 periods per week in the subject of PG / UG degree and will compulsorily handle senior classes. Classes are to be handled in a particular Class and Section and will be responsible for the academic performance of that Class-Section-subject. Handling one period per section per week for many classes is not permitted.
- To ensure that the teacher's diary is maintained in a manner that (i) it helps the teachers in his/her day to day work and (ii) it helps others to understand and appreciate his work.

- To supervise classroom teaching and secure co-operation and co-ordination amongst teachers of the same subject area as well as of other subjects.
- To provide special help and guidance to teachers who are newly entering into the profession.
- To plan and prescribe a regular time-table for the scrutiny of written work and home assignments of students and to ensure that their assessment and corrections are carried out effectively.
- To make necessary arrangements for organizing special instructions for the students according to their need.
- To inform the teachers about the new rating schedule which may be prescribed from time to time for assessing their yearly work. To evaluate their work objectively and also to bring to the notice of the Deputy Commissioner/NESTS meritorious work done or successful experiments undertaken by any teacher to improve the EMRS.
- To organize and co-ordinate various co-curricular activities through the House System or in any other effective way.
- To periodically organize educational excursions after proper planning.
- To develop and organize the library resources and reading facilities in EMRS and ensure that the students and teachers have access to it and use books and journals of established values and worth.

- To encourage the formation of Parent Teachers Meeting (PTM) in order to establish contacts with and secure co-operation of parents/guardians in the activities of the School.
- To send regularly the progress reports of the students to their parents/guardians and to show the answer books of all the examinations to the parents on demand.
- To promote amongst students' physical well-being, high standards of cleanliness and healthy habits, and to arrange medical examination of the students every year
- To sanction increments of all staff of the EMRS excluding Principals in the approved time scale.
- To sanction leave to teachers and non-teaching staff of the EMRS in accordance with the rules laid down by the NESTS.
- To ensure the [safety and security](#) of the students in EMRS campus.
- To carry out the M&R works of the School building and campus.
- To ensure necessary arrangements for conduct of selection test of candidates for admission to EMRS.
- Periodic review of all the activities is to be carried out as per the instructions from NESTS and State EMRS Societies.

**(B) Financial Powers:** The administrative and financial powers of the Principal shall be as circulated by NESTS.

- Any other duty assigned by the State EMRS Society and NESTS.



## **Duties of Vice-Principal**

The post of Vice-Principal in EMRSs is non-vacational. The Vice-Principal shall work under the overall control and guidance of the Principal and will be accountable to him/her for various duties and responsibilities assigned to him / her from time to time.

The following are the various duties and responsibilities attached to the post of Vice-Principal in EMRSs.

### **Academic Duties**

- Preparation Academic Calendar and Institutional Plan. To perform this duty, the Principal will constitute a committee consisting of Vice Principal, PGT (minimum 2) TGT (2), Miscellaneous / Creative Teachers (1), Non-Teaching Staff (1), School Captain, Class Captain (1), Boy (1) and Girl (1), House Captain Boy (1) & Girl (1) and prepare meticulous Institutional Plan based on available human and other kind of resources need of the School and feasibility of the programme. Various points to be covered during preparation of institutional plan & calendar of activities.
  - ❖ Planning & Supervision of Library in the following main areas.
  - ❖ Formation of Library Committee to identify requirement of Library Books, Magazines and News Papers.
  - ❖ Maintenance of Library.
  - ❖ Development of Career Counseling corner, book review corner, New arrival corner.
  - ❖ Computerization of Library.
  - ❖ Availability of various resources in library.

- ❖ Timely procurement of library books, Text books, model papers, sample papers, other resource study materials, etc.
- ❖ Conduct of certain library activities to promote reading habits of students.
- ❖ Supervision & Checking of Home works & Assignments.
- ❖ Regular verification of timely checking of home & class assignments of students by their subject teachers.
- ❖ Recording of observation of checking of class & home assignments in one register.
- ❖ Recording of suggestions given to subject teachers for improvement.
- ❖ Issue instructions to those teachers who do not complete checking of home and class assignments timely and effectively. Ensure timely submission by them.

