

## BIO DATA



**Name** : P. Selvaraj  
**Designation** : Lab Technician  
**Department** : Mechanical Engineering  
Attached to Lab : Manufacturing Technology  
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**Email** : [rajarajb@gmail.com](mailto:rajarajb@gmail.com)  
Date of Birth : 31.12.1960  
Date of Joining at RIT : 05.06.2013  
**Mobile Number** : 9500437230

### 1. Educational Qualification

Degree/Dipolma	Specialization	Institute	Year of Passing
ITI	Turner Trade	Government ITI, Selam	1981
Continues Education Program	Auto CAD -2006	Govt. Polytechnic College, Nagarcoil	2008
Continues Education Program	CNC-Machine Programming	Sankar Polytechnic College, Tirunelveli	2008

### 2. Industry/Professional Experience : (in chronological order)

S.No.	Designation	Institution/Organization	Period	
			From	To
1.	Lab Technician	Ramco Institute of Technology,Rajapalayam	05.06.2013	Till Date
2.	Lab Technician	PET Engineering College, Valliyur	04.09.2000	31.05.2013
3.	Work shop Instructor	Gomathi Ambal polytechnic Maliyadikuruchi, Sankarankovil	28.07.1993	18.11.1999
4.	Machine Operator	Newton Engineering Enterprises, Bombay	10.01.1987	16.06.1993
5.	Turner	Ganesha finishing equipment PVT. Ltd, Houser	10.08.1983	23.09.1986
6.	Apprentice	Test tool company limited, Coimbatore	28.07.1982	27.07.1983

### 3. Short term Courses / Seminars / Workshop/ Development Training program Attended:

S.No.	Title of Event	Organized by	Date	
			From	To
1.	Troubleshooting, Debugging and Designing Skills	Ramco Institute of Technology,Rajapalayam	04.03.2024	08.03.2024

2.	Life skill development	Ramco Institute of Technology,Rajapalayam	07.09.2023	15.09.2023
3.	Office Process Automation	Ramco Institute of Technology,Rajapalayam	03.01.2023	04.01.2023
4.	Energy management in home	Ramco Institute of Technology, Rajapalayam	17.12.2022	-
5.	Hands on training virtual laboratory under IITM PALS Mechanical experiments	Ramco Institute of Technology,Rajapalayam	07.08.2020	-
6.	Hands on training virtual laboratory under IITM PALS civil experiments	Ramco Institute of Technology,Rajapalayam	03.08.2020	-
7.	Hands on training: metal spinning lathe, MIG Welding, Gear Hobbing & CMM	Ramco Institute of Technology,Rajapalayam	10.12.2018	11.12.2018
8.	Happy workplace	Ramco Institute of Technology,Rajapalayam	28.06.2018	-
9.	Two day workshop for lab technician on CNC Turning and milling	Ramco Institute of Technology,Rajapalayam	08.12.2017	09.12.2017
10.	Hands on training: Engineering Simulation using ABAQUS	Ramco Institute of Technology,Rajapalayam	15.06.2017	17.06.2017
11.	Renewable Energy- Energy for Future	PET Engineering College, vallioor	18.08.2006	-

#### 4. Short term Courses / Seminars /Workshop/Development Training program Assisted:

S.No.	Title of Event	Organized by	Date	
			From	To
1.	ESVC JUNIOR	Ramco Institute of Technology,Rajapalayam	02.02.2020	-
2.	Techyuga'17 Workshop	Ramco Institute of Technology,Rajapalayam	12.08.2017	13.08.2017

#### 5. Online Courses

S.No.	Course Title	University	Date	
			From	To
1.	Office Process Automation	Ramco Institute of Technology, Rajapalayam	03.01.2023	04.01.2023
2.	Excel skills for business: Essentials	Coursera	-	10.07.2020
3.	Grammar and punctuation	Coursera	-	28.07.2020
4.	Latex for students, engineers, and scientists	edx	-	30.09.2020

#### 6. Additional responsibilities:

- Preparing and setting up equipment and instruments for experiments.
- Troubleshooting and resolving issues that arise during experiments.
- Ensuring adherence to safety protocols and guidelines.

- Maintaining a clean and organized workspace.
- Calibrating and maintaining laboratory equipment.
- Collaborating with colleagues and researchers on projects such as MSME-  
Musa Holder, IIT Rutag- Groundnut Pod Separator Machine, TIFFAN Vehicle 2023,  
Onion Segregations Machine

**Preparing Experiments:**

- Reviewing experimental protocols and procedures.
- Gathering and organizing required materials and equipment.

**Setting Up and Calibrating Equipment:**

- Setting up laboratory instruments and equipment for experiments.
- Calibrating instruments to ensure accurate measurements.
- Performing routine maintenance and basic troubleshooting of equipment.

**Conducting Experiments:**

- Following standard operating procedures (SOPs) for experiments.
- Performing tests and measurements accurately and precisely.
- Recording data, observations, and results in a detailed manner.

**Lab Safety and Cleanliness:**

- Adhering to safety protocols and guidelines at all times.
- Properly disposing of hazardous waste materials.
- Maintaining a clean and organized workspace.

**Documentation:**

- Recording detailed notes of procedures, observations, and results.
- Maintaining accurate and up-to-date laboratory records.
- Creating and updating inventory lists for supplies and materials.

**Stock Register:**

- Maintain an accurate inventory of lab supplies, accessories and materials
- Regularly update the stock register.
- Coordinate with procurement to ensure adequate stock levels for ongoing experiments

**Work contribution**

- Power house department assessment work contribution
- Plumbing related work purifier stand & welding cutting plumbing work contribution
- Boys hostel shed related work contribution
- Gardeners & sweepers hand tools and repair work contribution
- Exam cell Anna University Hall checking duty
- Monitoring Duty
- College gate and way board making windows repair work all college campus work  
Contribution extra fitting work all department.
- College extra activities like admission Programme “what next” contribution.
- Institute level programs/Events seating arrangement & food services.
- Transport related repair work.
- Computer Department Network Rack Stand making all over college work contribution
- Physical Department cricket post, hand ball, volleyball post, tennis post and net practices  
post etc.,