

### He/she is responsible for

1. To maintain the Dead Stock Register and Consumable Registers.
2. To find out the budget for support costs and also requirements of consumables, hardware, software well before the commencement of semester for the laboratory and requisition for consumables shall be submitted to the HoD through lab in charge faculty member, who in turn shall verify the same and forward to the Principal for necessary action procure the same, before the start of every upcoming semester.
3. Lab Assistants in coordination with Lab In-charge should display
  - a. List of Equipments/software with cost
  - b. List of Experiments
  - c. Lab Time Table
  - d. Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board
  - e. Arranges to display the laboratory schedule in prominent place to notify students
4. Verify the infrastructure facilities in the laboratory and prepare a report for the adequacy so that each batch has sufficient opportunity to complete practical's satisfactorily
5. Maintains lab documentation (such as lab descriptions, diagrams, and processes) and helps to prepare lab manuals and get them printed as per the required number.
6. Taking the advice from laboratory course in charges and introducing new experiments to strengthen the student learning.
7. To organize the laboratory for oral and practical examinations.
8. To ensure the cleanliness of the lab and switch off all equipment after use.
9. Lab assistants and in charge shall be available for maintenance and care of resources/services of the institute
10. In order to prevent theft/damage, the Lab In-charge shall take the following action:
  - a) Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HoD through faculty in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
  - b) Lab Assistants in turn shall note down the missing items in the respective Lab Register.
  - c) If the students are responsible for the loss/missing item, then an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
11. If it's a computer lab
  - a. Arranges to manage network taps and server capacity and configurations,.
  - b. Arranges to manage hardware and software configurations and updates.

- c. If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.
  - d. d. Makes periodic server backups
12. Coordinates periodical testing of equipment, calibration of equipment
  13. The lab assistant take measures to prevent unauthorized use of lab equipment and manage lab access with keys and locks.
  14. Responsible for Labelling hardware, including cabling, maintenance of lab records submitted by students
  15. Establishes an approval process for removing any equipment/component/chemical etc.,
  16. Any other duty as may be assigned by the faculty in charge of lab /HoD /Principal/ Chairman /Administrator from time to time