

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)
Department of Information Technology

IT-Laboratories Incharges

Dt. 16-02-2023

L-Block

Sl. No.	Name of the Lab	Room Number	Lab In-charge	Programmer / Operator
1	Machine Learning Lab (IT Lab-1)	L-103	Ms. K. Swathi	Ms. K. Madhavi
2	ES & IoT Lab (IT Lab-2)	L-104	Mr.V.Santhosh	Ms. T.Vijaya
3	Distributed Systems Lab (IT Lab-3)	L-106	Dr.Ramu Kuchipudi	Mr.Mallela Kishore
4	Full Stack Development Lab (IT Lab-4)	L-107	Ms.T.Satya Kiranmai	Mr. Y. Srikanth Reddy
5	Big Data Analytics Lab (IT Lab-5)	L-108	Dr.B.Veera Jyothi	Ms.B.Kavitha
6	Data Science Lab (IT Lab-6)	L-109	Mr.K.Gangadhara Rao	Mr.G.Venkata Kishore



Head, IT Department

Head Dept. of IT
CBIT, Hyderabad

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Roles and Responsibilities of Lab In-charges

1. To prepare a budget proposal and plan for the procurement of equipment / software for the coming academic year well in advance in coordination with the Lab Programmer / Operator.
2. To find out the requirement for consumables for the laboratory and procure the same before the start of every semester.
3. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary procedure to purchase.
4. To ensure lab maintenance and readiness of the lab for performing the experiments / Programs.
5. Lab In-charges are required to well maintain the lab and plan & execute for repairing of equipment.
6. Equipment safeguarding and following safety protocols during sessions.
7. Raise the indent for new requirements to cater the latest lab requirements.
8. To maintain the Stock Register.
9. Maintenance of Log Register and Lab Maintenance Registers in the concerned Lab.
10. To ensure that Servicing of Air Conditioners / Other Electrical Equipment is done every year.
11. To see that all systems in the lab are ready with the required software and working in good condition so that each batch has ample opportunity to complete practical's satisfactorily.
12. Lab In-charges should display (i) List of Equipment and software with cost (ii) List of Experiments (iii) Lab Timetable (iv) Names of Lab In-charges / Programmer etc on the Lab Notice Board.
13. To Display Do's & Don'ts in the Lab
14. Any other duty assigned by the HOD / Principal from time to time.



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