

**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A),
HYDERABAD**

DEPARTMENT OF CIVIL ENGINEERING

Roles and responsibilities of Research Coordinator

The responsibility includes:

1. To track and coordinate the research activities of the department like publications, conferences, patents, projects etc. and update the same on the institute website.
2. To track the research progress of faculty members pursuing Ph.D.
3. To pass on the information of Conferences / Seminars / Workshops to faculty members.
4. Providing information regarding funding opportunities for research and guiding faculty for publishing/presenting their research output in suitable journals/conferences.
5. Maintaining a record of sanctioned projects / project proposals, patents, training programs, and MOUs in the department and updating the details of patents, MOUs, and sponsored projects on the institute website.
6. To take lead from the department end, in organizing the research day of institute, conferences and any other research related events in the institute.
7. For every R&D meeting, minutes are to be prepared and circulated to all the faculty members in the respective department with a copy to Director R&D and Principal.



HoD

Department of Civil Engineering