- **Supervision of Class Room Teaching of the Teachers.**

The following areas need to be supervised.

- ❖ Quality of teaching – learning.
- ❖ Class room control.
- ❖ Use of teaching aids and ICT.
- ❖ Conduct of activities and experiments.
- ❖ Distributions of questions and variety of questions.
- ❖ Proper use of various teaching skills.
- ❖ Physical environment of the class.
- ❖ Motivation, Guidance and counseling of low achievers.
- ❖ Timely remediation of under performers.
- ❖ Use of innovative & creative methods.
- ❖ Use of modern methods of teaching.
- ❖ Any other activity to make teaching -learning effective.
- ❖ Supervision of Preparation of the Examination Papers.

- ❖ Preparation of question papers by the teachers as per split up of syllabus.
- ❖ Preparation of variety of question papers.
- ❖ Level of question papers for all set of students as per CBSE guidelines.
- ❖ Inclusion of HOTS question as per CBSE instruction.
- ❖ Weightage to questions as per CBSE instructions.
- Supervision of Conduct of Tests.
  - ❖ As per guidelines of CBSE.
  - ❖ Variety of tests from oral to written and activity based.
  - ❖ As per requirements of Periodic Written Test and Term Test.
- Preparation of Time Table.
  - ❖ Formation of Time Table Committee.
  - ❖ Preparation of feasible time table for all classes as per parameters of CBSE from class VI to XII as per plan.
  - ❖ Supervision and implementation of Time Table.
  - ❖ Maintenance of Mark Register & Records of Remodelled system of Evaluation.
  - ❖ Supervision of maintenance of marks register and Remodelled system of evaluation records by examination in-charge and concerned teachers.
  - ❖ Regular verification of marks registers and records and recording of other observation along with suggestions given to examination in-charge or subject teachers.
  - ❖ To ensure timely preparation of marks registers, report cards etc. as per CBSE guidelines.

### **Conduct of Practicals.**

Besides all above points, all activity related to maintenance of all labs, use of ICT, simultaneous conduct practicals with theory will also be supervised by the Vice- Principal throughout the session. In case there is problem in

smooth conduct of any activity, the VP will maintain the record of it and submit that to the Principal for further action.

- **Safety and Security of Students** need to be given priority by Vice Principal.
- Take action on the following points under supervision and direction of the Principal and in close collaboration of Principal, House Masters and House Captains.
- Ensure strict compliance of safety precautions in the School and submission of regular reports to Regional Office/ State Society.
- Ensure that Grievance / Complaint Box is properly maintained and timely action taken on the complaints / grievances received.
- Cases of **students' indiscipline** are promptly and effectively handled and appropriate decision taken.
- Supervision and Monitoring of House System.
- Day to day House visit register to record observation during house visit & to provide suggestions for improvement.
- Record of regular interaction of Vice-Principal with students of different Houses.
- Recording of observations about upkeep of the Houses, cleanliness in the Houses, toilets and bathrooms. Display of different information about house related activities, students' creative work, availability of physical facilities, maintenance of discipline among the students, details of sick students & their welfare by Staff Nurse. Development of House garden, inculcation values and life skills among house inmates by House Masters, proper utilization of time by the students during their stay in Houses. To ensure timely reporting of students for different activities by HMs. Timely issue of various daily use, uniform & bedding items, stationary, books and any other important points related to house system like welfare of sick students & regular visit of School doctor and day to day M&R related issues.

