



KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE

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కాకతీయ ప్రేక్షాగికి ంవ విజ్ఞాన సంస్థాన, వరంగల - ౪౦౬ ౦౧౪ తెలంగాణ, భారత

కాకతీయ సాంకేతిక విజ్ఞాన శాస్త్ర విద్యాలయం, వరంగల్ - ౫౦౬ ౦౦౫ తెలంగాణ, భారతదేశము

(An Autonomous Institute under Kakatiya University, Warangal)

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CIRCULAR

Sub: Saving Students' Time - MODIFYING LAB MANUALS OF ODD SEMESTER for the AY 2022-23 & Renaming them as **LABORATORY MANUAL & RECORD BOOK - Reg.**

Ref.1: HoDs Meeting-Finalization of Number of Hours per Day for the AY 2022-23, dated 30.06.2022

(i) **PREPARATION OF MODIFIED LAB MANUALS FOR ODD SEMESTER**

- Removal of redundant CIE activities of lab:** To promote students' learning in essential areas like problem solving, coding, and improving their reading & comprehension, it has been decided to save our students' time in respect of writing laboratory records.
- Students will not take work to home for writing lab manuals. They will complete all essential lab activities/tasks and submit them for CIE in the same lab slot itself.
- In this connection, it has been decided to modify the Lab manuals and accordingly, the first year course-offering HoDs have already modified their II semester lab manuals for the AY 2021-22
- The modified Lab manual is to be renamed as "**LABORATORY MANUAL & RECORD BOOK**"
- The faculty-in-charge OBE may be contacted for additional inputs on modifying the lab manuals.
- In this regard, the HoDs are requested to identify suitable faculty members to prepare Lab Manuals for the Odd Semester of AY 2022-23.
- HODs can allot more than one faculty for the preparation of a Lab manual.

(ii) **FORMAT OF LABORATORY MANUAL & RECORD BOOK**

- The format of the new **LABORATORY MANUAL & RECORD BOOK** must consist of following
 - Lab Manual:** For every experiment, the student can get the basic theory , required procedure to be followed to complete the experiment and observation to be made & sample table formats for entering for data noted during experimentation, sample calculations to be made, **Sample Viva-voce questions** etc.
 - Sheets showing the Space for Record Work:** For every experiment, sufficient space to be provided for students' work, like., *drawing the diagrams, experimental circuits, listing the components required, Observations: drawing the specified tables and entering the observed data in them, Calculations, Result if any* - as they normally do in writing record book.

In addition to the above, we should include a section on *Interpretation of Results & Discussion*... Student is expected to discuss the result and write on the interpretation of result.

The students do not have to write theory and procedure. Instead, students will have to tell the theory/procedure followed through effective communication during viva-voce at the end of experimentation.

So, After the details mentioned in (i), we need to add required number of sheets, every page titled “ **Record Work**” , with following mandatory side-headings for activities/tasks.

Record Work

1. Block Diagram(s)
2. Circuit Diagram(s)
3. Components/equipment required
4. Observations & Data Collection
(*Pls don't print tables here for students. Student has to do that as per the sample table formats, as mentioned in (i), for data collection*)
5. Calculations
6. Result(s)
7. **Interpretation of Results & Discussion**

Sufficient space should be provided under each side-heading for the student write-up.

HoDs can customize the side-headings (Add / delete) and their nomenclature as per their requirements/expectations.

- (iii) **Graph sheets** to be provided, wherever necessary, with experiment itself
- (iv) **Evaluation Sheet for Viva-Voce** : Finally, every experiment ends with a sheet titled “**Evaluation Sheet for Viva-Voce**”. Student should use this page to answer the viva-voce questions, during faculty interaction at the end of lab. **Faculty should affix signature with date on this sheet.**

During viva-voce, the faculty should ask the student to tell the procedure followed. The faculty should focus on the **viva-voce with two objectives**: first one being **testing the technical competency** of student and other to **improve the effective oral communication of student.**

The student will have to complete all activities/tasks listed in (ii), (iii) and (iv) above.

The faculty will have to complete the CIE, including corrections, if any, for that experiment and returns the LABORATORY MANUAL & RECORD BOOK to the student by affixing signature with date.

- (b) Sample LABORATORY MANUAL & RECORD BOOK will be shared to you on 10.07.2022. For any clarifications and additional inputs regarding the format of new Lab manual & record book, please contact faculty-in-charge OBE.
- (c) The samples of new **LABORATORY MANUAL & RECORD BOOKs** should reach the principal office **on or before 20.07.2022** and send the soft copy to deanaa@kitsw.ac.in.

- (d) **Hard copies** of LABORATORY MANUAL & RECORD BOOK are to be made available to the students by **30.07.2022**
- (e) HoDs shall inform all students to purchase the copies of LABORATORY MANUAL & RECORD BOOKs for the lab courses and student should attend the very first lab with connected LABORATORY MANUAL & RECORD BOOK
- (f) Any clarification/suggestion on this can be taken up in the forthcoming HoDs meeting



DEAN ACADEMIC AFFAIRS

To,

1. All HoDs, with a request for necessary action and to comply with the deadlines

Copy to:

1. *The Chairman, KITSW*
2. *The Principal*
3. *The AAC*
4. *The AO*
5. *Academic Section*