



Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

Accredited by NAAC as 'A++' Grade University ♦ Approved by AICTE ♦ ISO 9001-2015 Certified

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DEPARTMENT OF CIVIL ENGINEERING

Department Administration for The A. Y. 2021 – 2022

S.No	ACTIVITY	RESPONSIBILITIES	IN-CHARGE
1.	Consultancy	Identify potential areas in which	- - - - -
2.	Workshops, student paper contest and conferences.	Plan and organize these activities at least one in a year. Plan for necessary sponsorship from outside agencies over and above that sanctioned by the college.	Dr. Syed Hamim Jeelani Dr. Mari Muthu.K Mr. Sunny Agarwal (Report)
3.	Continuing Education	Maintain details of Faculty and staff training, conferences, short term training programmers, QIP, industrial training, in-house training, Coursera, FDP, Webinars, Online Certificates etc.,	Dr. A. Aravindan & Mr. N. Lingeswaran
4.	Extension and guest lectures	At least two guest lectures in a semester is to be organized with the help of IRD if required.	Dr. Syed Hamim Jeelani Dr. Mari Muthu.K Mr. Sunny Agarwal (Report)
5.	Departmental Development Committee	Experts from industry should be invited from the industry and minutes are recorded and these must be ratified by DAC	Mr. Y. Himath Kumar Mr. K. Hemantha Raja
	Departmental Academic Committee	Experts from industry should be invited from the industry and minutes are recorded and these must be ratified by DAC	Mr. K. Shyam Chamberlin, Mr. K. Hemantha Raja
	Departmental Advisory Committee	Experts from industry should be invited from the industry and minutes are recorded and these must be ratified by DAC	Mr. K. Shyam Chamberlin, Mr. K. Hemantha Raja
	Board of Studies		Mr. K. Shyam Chamberlin

6.	Course files	Periodically verify course files. Every course file consists of syllabus, date wise lesson plan, lectures notes, transparencies, teaching aids used and tutorials sheets pertaining to that subject and attendance register and scheme of evaluation for all internal examinations for that subject.	Vetting Team(Details Given at the End)
7.	Course hand outs and lab hand outs	Collecting the course handouts for every subject and lab hand outs for every lab being offered.	
8.	Term paper, Seminar, Projects (UG, PG)	Overall Coordinator: Dr. Mari Muthu. K	
		Collect project proposals from faculty, Collect any proposals for in-house funding and forward the same, Categories of projects as research oriented, live projects etc	Group Heads
		Form project batches; allocate projects and guides to the project batches. Check periodically student project notes	Year Coordinators
		Conduct project seminars/ reviews with project review committee, Maintain evaluation results	Mr. J.D. Chaitanya Kumar (UG) Year Coordinators (PG)
9.	Time table	Class and lab timetables must be prepared in accordance with the college policy. Any class work adjustments should be looked after.	Mrs. V.Sree Lakshmi Mrs. Ch. Mallika Chowdary
10.	Web Updation	Regularly look into the updation of department information on college website.	Ms. B.S.S. Ratnamala Reddy
11	Electives	Maintain List of electives offered, student option list	Mr. K.Shyam Chamberlin
12	Amenities/ Maintenance	Must see that whether all amenities as per college policy are available in the labs, classrooms, and faculty rooms of this block.	Dr. A. V. Rao Mr. Y. Himath Kumar
13	Extra and co-curricular activities	See that all the extra and co curricular activities are conducted as per timetables and maintain attendance reports.	Mr.B.G.Rahul
14	Examinations	Plan and conduct assignment and Sessional examinations, collect and maintain question papers, timetables, Prepare consolidated grade wise lists of students. All university exams,	Mr. T. Venkat Das Mr. N. Lingeswaran

		assignment and Sessional question papers must be maintained. Results and their analysis of university and internal examinations.		
15	Department association activities	Plan for smooth conduct of CEA activities. Maintain data regarding CEA activities. All Financial Related Activities like maintaining account and rising the funds	Mr. Y. Himath Kumar Mr. I. Siva Kishore	
16	Professional Society activities	Encourage students to become members of professional societies and conduct events regularly	ISTE	Dr. Umesh Kumar Singh
			ASCE	Dr. Mari Muthu. K
			ICI	Mr. J.D. Chaitanya Kumar
			IGS	Mr.N.Sandeep Kumar
			ACCE	Mr. T. Venkat Das
			Infr.str	Mr. M. Anil Kumar
17	Counseling	Personal counseling for B grade students in association with the HOD, Counseling of C grade students along with the parents after every Sessional. Report on remedial measures to be taken to improve student performance.	Mr. I. Siva Kishore & Dr. Umesh Kumar Singh	
18	Budgets	Prepare consumables requirement for the coming year and forward to the central stores at the end of the academic year. Maintain consumable register, Maintain list of non consumables	Mr. Chamberlin K.Shyam	
19	Imprest amount	Maintenance of imprest amount and related files	Mr. Chamberlin K.Shyam	