- Supervise & monitor the Co-curricular Activities, Sports and Games, NCC, NSS, Scouts & Guides and Other Related Activities by the concerned in-charges as per schedule and impact of these programme on students.
- To ensure that concerned in charge of different activities are providing opportunity to students to participate in maximum number. Every student should be given opportunity to participate in at least 2-3 programmes out of various activities conducted under sports, games NCC, CCA, Scout & Guide club activities etc.
- [Management of School Mess](#) and to exercise powers relating to Mess Management, [Mess Expenditure](#) and day to day matters relating To School Mess.
  - ❖ The Vice Principals will be responsible for the management of the Mess in EMRSs. All the powers related to management, funding and day to day matters will vest with the Vice-Principals. The Vice-Principal will be able to recommend to pass all the mess bills and to incur all the mess expenditure, of course, subject to the limit of amount budgeted for the year. In those EMRSs where the Vice-Principals are acting as In-charge Principals and where the post of Vice-Principal is lying vacant, the Senior Most PGT will function as in-charge of the mess affairs.
  - ❖ For performing the above duties effectively, the Vice-Principal will maintain the following records.
    - Mess Menu.
    - Timely conduct of mess meeting.
    - Changes decided in menu after mess committee meeting conducted every month.
    - Instruction to concerned staff for timely arrangement of materials for mess as per menu.
    - Record to ensure timely duty by HMs, & other teachers during all 3 meals as per schedule.

- ❖ Regular observation of mess activities and suggestion given to Catering Assistant, Mess staff, HMs, and other teachers for maintaining quality of food, cleanliness in mess & dining hall , to ensure discipline among students during all meals , to check wastage of any food item and availability of purified drinking water.
- ❖ Verification of record of special diet for sick students. Verification of maintenance of hygienic condition in toilets & bathrooms attached to mess with the help of concerned staff.
- Verification of development of garden around the mess block.
- Assist the Principal in required purchases for the School including School Mess and other related activities.
- As an academic leader, shall teach minimum 12 periods per week in the subject of PG / UG degree and will compulsorily handle senior classes. Classes are to be handled in a particular Class and Section and will be responsible for the academic performance of that Class-Section-subject. Handling one period per section per week for many classes is not permitted.
- The Vice-Principal shall be compulsorily a member of all the Committees formed at the School level and would also be a co-signatory of the cheques, etc. issued by the Principal.
- To look after the physical upkeep and cleanliness of the school and proper maintenance of property and stock. Assist the Principal in conducting physical verification of school property for its careful and proper maintenance.
- To exercise certain specific administrative powers assigned to him when the Principal is either on leave or away from the School on duty.
- Any other duty assigned by the Principal, State EMRS Society and NESTS.

## **Duties of Accountant.**

The Accountant, **as the supervisory head of the EMRS's office**, will be mainly responsible for its proper organization and smooth and efficient functioning and he will work directly under the Principal. The Accountant will be mainly responsible for the following: -

- For proper organization of the office, delegation and balanced distribution of work amongst clerical staff of the School.
- To maintain strict discipline in the office.
- To supervise the work of the office staff under him.
- To keep all confidential files and documents under the safe custody.
- To issue necessary orders and instructions w.r.t. the directives from NESTS/ Societies/Principal
- To maintain personal files of the school staff and of the students in Physical and soft forms.
- To keep office files, registers, records, etc. properly and in safe custody.
- To ensure Proper filing, indexing and updating of Rules and of orders issued by the NESTS and its Regional Offices/Societies.
- To ensure compliance over timely submission of accounts, audit observation, reports and returns prescribed by the NESTS/State EMRS society office.
- To ensure that subsequent orders and instructions, or amplifications issued by the Principal from time to time, are kept in a separate file, and amendments to office orders are issued as and when necessary.
- To ensure maintenance of stock and account register in respect of all the stores, furniture and equipment of the School.
- To make arrangements for proper security of the School building and its assets.
- To observe proper procedure in the matter of purchase, accounts, maintenance of record, etc.

