

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

LAB INCHARGES

Date 22.02.2023

S.No	Lab Name	Lab Incharge	e-mail	Phone No.
1	Lab-1	Smt. G.Shanmukhi Rama	shanmukhi.rama_cse@cbit.ac.in	9949438284
2	Lab-2	Smt. Ch.Vijaya Lakshmi	vijayalakshnich_cse@cbit.ac.in	9603546322
3	Lab-3	Smt. G.Mamatha	gmamatha_cse@cbit.ac.in	9491870706
4	Lab-4 (M.Tech)	Smt.K.Mary Sudha Rani	kmarysudha_cse@cbit.ac.in	9553404801
5	Lab-5	Smt. T.Suvarna Kumari	suvarnakumari_cse@cbit.ac.in	9493015349
6	Lab-6	Smt. E.Kalpana	ekalpana_cse@cbit.ac.in	9989843690
7	Lab-7	Smt. K.Spandana	kspandana_cse@cbit.ac.in	8008205212
8	Lab-8	Smt. P.Vimala Manohara Ruth	vimalamanohararuth_cse@cbit.ac.in	9849853963
9	Lab-9	Smt. G.Kavita	gkavita_cse@cbit.ac.in	9885117207
10	Lab-10	Dr. G.Jaya Rao	gjayarao_cse@cbit.ac.in	8330976052
11	Lab-11	Sri. B.Sateesh	bsateesh_cse@cbit.ac.in	9866801591
12	Lab-12	Dr. G.Kiran Kumar	gkiran_cse@cbit.ac.in	9440759766
13	Server room	Sri. E.Sanjeeva Reddy	sanjeevareddy_syseng@cbit.ac.in	8919610190


Head, Dept. of CSE

Professor and Head Department
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Department of Computer Science and Engineering

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.