20	Industrial visits/ Tours	Plan and organize Industrial visits and tours to the Second, third and final year students.	Dr. Syed Hamim Jeelani Dr. Mari Muthu. KMr. Sunny Agarwal(Report)
21	Feed Back	Obtain feed backs from parents	Respective year Coordinator Through Counselors
		Obtain feed backs from employers	Mr. M. Anil Kumar
		Obtain feed backs from alumni	Mr.B.G.Rahul
		Maintaining of file Should be by Mr. N. Lingeshwaran	
22	ERP	Update department information in the department automation module. Collect and maintain attendance, marks, perform result analysis, prepare counseling lists.	Mr. G. Sree Harsha Mr. Kone Venkatesh
23	LMS	Should see that students been taught through LMS. Faculty should be site.	Mr. G. Sree Harsha Mr. Kone Venkatesh
24	Department library	Maintain updated list of books, journals available in central library and department library. Collect book recommendations from faculty on monthly basis and sent to central library. Take care of issues and returns of books, Maintain utilization details, maintain details of project works, maintain copy of lesson plans, time tables, question banks of university and competitive exams.	Mr.Y.Vinod
25	News letters	Send information about the department to KLCE News in-charge every month end in consultation with HOD.	Mr.Y.Vinod
26	Resumes/Student Details	Collect resumes, E-mail ID's, Addresses of all students, faculty and staff and maintain	Dr. A. Aravindan for Faculty Year Coordinators for Students
27	Alumni	Establish contacts with alumni. Collect and maintain alumni data.	Mr. B.G.Rahul
28	IQAC, Monthly & Semester reports	Prepare and send monthly reports to the principal's office every month end in consultation with the HOD.	Dr. Ashwin Raut

29	Stock verification	Verify stock books of all laboratories, departmental library, departmental office, consumables, furniture etc. once in a year.	Dr. A. V. Rao , Mr. Y. Himath Kumar Mr.M. Achyutha Kumar Reddy
30	Labs	List of Labs, areas, layouts, equipments and their specifications, safety equipment, maintenance details, consumables, Time tables, experiments, forward plans etc., must be maintained. Student equipment ratio, copy of DDC and DAC, usage of lab for other programs, projects under taken in labs, R&D work going on and other information related to labs is to be maintained. Take up calibration of all measurement devices in the lab. Arrange for lab orientation Programme for all faculties once in a year.	Dr. A. V. Rao, Dr. C. Khed Veerendra Kumar Mr. Y. Himath Kumar
31	R&D	Promote R & D work in the department	Dr. Sanjeet Kumar Mr. I. Siva Kishore
32	Practice school	Students must be sent to different Industries for practical training during summer vacation i.e. for 30 days. Plan and organize Industrial visits and tours to the Second, third and final year students.	Mr. Achyutha Kumar Reddy Mr.M. Anil Kumar
33	Placement	Eligibility of the students for campus selections, and monitoring of placements	Mr.M. Anil Kumar Mr. Achyutha Kumar Reddy
34	M. Tech Coordinators	Dr. C. Khed Veerendra Kumar (SE), Dr. Ashwin Raut (CTM), Mr.K.Shyam Chamberlin (GTE), Mrs. V. Sree Lakshmi (EET), Dr. Umesh Kumar Singh (GST)	
35	B.Tech Year Coordinator	2 nd Year	Ms. B S S Ratnamala Reddy
36	B.Tech Year Coordinator	3 rd Year	Mr. N. Sandeep Kumar
37	B.Tech Year Coordinator	4 th Year	Mr.Y.Vinod
38	Certificate course conduction	Plan the certificate courses for each batch as per the regulation. Approvals, conduction and submission to dept examination section.	Dr. Umesh Kumar

In-Charges For Various Committies

Dress code, English Communication and Overall discipline and Redressal Committee

Mrs. V. Sree Lakshmi,
Dr. Veerendra.
C. Khed
& Mr. K. Hemantharaja

Lab In-Charges:

1. CAD Laboratory : Mr. N. Lingeswaran & Mr. K. Jyothishya Brahma Chari
2. Geotechnical : Mr. K. Shyam Chamberlin
3. Transportation : Mr. B. G. Rahul
4. Survey : Mr. Y. Himath Kumar
5. Geology : Dr. Syed Hamim jeelani
6. Structures : Mr. M. Achyuth Kumar Reddy
7. Concrete Lab : Mr. J. D. Chaitanya Kumar
8. EE Lab : Mrs. V. Sree Lakshmi
9. RPAC Chairman : Dr. Sanjeet Kumar

Group Heads:

1. Structural Engineering : Dr. C. Khed Veerendra Kumar
2. Geotech and Transportation Engineering : Dr. Ashwin Raut
3. Water Resource and Environmental Engineering : Dr. A. Aravindan

Vetting Team Members:

Name of the Program	Year	Faculty Name
B.Tech	II	Mr.K.Shyam Chamberlin
	III	Dr. A. Aravindan
	IV	Dr. Sanjeet Kumar
M.Tech SE	I	Dr. Veerendra C Khed
M.Tech CTM	I	Dr. Ashwin Raut
M.Tech Geo Tech	I	Mr.K.Shyam Chamberlin
M Sc. Geology	I	Dr. Hamim
M Sc. Geology	II	Dr. Hamim

ADDITIONAL CHARGES:

- Syllabus : HOD, Research Group Heads & Course Coordinators

Head of the Department