- To ensure prompt and timely action towards correspondence pertaining to administrative arrangements made for dispersal of students, proceeding on vacation and for their reception in the school on return from vacation.
- To arrange bulk purchase of office stationery as per the guidance issued by NESTS and ensure that the stationery purchased is correctly received and accounted for in the stationery ledger. He will also maintain proper record of the issue of stationery to various branches.
- Proper and regular maintenance of accounts of the Schools in the manner prescribed and to get them audited.
- To assist the Principal in procurement and purchase of furniture, Hostel equipment, etc. as per the approved norms.
- To maintain and supervise payment of outstanding bills.
- To assist the Principal in preparation of quarterly reports pertaining to court cases, etc.
- To forecast the requirement of Schools for purchase of items, store fixed asset items and arrange to procure in a logical manner to avoid wastage of expenditure at the close of the year.
- To make arrangement for proper storage and safe custody of all cash (if any), stores and equipment as well as other valuable documents.
- To carry out periodical checks, including surprise check and verification of cash, stores and accounts.
- To rectify accounting mistakes and procedural irregularities, if any, detected in the School accounts.
- To ensure preparation and submission of monthly reconciliation of bank statement, Annual Account Statement, etc. to the Principal for his approval.
- To maintain all relevant registers and accounting documents auditable or otherwise, in the School.



- To assist and advise to the Principal in the matters connected with accounts, stores, administration, etc.
- Besides exercising supervisory control of the Schools Offices and giving necessary advice to the Principal in Admn. / Financial matters, the Accountant will also be responsible for the preparations, proper maintenance and upkeep of the following office/accounts records:
  - Service Books, personal files and leave accounts of the School staff.
  - Maintenance of all correspondence files on administrative matters as well as purchases, etc.
  - Preparation of School budget.
  - Preparation of School monthly and annual accounts.
  - All account registers required to be maintained including Asset Register and Property Register.
  - Stamp and dispatch account.
  - Timely remittance of all deductions, with schedules to NESTS, various departments.
  - Payment of L.S./P.C. and obtain refund of salary paid to deputationists.
  - Timely submission of all returns prescribed by Regional Offices/Hqrs.
  - Maintenance of logbook of the vehicle and maintenance and repairs of the vehicles, if already available.
- Any other duty assigned by the Vice Principal and Principal.

## **Duties of Staff Nurse**

- Staff Nurse shall be in-charge of first aid and sick room of the EMRS and shall look after its maintenance.
- She will assist the Medical Officer during his/her visit to the EMRS and carry out instructions given by him/her with regard to the treatment of the sick students, if any.
- She will maintain a record of all the children who report sick and the treatment given to them, if any.
- In the event of a child requiring specialized medical treatment, the Staff Nurse shall immediately inform the Principal and arrange for treatment.
- Staff Nurse shall keep a record of medicine purchased and administered to the children of the School. For this purpose, a register containing the details of medicines purchased and issued shall be maintained by him/her which should be counter-signed by the Principal periodically.
- Staff Nurse shall also visit the School Mess daily to guide the staff to maintain proper hygienic conditions in and around the dining hall and dormitories and to give suitable dietary instructions in case of sick students.
- She shall be the ex-officio member of the Mess Committee of the EMRS.
- She will take care of all cleanliness in the EMRS premises including hostels.
- She shall report to the Principal everyday and brief about the status of sick students and quality of food in mess.
- She shall maintain a regular clinic with necessary first aid.
- She will taste the food for whether it is fit to be served to the students before serving the same to the students.
- She shall carry out any other duty assigned by the Principal.

## **Duties of Catering Assistant**

- To manage the Mess of the EMRS under strict hygienic conditions.
- To formulate daily menu considering local conditions / customs / tastes / cuisine/ availability as per the direction of State EMRS Society / NESTS.
- To provide special diet (as recommended by Nurse/Medical Officer) to sick children.
- To prepare and submit requisitions of provisions for Mess to the Principal/competent authority.
- To assist in the procurement of provisions as per laid down purchase procedure.
- At the time of taking delivery of material purchased, he should ensure that the material received are counted, measured or weighed, as the case may be. He should also ensure that the quantities received are correct. Their quality is good and they are according to approved specifications.
- To prepare the [Daily Consumption Report](#) (DCR) and monthly report and submit to Vice Principal and Principal.
- To exercise utmost economy and ensure that wastage of food is reduced to minimum.
- To assist maintenance of mess stock/stock register and issue register.
- To receive and issue provisions, to cooks as per the menu and the number of dining members.
- To supervise cooking and to inspect preparation before they are served.
- To put up list of consumable /non consumable items for writing off as per rules.
- To look after maintenance of Mess, Dining Hall, utensils, cutlery, crockery, etc.
- To look after cleanliness of Mess and its surroundings.
- To assign duties to Mess staff with the approval of the Vice-Principal / Principal and supervise their working.

