

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A), HYDERABAD- 75

DEPARTMENT OF MCA

S.No	MCA Labs	Lab Incharge	Roles & Responsibilities
1	MCA Lab- I	Dr GNR Prasad	<ol style="list-style-type: none">1. Schedule the lab timetables2. Ensure the proper working of lab systems. In case of any system failure the matter is to be taken up with the system Engineer.3. Maintain and update lab Stock Register4. Periodical upgradation of the systems by submitting the indents.5. Purchasing lab supplies6. Handle documents related to purchase, bills, stock register etc and must ensure that all information and data collected in the lab is kept safe.
2	MCA Lab -II	Mr.M.Kalidas	<ol style="list-style-type: none">1. Schedule the lab timetables2. Ensure the proper working of lab systems. In case of any system failure the matter is to be taken up with the system Engineer.3. Maintain and update lab Stock Register4. Periodical upgradation of the systems by submitting the indents.5. Purchasing lab supplies6. Handle documents related to purchase, bills, stock register etc and must ensure that all information and data collected in the lab is kept safe.