

**Inter College laboratory skill training programme for
 Assistants/Attendants in the Chemical and Life Science Laboratories
 PROGRAMME SCHEDULE
 (Day 1, 27th November 2019)**

9:30 a.m. Registration (Desk in front of principal's office)

10:00 a.m.-11:00 a.m. Inaugural (Auditorium)

11:30 a.m. High Tea (Hawa Mahal)

11:30 a.m. Zoology Department

Sessions and Resource Persons			
Time	Session I	Session II	
		Buffer Preparation	Preparation of media and aseptic conditions in microbiology laboratory
		Dr. Jitendra K Chaudhary Dr. Parul Kulshreshtha Dr. Neetu Singh	Dr. Aeshna Nigam Dr. Ankita Dua
11:30 a.m. - 12:15 p.m.	BATCH 1	BATCH 2	
12:15-1:00 p.m.	BATCH 2	BATCH 1	
1:00 -2:00 p.m.	LUNCH BREAK		
	Session III	Session IV	
	Instrumentation: Colorimeter & Spectrophotometer Care and Handling	Museum Keeping	
	Dr. Deepika Yadav Dr. Tarun K Vats Dr. Rakesh Roshan	Ms. Nimita Kant Dr. Nidhi Garg	
2:00 -3:00 p.m.	BATCH 1	BATCH 2	
3.00 p.m. onwards	BATCH 2	BATCH 1	

(Day 2, 28th November 2019)

Venue : Computer Lab 3

Sessions and Resource Persons	
Time 10:00-11:00 AM	Session I
	Computer Applications in Office Work
	Computer Department: Mr. Ratan
	WHOLE BATCH
11:00-11:30 AM	TEA BREAK
11:30 AM-1:00 PM	General Office Rules and Regulations
	A.O.(Administration) : Mr. Hemant Lamba
	WHOLE BATCH
1:00-2:00 PM	LUNCH BREAK
2:00 PM-3:30 PM	General Office Rules and Regulations
	A.O.(Account) : Mr. Parveen Kumar
	WHOLE BATCH

Department of Chemistry
(Day 3, 29th November 2019)

Sessions and Resource Persons					
Time	Session I	Session II	Session III	Session IV	Session V
	Calibration of Instruments and Glasswares: Topic- Pipette, Burette, Thermometer etc.	Organic Practical Apparatus Arrangement: Topic- Distillation Apparatus & TLC	Preparation of Solutions: Topic- Normal, Molar Solutions etc.	Volumetric Analysis: Topic- Titrations, indicators	Instrumentation: Topic- pHmeter, potentiometer, colorimeter, conductometer
	Dr. Anil Kr. Aggarwal, Mr. Deepesh Singh, Dr. Uma Narang	Dr. Bhaskar Mohan Kandpal, Dr. N. G. Giri, Dr. Pooja Saluja, Dr. Pallavi Agarwal	Dr. Manjula Singh, Dr. Neena Khanna, Mr. Narinder Kumar, Dr. Sunil Yadav	Dr. Rahul Singhal, Dr. Shilpa Jain, Ms. Priyanka Kumari	Dr. P. K. Sahu, Dr. Rajni Kanojia, Dr. Vandana Katoch, Dr. Richa Arora
9:30-10:30 AM	BATCH 1	BATCH 2	BATCH 3	BATCH 4	BATCH 5
10:30-11:00 AM	TEA BREAK				
11:00 AM-12:00 PM	BATCH 2	BATCH 3	BATCH 4	BATCH 5	BATCH 1
12:00 PM-1:00 PM	BATCH 3	BATCH 4	BATCH 5	BATCH 1	BATCH 2
1:00-2:00 PM	LUNCH BREAK				
2:00 PM-3:30 PM	BATCH 4	BATCH 5	BATCH 1	BATCH 2	BATCH 3
3:30 PM	BATCH 5	BATCH 1	BATCH 2	BATCH 3	BATCH 4

**Department of Biochemistry
(Day 4, 2nd December 2019)**

Sessions and Resource Persons				
Time	Session I	Session II	Session III	Session IV
		Sterilization Techniques: Autoclave, Operating the Laminar Hood. Hands on practice for operating Oven, Incubator & Microwave for laboratory work.	Ion Exchange Chromatography	Agarose gel Electrophoresis
	Dr. Rashmi Wardhan Dr. Renu Baweja	Dr. Darshan Malik	Dr. Jayita Thakur	Dr. Sunita Singh
9:30-11:00 AM	BATCH 1	BATCH 2	BATCH 3	BATCH 4
11:00- 11:15 AM	TEA BREAK			
11:15 AM- 1:00 PM	BATCH 2	BATCH 3	BATCH 4	BATCH 1
1:00-2:00 PM	LUNCH BREAK			
2:00 PM- 3:30 PM	BATCH 3	BATCH 4	BATCH 1	BATCH 2
3:30 PM	BATCH 4	BATCH 1	BATCH 2	BATCH 3

**Department of Botany
(Day 5, 3rd December 2019)**

Sessions and Resource Persons				
Time	Session I	Session II	Session III	Session IV
		Microscopy: Introduction to Microscopy, use and Maintenance. Preparation of Slides	Pipette and Micropipette: Use and maintenance of Pipettes and Micropipettes	Staining: Stains: Uses and preparations
	Dr. Anuradha Mal Dr. Prabhavati Dr. Seema Talwar	Dr. Anita Kapur Dr. Kiran Bamel Dr. Divya Mohanty	Dr. Vijay Kumar Dr. Pratima Sardar Dr. Nupur Mondal Dr. Anurag Maurya	Dr. Smita Tripathi Dr. Misha Yadav Dr. Devender S. Meena
9:30-10:30 AM	BATCH 1	BATCH 2	BATCH 3	BATCH 4
10:30- 10:40 AM	TEA BREAK			
10:40 AM- 11:40 AM	BATCH 2	BATCH 3	BATCH 4	BATCH 1
11:40 AM- 12:40 PM	BATCH 3	BATCH 4	BATCH 1	BATCH 2
12:40-1:40 PM	BATCH 4	BATCH 1	BATCH 2	BATCH 3
1:40-2:40 PM	LUNCH BREAK			

Valedictory 2:40 p.m. onwards in Auditorium