

Dear Head of Department/Unit/Centre
Kindly circulate this flyer among your technical officers.
Director/SDC



Staff Development Centre

Union Complex, University of Jaffna

Website: www.jfn.ac.lk/sdc

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Phone(Office): 021 2225924

Announcement

Workshop on Laboratory Management

- | | |
|-----------------------------------|---|
| Objective | <ul style="list-style-type: none">• To manage laboratories in effective and efficient ways |
| Contents | <ul style="list-style-type: none">• Laboratory Ethics, Staff discipline and List of duties such as<ul style="list-style-type: none">- management of laboratory funds- procurement of laboratory equipment and consumables (calling, scheduling quotations and preparing indent)- repair and maintenance of equipment- maintenance of consumable- design and fabricate teaching aids- record maintenance of inventory items- ensuring laboratory safety- keep tracking on maintenance of their departmental buildings |
| Resource Persons | <ul style="list-style-type: none">• Mr.C.Arunagrinathan, Rtd. Chief Technical Officer in Botany• Mr.A.Sivakumaran, Rtd. Staff Technical Officer in Physics• Mrs.K.Sritharan, Chief Technical Officer in Biochemistry |
| Target group | <ul style="list-style-type: none">• Technical officers in Laboratories |
| Intended Learning outcomes | <ul style="list-style-type: none">• Participants would be able to update their knowledge / understand the Laboratory Ethics, Staff discipline and List of duties. |
| Registration | <ul style="list-style-type: none">• Please fill the online form by visiting the website of SDC, www.jfn.ac.lk/sdc and submit same on or before 29.06.2015 |
| Venue | <ul style="list-style-type: none">• July 2 & 3, 2015 (Thursday & Friday), 8.30 am – 12.30 pm |
| Date & Time: | <ul style="list-style-type: none">• Mini-Auditorium, Dept. of Physics (2nd floor) & Laboratories
(Above the office of Dean/Science) |

Director