



# CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY

An Autonomous Institute | Affiliated to Osmania University  
Kokapet Village, Gandipet Mandal, Hyderabad, Telangana-500075, [www.cbit.ac.in](http://www.cbit.ac.in)

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COMMITTED TO  
RESEARCH,  
INNOVATION AND  
EDUCATION

47  
years

## DEPARTMENT OF MCA

S.No	MCA Labs	Lab Incharge	Roles & Responsibilities
1	MCA Lab- I	Dr. M. Ramchander Asst. Professor, Dept. of MCA	<ol style="list-style-type: none"><li>1. Schedule the lab timetables</li><li>2. Ensure the proper working of lab systems. In case of any system failure the matter is to be taken up with the system Engineer.</li><li>3. Maintain and update lab Stock Register</li><li>4. Periodical upgradation of the systems by submitting the indents.</li><li>5. Purchasing lab supplies</li><li>6. Handle documents related to purchase, bills, stock register etc and must ensure that all information and data collected in the lab is kept safe.</li></ol>
2	MCA Lab -II	Mr. P. Rambabu Asst. Professor, Dept. of MCA	<ol style="list-style-type: none"><li>1. Schedule the lab timetables</li><li>2. Ensure the proper working of lab systems. In case of any system failure the matter is to be taken up with the system Engineer.</li><li>3. Maintain and update lab Stock Register</li><li>4. Periodical upgradation of the systems by submitting the indents.</li><li>5. Purchasing lab supplies</li><li>6. Handle documents related to purchase, bills, stock register etc and must ensure that all information and data collected in the lab is kept safe.</li></ol>