

## **LAB ASSISTANT**

### **Role Definition:**

Lab Assistant performs the role of custodian of the lab and that of a facilitator for conducting lab sessions.

### **Responsibilities and Authorities:**

- Maintaining disks
- Filing /Record Keeping
- Assisting students and lab In-charge in holding lab classes.
- Keeping track of software.
- General up-keep of Lab.
- To see that the lab is clean and tidy
- To check the equipments before the commencement of the practical exams and keep every thing ready for conducting the exams.
- Maintaining the students entry log book
- Maintaining the students compliant / suggestion register
- Lab equipment and consumable registers should be maintained
- During the lab hours – issue and receipt of components and equipments
- Listing and displaying the software available in the lab.
- The systems and hardware list should be available. Lab equipment And consumable registers should be maintained
- The password list of all machines should be maintained a copy of that should provide to the lab in – charge and system administrator.