



KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE

Opp : Yerragattu Gutta, Hasanparthy (Mandal), WARANGAL - 506 015, Telangana, INDIA.

काकतीय प्रौद्योगिकी एवं विज्ञान संस्थान, वरंगल - ५०६ ०१५ तेलंगाना, भारत

కాకతీయ సాంకేతిక విజ్ఞాన శాస్త్ర విద్యాలయం, వరంగల్ - ౫౦౬ ౦౧౫ తెలంగాణ, భారతదేశము

(An Autonomous Institute under Kakatiya University, Warangal)

(Approved by AICTE, New Delhi; Recognised by UGC under 2(f) & 12(B); Sponsored by EKASILA EDUCATION SOCIETY)

INSTRUCTIONS TO NEW STUDENTS - 2021 BATCH

1. COVID-19 protocol to be followed strictly during classes in physical mode
SAFETY FIRST
 - (i) Wear Face Mask
 - (ii) Maintain Social Distancing
 - (iii) Use Hand Sanitiser
2. Every first year student will be provided with Username and Password for the following:
 - (i) **Institute Domain Email ID:** Students should use this institute Email for all official communication.
 - Ex: Rollnumber@kitsw.ac.in (Use Gmail to login).
 - Login credentials will be provided to students on the registration day.
 - (ii) **College Management System (CMS):**
 - Parents and students shall use their CMS facility for monitoring progress with regard to attendance and academic scores.
 - Students shall login to CMS through our institute website www.kitsw.ac.in main page.
 - Login credentials will be provided to students on the registration day.
 - (iii) **CourseWeb:**
 - The course faculty will post course relevant material including teaching schedules in this CourseWeb.
 - Students shall login to CourseWeb through our institute website www.kitsw.ac.in main page.
 - Login credentials will be provided to students on the registration day.
 - (iv) **Microsoft Teams ID for online classes (virtual class rooms for learning):**
 - Students shall use their Microsoft Teams ID for attending online classes.
 - Login credentials will be provided to students on the registration day
3. **USE SIMPLE PASSWORDS:** Students are advised to use SIMPLE PASSWORDS for all the four facilities mentioned at S.No-2, which they can easily remember. It is quite common that students thinking of very strong password would keep very typical

passwords at the time of first login which they find it difficult to remember. They forget the password kept thinking of very strong password. Due to this they will face frequent login issues. **Hence it is advised to keep SIMPLE PASSWORDS** which they can remember easily. **The other mistake students do during first time login is they click the option “Keep me Logged in” or “Keep me signed in” or “Stay Signed in” and keep it active.** The problem with this is when they have to login from a different device/system, they may again face difficulty to login the facility, as they don't remember the typical password they set. All the students are advised **not to click on “Keep me Logged in” or not to click on “Stay Signed in” option.** Keeping all this in view, **students are advised to keep passwords which they can remember easily.**



4. Use similar passwords for domain Email ID (college mail), Microsoft teams, college management system (CMS) and CourseWeb. This makes an easy way to remember your passwords.
5. It is recommended for every engineering student to have laptop and have an advantage of portability. The student can use laptop for listening online classes, submission of assignments coding, making power point presentations, mini project, major project and use for collection of any online data.



A Laptop is very essential to engineering students for them to improve their

PROGRAMMING SKILLS, PROBLEM SOLVING SKILLS and PRESENTATION SKILLS

Not all the laptops have got a powerful hardware configuration to handle all kind of software and deliver a great performance. The engineering specialization software requires laptops with a powerful processor, a good amount of RAM, dedicated graphics card, etc.(e.g.: 10th Gen i3-1005G1, 8 GB RAM ,1TB HDD, Intel HD Graphics 620)



Students are advised to carefully look at all the specifications while purchasing laptop. The laptop they purchase should support them for at least 4 years.

Students are advised to take inputs on laptop specifications from their faculty counselors.

6. Student will be provided with his/her **Faculty Counselor details** and his/her **phone/mobile number**. Don't forget to collect the details of Faculty Counselors before leaving the campus on registration day.

Note:

- a) For any technical issue while attending the SIP/UHV-I sessions, please **contact your HoD / Faculty counselor**.
- b) For ORIENTATION PROGRAMME/COMMENCEMENT OF CLASSWORK, please **contact I-year HoDs (Dr. K. Shiva shankar (9704989229)/Dr. T. Madhukar Reddy (9440410533)/Class teacher**.
- c) **Microsoft Teams login issues please contact - Mr. Rambabu (7013333011)**
- d) **Domain Mail ID login issues please contact - Mr. T. Kiran (9059592911)**
- e) **CMS login issues please contact - Mr. M. Kishore (9247264659)/Mr. Md. Sharfuddin Waseem (8019546945)**
- f) **CourseWeb login issues please contact - Mr. D. Ramesh (9491320100)**

Sd/-

Dean Academic Affairs