

K L UNIVERSITY
DEPARTMENT OF CIVIL ENGINEERING
ADMINISTRATION LOAD FOR THE A. Y. 2019 – 2020 SEMESTER 1
DEPARTMENT ADMINISTRATIVE LOAD DISTRIBUTION FOR THE ACADEMIC YEAR 2019-2020

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.	Mr. Sunny Agarwal (Documentation)
3.	Continuing Education	Maintain details of Faculty and staff training, conferences, short term training programmers, QIP, industrial training, in-house training etc.,	Dr. A.Aravindan & Mr. N.Lingeshwaran Webinars (Mr. J.D.Chaitanya Kumar)
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. Sanjeet Kumar
5.	DDC & DAC	Two Experts from industry should be invited from the industry and minutes are recorded and these must be ratified by DAC	Mr. K.J.Brahma Chari & Mr. M.Anil Kumar
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 (Dr. V.Rangarao, Dr. A.Aravindan & Mr. K.Shyam Chamberlin)
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.	Project Coordinators	Collect project proposals from faculty, form project batches, allocate projects and guides to the project batches. Check periodically student project notes; conduct project seminars/ reviews with project review committee, Maintain evaluation results. Categories projects as research oriented, live projects etc., Collect any proposals for in-house funding and forward the same. To submit reports every month	Proposal- Dr. V.Rangarao Incharge- Mr. J.D.Chaitanya Kumar
	UG Projects	In charge	
	Term paper	In charge	
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

10.	Web Updation	Regularly look into the updation of department information on college website.	Mrs.B.S.S.Ratnamala reddy
11	Electives	Maintain List of electives offered, student option list	Mr. K.J.Brahma Chari
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.	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. Y.Himath Kumar
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, assignment and Sessional question papers must be maintained. Results and their analysis of university and internal examinations.	Mr. T.Venkat Das & Mr. N.Lingeshwaran
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
16	Professional Society activities	Encourage students to become members of professional societies and conduct events regularly	Mr. N.Sandeep 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 monitored by Dr. V. Rangarao
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. K.Shyam Chamberlin
19	Imprest amount	Maintenance of imprest amount and related files	Mr. K.Shyam Chamberlin
20	Industrial visits/ Tours	Plan and organize Industrial visits and tours to the Second, third and final year students.	Dr. B.Kameswararao & Mr. Sunny Agarwal
21	Feed Back	Obtain and maintain feed backs from parents, from employers of alumni	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
23	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. Ch.Rajamllu
24	News letters	Send information about the department to KLCE News in-charge	Mr. G.Sree Harsha

		every month end in consultation with HOD.	
25	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
26	Alumni	Establish contacts with alumni. Collect and maintain alumni data.	Mr. B.G.Rahul
27	Monthly & Semester reports	Prepare and send monthly reports to the principal's office every month end in consultation with the HOD.	Dr. B.Sarath Chandra Kunmar
28	Stock verification	Verify stock books of all laboratories, departmental library, departmental office, consumables, furniture etc. once in a year.	Mr. Ch.Rajamllu, Mr. Y.Himath Kumar & Mr. M. Achyutha Kumar Reddy
29	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.Veerendra & Mr. Y.Himath Kumar
30	R&D	Promote R & D work in the department	Dr. Sanjeet Kumar & Mr. I. Siva Kishore
31	LMS	Should see that students been taught through LMS. Faculty should be site.	Mr. G. Sree Harsha
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. M. Anil Kumar
33	Placement	Eligibility of the students for campus selections, and monitoring of placements	Mr. M. Anil Kumar
34	M. Tech Coordinators	Mr. M. Achyuth Kumar Reddy (SE), Dr. Veerendra (CTM) Dr. D. Satish Chandra (GST), Mrs. V. Sree Lakshmi (EET)	
35	B.Tech Year Coordinator	2nd Year	Dr. Dinesh Singh
36	B.Tech Year Coordinator	3rd Year	Mr.Y.Vinod
37	B.Tech Year Coordinator	4th Year	Mr.N.Sandeep Kumar
38	Certificate course conduction	Plan the certificate courses for each batch as per the regulation. Approvals, conduction and submission to dept examination section.	Mr. Ch.Rajamllu

IN-CHARGES FOR VARIOUS COMMITTEES

NAAC Files (Criteria In-charge)

1. Curriculum Aspect
2. Teaching Learning & Evaluation –
3. Research Consultancy and Extension -
4. Innovation and Best Practices –
5. Infrastructure and Learning Resources -
6. Student Support and Progression -
7. Governance, Leadership and Management -

Dress code, English Communication and Overall discipline and Redressal Committee

Mrs. V. Sree Lakshmi, Dr. B.Sarath Chandra Kumar & Mr.K.Hemantharaja

Lab In-Charge:

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| 1. CAD Laboratory | : Mr. N. Lingeswaran |
| 2. Geotechnical | : Mr. N.Sandeep Kumar |
| 3. Transportation | : Mr. B. G. Rahul |
| 4. Survey | : Mr. C. Raja mallu |
| 5. Geology | : Dr. D. Satish Chandra |
| 6. Structures | : Mr. M. Achyuth Kumar Reddy |
| 7. Concrete Lab | : Dr. B. Kameswararao |
| 7. EE Lab | : Mrs. V. Sree Lakshmi |

Group Heads:

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| Structural Engineering | : Dr. B. Kameswararao |
| Geotech and Transportation Engineering | : Dr. Ankit Chakravarty |
| Water Resource and Environmental Engineering | : Dr. A. Aravindan |
| RPAC Chairman | : Dr. Sanjeet Kumar |

ADDITIONAL CHARGES:

- Syllabus – HOD, Research Group Heads & Course Coordinators
Results & OBE - Mr. T. Venkat Das
Faculty Seminars – Dr. A. Aravindan
Entrepreneurship Development Cell - Mr. M. Anil Kumar
Industry Interaction Cell – Dr. B. Kameswararao, Dr. A. Aravindan
Information Centre – Dr. D. Satish Chandra
Webinars – Mr. J.D.Chaitanya Kumar