



**CHAITANYA BHARATHI
INSTITUTE OF TECHNOLOGY (A)**

Kokapet(Village), Gandipet, Hyderabad, Telangana-500075. www.cbit.ac.in



ISO Certified
9001:2015

COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

44
years

Department of Physics

Laboratory Details

Academic Labs.

S.No.	Name of the lab	Faculty incharge	Lab Asst/Lab Technician	Lab Attender/ supporting staff
1.	Physics Lab	Dr. M. Subhadra	Sri. S. Narasimha Reddy	Attender-1
2.	Optics Lab	Dr. S. Shravan Kumar Reddy	Sri. S. Narasimha Reddy	Attender-2
3.	Semiconductor Physics Lab	Dr. Y. Srinivasa Reddy	Sri. S. Siva Kumar	Attender-3
4.	Electricity & Magnetism Lab	Sri. G. Nataraju	Sri. S. Siva Kumar	Attender-3

Research Labs.

S.No.	Name of the lab	Faculty incharge	Lab Asst/Lab Technician	Lab Attender/ supporting staff
1.	Radiation Assessment Lab	Dr. K. Vinay Kumar Reddy	-	-
2.	Functional Materials Lab	Dr. S. Shanmukha Rao Samatham	-	-

Head, Department of Physics

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY

DEPARTMENT OF PHYSICS

LABORATORY MANUAL FOR STAFF

Roles and Responsibilities of lab Incharge:

- Ensuring the readiness of the lab experiments as per the curriculum.
- Monitor the working condition of equipment and scheduling the lab time table accordingly.
- Identification of lab equipment as required.
- Effective management in the operation and safety of lab.
- Preparation of the standard observation data for each and every experiment.
- Any other duty/responsibility assigned by the HoD/Principal from time to time.

Roles and Responsibilities of Lab Assistants:

Before an experiment, laboratory assistants should keep ready proper experimental set up. Afterward, they ensure the equipment is clean and maintain the lab well. She/he should be helpful during the experiments that are carried out by the students as part of the course. Also responsible for proper book keeping and maintenance of the records (log book, breakage registers, etc).

Perform laboratory tests in order to produce reliable and precise data to support scientific observations of the students

- Carry out routine tasks accurately and following strict methodologies to carry out analysis.
- Construct, maintain and operate standard laboratory equipments, for example electronic circuit boards, Newton's rings etc.
- Ensuring the cleanliness and serviceable condition of the equipment.
- Record, and interpret the observed results and present to the faculty in charge within stipulated time.
- Ensure the laboratory is well-stocked and resourced and that equipment is labeled.
- Keep updated with technical developments related to the lab equipment.
- Follow and ensure strict safety procedures and safety checks.
- Assist the respective Lab In-charge for smooth functioning of the laboratories.
- In coordination with the respective Lab In-charge, lab assistants are required to report matters, like maintenance/repairing, theft, damage etc. to the HOD.

- Lab Assistants in coordination with Lab In-charge should display
 - (i) Vision and mission of the institute and the department.
 - (ii) Course Objectives of the lab courses.
 - (iii) List of Experiments
 - (iv) List of Equipments with cost
 - (v) Lab Time Table
 - (vi) Names of Lab In-charge/Lab Assistants etc. on the Lab Notice board.
- Any other assignments as directed by the HOD/Principal.

Roles and Responsibilities of Lab Technician:

- Setting of laboratory equipment or apparatus necessary for smooth conduction of experiments.
- Should ensure that all equipments are well maintained and ready for use.
- Should also make sure that equipments meet the experimental standards set by the faculty in charge.
- Should able to handle lab experiments and assist faculty and students during lab sessions.
- Maintain stock register, breakage and issue of component registers and should be updated regularly.
- Maintain the files related to purchase of lab equipment.
- Enforce lab policies practices and safety standards.
- Must be able to handle MS-office related software.

Roles and Responsibilities of Lab Attender:

- Must clean the lab every day and dust the equipment after every lab session.
- Must provide facilities like drinking water to staff and students.
- Must take care of lost belongings of students and should intimate to the concerned faculty.
- Must be available before commencement of lab session.
- Must assist lab assistant during lab sessions.



Head, Department of Physics