

## **DUTIES AND RESPONSIBILITIES OF THE RESEARCH ASSISTANTS**

1. To take steps for the collection of Manuscripts/records/publications/paper cuttings/photographs etc. connected with Great Poets like Bharathiar /Bharathidasan etc. and proper storage and preservation.
2. To make available all the materials connected with Great Poets like Bharathiar /Bharathidasan etc. to the scholars who visit the Centres for study purpose.
3. To prepare notes/take recordings/video graphs of the work on all the Poets of this Union Territory from various sources and preserve them.
4. To be overall incharge of the Museum collections & display.
5. The Research Assistants should ensure proper upkeep and maintenance of the Memorial Museum.
6. To take steps for the improvement of the Research Assistant Centre and to send proposals for spending of the amount in the Plan/Non Plan side of the centres.
7. They will have to follow the instructions issued from time to time by the Department of Art & Culture.