



KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE

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

కాకతీయ ప్రేక్షాగికి అం విజ్ఞాన సంస్థాన, వరంగల - 506 015 తెలంగాణ, భారత

కాకతీయ సాంకేతిక విజ్ఞాన శాస్త్ర విద్యాలయం, వరంగల్ - 506 015 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)

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No. KITS/ Acad/Circular/UG /2022/108

Date: 12.07.2022

CIRCULAR

Sub: GUIDELINES - PREPARATION OF TIME TABLES FOR THE AY 2022-23- **Reg.**

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

(i) **NUMBER OF HOURS PER DAY FOR AY 2022-23**

(a) **Institute Timings:** For the benefit of students for active learning, administration of the Institute has decided to change the working hours of the Institute as mentioned below:

Monday to Friday .. 9.00 AM to 5.00 PM

Saturdays .. 9.00 AM to 1.00 PM

(b) **Instructional days / Week:** 5 instructional days/ week, i.e., Monday to Friday

(c) **Number of Periods/Day:** As per the discussions, vide ref (1) cited, it has been decided to have eight (08) periods per day, from 9.10 AM to 4.50 PM. The HoDs shall decide on the effective utilization of last period (4 PM to 4.50 PM). Based on the requirement, the last period can be used as an instructional hour or for other student-centric purposes.

(d) **MEET YOUR COUNSELOR (MYC) slot in Timetable:** Timetable shall have a mandatory slot for counseling. The students (counselees) should meet their faculty counselor, every week, during that slot. In timetables, this slot shall be marked as **MYC** (an abbreviation to MEET YOUR COUNSELOR)

In timetable:

MYC: Meet Your Counselor ... Students have to meet their respective faculty counselors, every week, during this slot

(ii) **NUMBER OF PERIODS FOR ENGINEERING MATHEMATICS-III COURSE**

(a) As per the request raised by the HOD, M&H regarding the difficulties faced by the faculty members of mathematics in taking classes continuously, for 4-credit Engineering Mathematics-III course, it is decided as three (3) hours theory plus two (02) hours of tutorial classes (both batches), per week.

(b) Timetable in-charges are requested to allot the number of hours accordingly for Engineering Mathematics-III.

i.e., 3 Lecture slots + 2 Tutorial slots

(iii) **FINAL YEAR B.TECH STUDENTS SHALL HAVE THREE INSTRUCTIONAL DAYS /WEEK, preferably Monday to Wednesday**

(a) The final year students need to prioritize their time for multiple activities, which include goals like (i) preparation for campus placements (ii) preparation for higher education (GATE/GRE/others) (iii) doing major projects (iv) research papers/patents and other academic activities

- (b) To give sufficient time for the final-year students to focus on their goals, the HoDs are requested to inform timetable in-charges to complete the academic activity for classwork, only **in three instructional days/week**, including tutorial hours
- (c) With 8 periods/ day, the timetable can accommodate 24 periods in 3 days
(8 periods/ day)X(3 days)=24 periods
- (d) If eight (8) periods per day are not sufficient, then HoDs are advised **not to add** tutorial periods to open electives/ED, so that classwork is restricted only to three days.

Any clarification/suggestion on this can be taken up in the forthcoming HoDs meeting.



DEAN ACADEMIC AFFAIRS

To,

- 1. All HoDs - for circulation among faculty & students and necessary action**
- 2. Faculty in-charge overall timetables - for necessary coordination with dept timetable coordinators and necessary compliance**

Copy to:

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