



CHAITANYA BHARATHI
INSTITUTE OF TECHNOLOGY (A)
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Department of Civil Engineering

Functioning of Research Coordinator

Responsibilities	Works
To track and coordinate the research activities of the department like publications, conferences, patents, projects etc. and update the same on the institute website	Research coordinator encourage the department faculty to apply for projects in various funding agencies. To motivate the faculty towards scopus or web of science indexed publications. Several sponsored and consulting projects were filed in an effort to improve research partnerships, and as a result, 1 AICTE, 1 UGC, and 1 consultant project got sanctioned.
To track the research progress of faculty members pursuing Ph.D.	Most of the faculty pursuing Ph.D. have completed pre-Ph.D. exam and are presently working out their objectives of study. Few of the faculty are at the final stage like writing thesis, submitting thesis or waiting for final viva-voce.
To pass on the information of Conferences / Seminars / Workshops to faculty members.	The information related to workshops, conferences and seminars for the benefit of the faculty to promote research is shared to all the members by email and also using department's official WhatsApp group.
Providing information regarding funding opportunities for research and guiding faculty for publishing/ presenting their research output in suitable journals/ conferences.	Faculty who has given their domain of interest are asked to apply for Projects as and when called for. We will ask for presentations before submitting them to the funding agency. The faculty will submit the final Project report to Director R& D after incorporating the suggestions. The information regarding Publications / conferences are actively shared with all the faculty members and students.
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.	The details of sanctioned projects / project proposals, patents, training programs, and MOUs in the department are updated regularly duly verified by Head of the department.

<p>To take lead from the department end, in organizing the research day of institute, conferences and any other research related events in the institute.</p>	<p>Every year, the R&D department will conduct Research Day. The event is organised by the research coordinators with the assistance of department faculty. The faculty, research scholars, and students are encouraged to take part in the numerous activities on the research day by the research coordinators.</p>
<p>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.</p>	<p>The research meetings have been conducted in the in the department and the minutes of meetings are circulated to all the faculty members in the department.</p>