- To keep a watch on discipline and turn out of mess staff.
- To arrange periodic medical checkup of the mess staff and maintaining such records.
- Catering Assistant will be the Member Secretary of the School Mess Committee and will call monthly meetings of the committee and maintain its records.
- To perform any other duty assigned by the Vice- Principal and Principal.

### **Duties of Senior Secretariat Assistant(SSA)**

- SSA will be responsible to handle cash( if any) and to maintain the ledgers and cash book.
- Maintenance of Cash book of the EMRS Accounts (Main and Petty) and vouchers files and reconciliations of entries i.e. Cash Book with the Bank.
- Preparation of yearly ledger accounts of the EMRS.
- Maintenance of Mess Account of the EMRS.
- Stock registers and submission of annual verification report to RO.
- Preparation of Pay bills, etc.
- Will provide necessary assistance (administrative, secretarial and typing) to the Principal and Accountant in discharge of their duties.
- SSA will also keep and maintain the office records viz. files, registers etc. properly in the manner, as directed by the Accountant/Principal.
- SSA will work under the direct guidance and supervision of the Accountant.
- Any other duty assigned by the Vice Principal and Principal.

### **Duties of Junior Secretariat Assistant(JSA)**

- Typing.
- Filing work and maintenance of files and records.
- Diary and dispatch.
- Maintenance of store including the mess (if mess is run by EMRS)
- To maintain stock register with proper entries on regular basis for each item of store.
- To prepare indents in respect of all consumable and non-consumable items of stores required for EMRS, hostel, Mess, Staff Quarters, etc.
- To maintain files for procurement of stores and submission of proposals thereof for approval.
- To procure and distribute of stationery items and other items of stores.
- To submit proposals for condemnation of unserviceable items of store for its write off.
- To submit proposals for disposal of condemned articles through auction, etc. and maintenance of the [Condemnation Register](#).
- At the time of taking delivery of the material purchased, he shall ensure that the materials received are counted, measured or weighed, as the case may be. He should also ensure that the quantities received are correct, their quality is good and they are according to approved specifications.
- To get verified the stores physically from Physical Verification Committee once in a year.
- Any other duty assigned by the Accountant/Vive Principal/Principal.

## **Duties of Laboratory Attendant**

- Cleaning of laboratory and dusting of its furniture.
- Maintenance of laboratory furniture
- Maintenance of Botanical Garden, Aquarium, etc. in the EMRS.
- Cleaning, setting and arranging of apparatus in the laboratory under the guidance of concerned teacher.
- Carrying the apparatus to classroom as required by the concerned teacher.
- Minor repairs of apparatus.
- Collecting material for practical work.
- Making local purchases for School laboratory as directed by the concerned authority.
- Helping the teachers in the maintenance of proper stock registers of the laboratories.
- Reporting of any accidental damage or loss of apparatus to the in charge of the laboratory.
- Making arrangements for the functions, exhibitions, etc. organized in the School under the guidance of the concerned in charge.
- Assisting examination in-charge in the School during examination days.
- Maintenance and updating of [Lab Logbook\(Register\)](#).
- Whenever laboratories are closed or there is no work in the laboratories, the Laboratory Attendant will be attached with the Administrative Office of the EMRS so that their services can be utilized for miscellaneous work of the School.
- Any other work assigned by the Principal of the School.