



TKR COLLEGE OF ENGINEERING AND TECHNOLOGY

AN AUTONOMOUS INSTITUTION

Accredited by NBA and NAAC with 'A+' Grade.

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated to JNTU H)

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Overall Lab In-Charge

Roles and Responsibilities :

1. Infrastructure Management

- Ensure all laboratories are well-equipped and maintained as per the curriculum and AICTE/University norms.
- Oversee the planning, procurement, and installation of lab equipment and software in coordination with the department heads.
- Maintain asset registers and ensure regular calibration, servicing, and preventive maintenance of all lab equipment.

2. Academic Coordination

- Coordinate with subject faculty and lab coordinators to ensure alignment of lab experiments with syllabus and academic calendar.
- Ensure timely revision and upgradation of lab manuals, standard operating procedures (SOPs), and safety guidelines.
- Monitor the scheduling and smooth conduct of all lab sessions, practical exams, and internal assessments.

3. Compliance & Documentation

- Ensure that all laboratory practices adhere to academic regulations, safety norms, and quality assurance frameworks.
- Maintain updated records of lab attendance, lab work submissions, equipment usage, and maintenance logs.
- Facilitate timely preparation of laboratory stock verification reports and submit to the concerned authorities.

4. Safety & Hygiene

- Ensure implementation of safety protocols including proper handling and disposal of hazardous materials.
- Monitor cleanliness and orderliness of laboratories.
- Conduct periodic safety drills and ensure availability of fire extinguishers, first-aid kits, and safety signage.

5. Supervision & Team Coordination

- Supervise departmental lab in-charges, technicians, and lab assistants across various laboratories.
- Conduct periodic meetings with lab coordinators to review lab performance, address issues, and promote best practices.
- Identify training needs of lab staff and facilitate their technical skill enhancement.

6. Budgeting & Resource Planning

- Propose annual budget requirements for labs including consumables, equipment, software licenses, and upgrades.
- Maintain an inventory of consumables and ensure timely procurement to avoid disruption of lab sessions.

7. Support for Projects & Research

- Provide logistical and technical support for student projects, research activities, and industry-sponsored work.
- Facilitate use of lab facilities beyond regular hours with necessary permissions for project or research work.

8. Coordination with IQAC and Exam Cell

- Assist IQAC in audits related to laboratory quality and performance metrics.
- Coordinate with Examination Cell for smooth conduct of practical examinations, including external evaluations.

9. Feedback & Improvement

- Collect feedback from students and faculty regarding laboratory facilities and incorporate suggestions for improvement.
- Initiate proposals for modernization and innovation in laboratory practices in line with industry standards.