

S.P.S.P. Mandal's
N. B. Navale Sinhgad College of Engineering, Solapur

Duties of Lab In-charge

1. To check requirement of consumables & equipment & prepare required estimates
2. To prepare the budget for next financial year in respect of above for approval of the Principal. Send it through HOD for further disposal latest by November end of the current financial year. Present and justify the same in the meeting of The Principal, Deans and HODs. Carry out necessary modifications latest by 15th January of current FY.
3. To prepare a mailing list of vendors of repute
4. To call quotations as per prioritized approved requirements and prepare a comparative statement. Put up the same for further disposal to through the HOD to the Principal.
5. To call for additional quotations, if the same is warranted by the Purchase Committee. Update the mailing list of vendors accordingly for further use.
6. To keep a track of discounts offered / subsidies offered / special offers floated under various scheme of Govt. related purchases in his/her own lab.
7. To receive from administrative office a copy of P.O. on letterhead of institute for records and preserve the same
8. To keep a track of PO being processed by vendor and take follow up of the procurement process.
9. To communicate any details of logistics received from the vendor (dispatch details) to the Registrar for making necessary arrangements to receive the goods and to arrange for the stay (accommodation and boarding facility as per terms and conditions of P.O. or as per prevalent rules and norms of the parent organization – SPSPM) of accompanying staff of vendor's organization who may come for giving demonstrations.
10. To check whether materials / equipment received are as per Purchase Order
11. To make necessary arrangements for demonstrations – Materials, Manpower, Time slots, Communication to all concerned etc.
12. To test the equipment received & certify the same, if satisfactory.
13. To communicate if materials/equipment received are deficient/not up to the mark / not as per PO and inform HOD & A/c section not to pay the bills / to retain a commensurate amount of money in consultation with HOD

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14. To assign Dead stock register number to instrument / equipment, enter all relevant details in Dead stock register & get it approved by H.O.D. / Principal
15. Forward bills to the H.O.D. / Account section / Principal with testing report & certification after commissioning along with DSR number
16. To cause / direct supporting menial staff to check all equipment along with accessories on daily basis & to keep record in the format prescribed. Copy of this format is enclosed.
17. To cause / direct Technical Assistant or Lab Assistant to check all equipment along with accessories on weekly basis & to keep record in the format prescribed. Copy of this format is enclosed.
18. To get all entries approved & verified once in a semester by H.O.D. /by the person who is assigned this duty by the HOD & once in a year from The Principal /by the person who is assigned this duty by the Principal
19. To maintain a register to report damages and corrective action taken.
20. To keep record of expenses incurred to make good any damages
21. To pinpoint miscreants & propose to impose penalties for any loss / breakage on a specific student / group of students / batch and / or the menial staff or assisting staff or faculty member carelessly handling the equipment.
22. In case penalties are proposed to be inflicted as above then preparing appropriate well worded office notes explicitly specifying the matter and estimate of damages caused etc. The same shall be got approved from the H.O.D. & Principal
23. In case of imposition of penalties approved as above to keep record of recovery from all concerned. Students shall not be allowed to carry out any experiments till they pay fine except when they are exempted / allowed to pay at later stage by higher ups only when the communication is received by the lab in-charge in person from them as a written communication. All payments shall be made only in the A/c section and lab I/c shall mention the Receipt No. and date of receipt in the register maintained for the same.
24. In case of verbal communication from the higher ups to exempt/waive or to allow to pay the fine imposed later than the last date specified; the lab I/c shall communicate it writing to the A/c section accordingly and get it acknowledged and preserve the acknowledgement of the communication. The same shall be the mentioned in remarks in the register maintained. The A/c section shall get it authorized by the Principal and register against

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UID/PRN of student as dues from the student. It will be the responsibility of the office to recover said dues from the student within extended due date/ whenever student is required to pay exam fees/ fees for the next AY or before issuing 'No Dues Certificate' to the student, as appropriate.

25. If an instrument /equipment is out of order & becomes irreparable or requires huge amount to be spent for its repairs which is not commensurate with its usage and benefits in its extended serviceable life or maintenance cost of equipment is more than its depreciated value, then to put up a proposal to write off the same and get it approved by The Principal. After approval is accorded then by putting a note to discard the entry from Dead Stock Register. The total value of the assets belonging to the lab shall be appropriately reduced & a communication to this effect shall be forwarded to the A /c section for incorporation in the balance sheets
26. To provide a certificate every time DSR verification is done mentioning the number of pages in the DSR, that there are no pages that have been torn/spoilt and overwritten except when the overwriting is authenticated by the lab I/c and HOD and Principal jointly by putting their dated initials and subject to findings of Dead Stock Verification Report filed vide Ref. No. ..[Number of items missing as mentioned in the list filed vide Ref. No. .. (letter no. and date to be mentioned), number of items found extra, missing bills, missing PO, Unauthorized entries, missing pages etc. Persons carrying out internal DS verification shall provide a copy of the same to the lab I/c through the Principal]
27. To maintain/cause to maintain all records in proper condition duly updated from time to time .. to include Issue Register, Users' Entry Register, Daily/Weekly/Monthly verification charts, Consumable and Semi-Consumable Registers, Details of payment to vendors, Penalties Imposed, correspondence for Maintenance (Indoor and Outdoor), Calibration details, Mailing lists, Quotations, Queries floated, POs, Comparative statements, Budgets, Proposals and relevant follow-up, Petty purchases and copies of relevant vouchers, Correspondence with Vendors, List of Testing and Consultancy services offered and rates/charges for the same, Staff appropriation details, Funded projects and relevant details, DSR, Job Registers, Movement Register for equipment etc.
28. To keep in safe custody all correspondence to & from the lab & maintain an I/w & O/w register.

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29. To keep a track of various announcements by the university /UGC /DTE /AICTE in respect of technical & financial aids under various schemes like MODROB or RPS or any other newly floated scheme & to prepare, if found relevant after consultation with the H.O.D., necessary proposals to upgrade the lab or proposals for technical / financial assistance to the concerned authority & taking up a regular review of the status of the proposal if such proposals are filed with the authorities for approval & complying with the requirements, if any.
 30. To catch clientele to the extent possible in respect of testing of materials /consultation activities in connection with the lab.
 31. In case of testing of materials entrusted to the lab on behalf of NBNSCOE by the third party/outsider ...
 - a. To maintain party-wise record of job entrusted
 - b. To carry out necessary testing of materials received
 - c. To keep a record of testers, verifiers – lab I/c, HOD, Principal who sign reports – for the purpose of calculation of staff appropriation
 - d. To find latest cumulative testing charges earned by lab at any instant of time
 - e. To find return share at approved rate for reinvestment in department at sole discretion of department
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