Model Institute of Education & Research	Job Profile of Computer Lab Incharge

Name	Date of Joining
Mrs. Rohini Sharma	09-09-2008
Designation	**Department**
Computer Lab Incharge	Administration
Qualification	**Reports to**
MCA, M.Sc (C.S.) and B.Ed.	Chairperson/ Director /Joint Director / HoD PG & UG Deptt.

Purpose of the Job

To ensure smooth operations of the computer lab and provide technical assistance in ICT related activities of the institution

Roles & Responsibilities

1. To ensure that the computers and other equipment in the lab are in order at all given times.

2. To maintain a list of hardware of the computer lab in Stock Register to be verified and updated from time to time.

3. To take classes of the respective ICT papers as per the course structure of the college.

4. To update website of MIER College of Education on regular basis, maintain the record of the same and interact with web site developer for resolving any issues related to the website

5. To train staff and students through different training programmes (Computers, Software, ERP etc.) organised by the institute from time to time.

6. To assist ICT Incharge in making college ERP functional and in providing technical support to staff members and office of the Controller of Examinations in resolving their ERP related issues.

7. To set modules related to Timetable, Allotment of Students, Subjects Allocation to Teachers of UG Department in the ERP.

8. To assist office of the Controller of Examinations by setting up the Examination module of the ERP for both Pre and Post Examinations work and to act as a substitute in the absence of Mr. Umesh Sharma.

9. To assist students of PG department during dissertations in setting of their documents, resolving their issues related to software and in the process of printing.

10. To provide technical support in the Conference/Seminars and other functions of the institute.

11. To assist in the admission process of the college by online filling of the application forms of the candidates during on campus admissions.

12. To apply online applications on behalf of Sub staff in Facto HR as per the direction of the Director.

13. To act as a substitute in the office of the Chairperson.

Issued By	Chairperson	Renu Gupta	Date: 24/08/2021
Received By	Incharge Computer Lab	Rohni Sharma	Date: 24/08/2021