



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. 2022 – 2023

S.No	ACTIVITY	RESPONSIBILITIES	IN-CHARGE
1	Consultancy	Identify potential areas in which consultancy can be offered and explore the possibility of improving the consultancy in the department.	Dr. A.V.Rao
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.N.Lingeswaram
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.	Mr.B.G.Rahul
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
6	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
7	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
8	Board of Studies	Experts from industry and Academics will be framing the syllabus for both B.Tech and M.Tech with reference to	Mr. K. Shyam Chamberlin

		the advances used in Industry and minutes are recorded and these must be ratified by BOS Members	
9	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)
10	Course hand outs and lab hand outs	Collecting the course handouts for every subject and lab hand outs for every lab being offered.	Vetting Team(Details Given at the End)
11	Term paper, Seminar, Projects (UG, PG)	Form project batches; allocate projects and guides to the project batches. Check periodically student project notes also will Conduct the project seminars/ reviews with project review committee, Maintain the evaluation results	Overall Coordinator: Mr.J.D Chaitanya Kumar
12	Faculty Proposals for internal and External Funding	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
13	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
14	Web Updation	Regularly look into the updation of department information on college website.	Dr.Anu Mary Elias
15	Electives	Maintain List of electives offered, student option list	All the Year Coordinators
16	Amenities/ Maintenance	Must see that whether all amenities as per college policy are available in the labs, classrooms, and faculty rooms of this block.	Mr. Y. Himath Kumar
17	Extra and co-curricular activities	See that all the extra and co curricular activities are conducted as per timetables and maintain attendance reports.	Dr.Anu Mary Elias
18	Examinations	Plan and conduct assignment and Sessional examinations, collect and	Mr. N. Lingeswaran

		maintain question papers, timetables, Prepare consolidated grade wise lists of students. All university exams, assignment and Sessional question papers must be maintained. Results and their analysis of university and internal examinations.		
19	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	
20	Professional Society activities	Encourage students to become members of professional societies and conduct events regularly	ISTE	Dr. Umesh Kumar Singh
			IGS	Mr.K.Shyam Chamberlin
			ICI	Mr. J.D. Chaitanya Kumar
21	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.	Dr. Umesh Kumar Singh	
22	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.K.Shyam Chamberlin	
23	Imprest amount	Maintenance of imprest amount and related files	Mr.K.Shyam Chamberlin	
24	Industrial visits/ Tours	Plan and organize Industrial visits and tours to the Second, third and final year students.	Mr.K.Shyam Chamberlin	
25	Feed Back	Obtain feedbacks from Parents	Dr.N.Lingeswaran	
		Obtain feed backs from Alumni	Dr.N.Lingeswaran	
		Obtain feed backs from Students	All course coordinators	
		Obtain feed backs from Industry	Dr.N.Lingeswaran	
		Obtain feed backs from Academic Peers	Dr.N.Lingeswaran	
		Obtain feed backs from Faculty	Dr.N.Lingeswaran	

26	ERP	Update department information in the department automation module. Collect and maintain attendance, marks, perform result analysis, prepare counseling lists.	Dr.M.Achyuth Kumar
27	LMS	Should see that students been taught through LMS. Faculty should be site.	Dr.M.Achyuth Kumar
28	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	Dr.N.Lingeswaran
29	News letters	Send information about the department to KLCE News in-charge every month end in consultation with HOD.	Mr.Y.Himath Kumar
30	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
31	Alumni	Establish contacts with alumni. Collect and maintain alumni data.	Mr. B.G.Rahul
32	IQAC, Monthly & Semester reports	Prepare and send monthly reports to the principal's office every month end in consultation with the HOD.	Dr.M.Achyuth Kumar
33	Stock verification	Verify stock books of all laboratories, departmental library, departmental office, consumables, furniture etc. once in a year.	Mr. Y. Himath Kumar
34	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	Mr. Y. Himath Kumar

		maintained. Take up calibration of all measurement devices in the lab. Arrange for lab orientation Programme for all faculties once in a year.	
35	R&D	Promote R & D work in the department	Dr. Sanjeet Kumar
36	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.J.D Chaitanya Kumar
37	Placement	Eligibility of the students for campus selections, and monitoring of placements	Mr.J.D Chaitanya Kumar
38	M. Tech Coordinators	Responsibility of Registrations, Course Completion with Respect to paper publication of both the Scholarship and general categorized	P.G Coordinator : Dr.A.Aravindan (SE) (CTM) (GTE)
39	B.Tech Year Coordinator	2 nd Year	Mr.Y.Himath Kumar
		3 rd Year	Mrs.Ch.Mallika Chowdary
		4 th Year	Mr.M.Achyuth Kumar
40	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 Singh

In-Charges For Various Committies

Dress code, English Communication and Overall discipline and Redressal Committee

Mrs. V. Sree Lakshmi

Lab In-Charges:

1. CAD Laboratory : Mr. N. Lingeshwaran
2. Geotechnical : Mr. K. Shyam Chamberlin
3. Transportation : Mr. B. G. Rahul
4. Survey : Mr. Y. Himath Kumar
5. Geology : Dr. Sanjeet Kumar
6. Strength of materials: 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. SECTM-Structural Engineering and Construction Technology Management
2. Environmental Water Resources and Geotechnical Engineering

Vetting Team Members:

S.NO	Name of the Program	Year	Faculty Name
1	B.Tech	II	Dr.A.Aravindan
		III	Mr.K.Shyam Chmberlin
		IV	Mr.K.Shyam Chmberlin
2	M.Tech SE	I &II	Dr.Ch.Surya Prakash
3	M.Tech CTM	I &II	Dr.Ch.Surya Prakash
4	M.Tech Geo Tech	I &II	Dr.A.Aravindan

ADDITIONAL CHARGES:

- Syllabus : HOD, Research Group Heads & Course Coordinators

Head of the Department