


Administrative Staff

Employee Name	Ms. Vidhi Sheth	
Designation	Laboratory Assistant	
Email	la1-gsp@gtu.edu.in	
Qualification	M. Sc. (Microbiology)	
Joining Date	13 th October, 2021.	

Job Description	<p>1. Sample Preparation: Collect, label, and prepare samples for analysis. Store samples properly to maintain their integrity. Conduct Routine Tests and Experiments.</p> <p>2. Perform routine lab tests and experiments under supervision. Record data from experiments and report findings.</p> <p>Equipment Maintenance and Calibration:</p> <p>3. Manage and track laboratory supplies and materials, ensuring that stocks are replenished as necessary. Order new supplies when needed.</p> <p>Data Entry and Record Keeping:</p> <p>4. Accurately document all experimental results, sample details, and other lab-related information. Maintain detailed logs and records for future reference.</p> <p>5. Follow all health and safety regulations in the laboratory. Dispose of hazardous materials correctly and keep the lab environment clean and safe.</p> <p>6. Assist Senior Staff: Assist in setting up laboratory equipment and preparing the workspace for experiments.</p> <p>7. Perform quality control checks to ensure accurate results and compliance with standards.</p> <p>8. Monitor test procedures for accuracy and precision.</p>
------------------------	---

**Training /
Workshop /
Seminar Details**

- One day project fold-scope microscope making at sadra, Gandhinagar.
- Study an anticancer compound through a cell line studies.
- 3 days cell line Training at GTU-AIC.
- Resource Person in 1 Month Program on anticancer activity.
- Two Days Training Program on Laboratory Management.
- Attending the QCI training for NABL certification based on 17025:2017.
- Attending the NIPER training on LC-MS/MS QTOF, LC-MS/MS, LC-MS/MS Orbitrap.
- Attending the 3 days International conference in Dr. Subhash university, Junagadh Dated on :17-07-2024 to 19-07-2024.

GUJARAT TECHNOLOGICAL UNIVERSITY

SCHOOL OF PHARMACY