



# CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)

Kokapet(Village), Gandipet, Hyderabad, Telangana-500075. [www.cbti.ac.in](http://www.cbti.ac.in)



COMMITTED TO  
RESEARCH,  
INNOVATION AND  
EDUCATION

44  
years

## Department of Chemistry

### Laboratory Details

S.No.	Name of the lab	Faculty in-charge	Lab Asst/Lab Technician
1.	Instrumentation Lab-1	Dr. S. Shylaja	Sri. G. Mahender Reddy
2.	Instrumentation Lab-1	Dr. D. Saritha	Sri. B. Santi Jayakar
3.	Volumetric analysis Lab-1	Dr. N. Mahender Reddy	Sri. G. Ravi Kumar
4.	Volumetric analysis Lab-1	Dr. G. Venkata Ramesh	Sri. A. Hari Babu

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Head  
Department of Chemistry



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## DEPARTMENT OF CHEMISTRY

### LABORATORY MANUAL FOR STAFF

#### **Responsibilities assigned to Lab Incharges**

- To ensure updated Laboratory manuals are in place as per the curriculum and syllabus.
- To ensure the neatness to be maintained in Laboratories
- To ensure assessment of students is done after experimentation as per Lab Rubrics.
- To ensure Discipline is maintained in the Laboratories
- To ensure the practice of safe laboratory procedures and to promote a safe work environment.
- To guide the Lab technicians and support the students in the smooth conduction of experiments
- To ensure timely Repairs of the Laboratory equipment to be carried out by the department's technical staff.
- To ensure the Maintenance of Stock-inventory/Stock-register of laboratory equipment and chemicals and also ensure that they are properly stored and used according to safety guidelines.
- To give proper suggestions to the Head of the Department for timely Expansion of Infrastructural and augmenting of Laboratory facilities.
- Should work with the HoD to develop and manage the budget, ensuring that the laboratory has the necessary resources for the smooth conduct of classwork.
- To ensure the suggestions given by the students are incorporated and executed in Labs as and when required.
- To monitor the Lab Technician's work and other parameters assigned by the head of the department.
- Should attend any other duty connected with the laboratory assigned by the respective program HoD.

#### **The Roles and Responsibilities of a Lab Assistant/Lab Technician:**

- The Lab Assistants/Lab technicians shall ensure the readiness of the laboratory for the students to perform the experiments.
- The Lab Assistants/Lab technicians shall prepare specimens and samples.

- The Lab Assistants/Lab Technician shall maintain and operate the laboratory equipment in working condition.
- The Lab Assistants/Lab technicians shall keep equipment clean and ensure the safe removal of waste.
- The Lab Assistants/Lab technicians shall ensure the laboratory is well-stocked and resourced and that everything is clearly and correctly labeled.
- The Lab Assistants/Lab Technician shall closely work with Lab Incharge for preparing the necessary budget for recurring and non-recurring expenditures of the laboratory.
- The Lab Assistants/Lab technicians shall follow and ensure strict safety procedures and safety checks.
- The Lab Assistants/Lab Technician shall assistants and closely work with the respective Lab Incharge/ Respective Course Faculty for the smooth functioning of the laboratories.
- The Lab Assistants/Lab technicians, in coordination with the respective Lab in charge, must report matters, like maintenance/repairing, theft, damage etc., within the respective labs to the HOD.
- The Lab Assistants/Lab Technician Shall ensure the display of relevant documents like Major Equipment/Software/Hardware, list of experiments, assessment sheet, Lab time table(s), Safety Procedures, and Name(s) of lab in-charges on the notice boards of the Laboratory.
- The Lab Assistants/Lab Technician shall ensure the calibration of the instruments is taking place as and when required.
- The Lab Assistants/Lab Technician shall attend any other duty assigned by respective Program HoD/Lab Incharge/Respective Course Faculty.
- 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 Equipment with a 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.



Dr. K. RAMESH  
Head, Department of Chemistry