



KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE

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

కాకతీయ ప్రేక్షాగికి ఎవం విజ్ఞాన సంస్థాన, వరంగల్ - ౫౦౬ ౦౧౫ తెలంగాణ, భారత
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)

website: www.kitsw.ac.in

E-mail: principal@kitsw.ac.in

☎ : +91 9392055211, +91 7382564888

No. KITS/Acad/Circular/UG /2022/111

Date: 19.07.2022

CIRCULAR

Sub: COLOUR OF COVER SHEET FOR LABORATORY MANUAL & RECORD BOOK -
A.Y. 2022-23 - **Reg.**

Ref.1: Oral instruction of Principal sir in during HoDs meeting for finalization of detention list, dated 15.07.2022

Ref.2: No. KITS/Acad/Circular/UG /2022/106

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

- (a) The modified Lab manual is to be renamed as "**LABORATORY MANUAL & RECORD BOOK**" (vide ref (1) & (2) cited).

(ii) **COLOUR OF COVER SHEET FOR LABORATORY MANUAL& RECORD BOOK**

- (a) The format of the new **LABORATORY MANUAL & RECORD BOOK** must consist of space for both (i) **Lab Manual** and (ii) **Record Work** (vide ref (1) & (2) cited)
- (b) In this regard, the HODs are requested to instruct the faculty who are preparing Lab Manual & Record Book to use a separate colour for the **COVER SHEET** year-wise, as given below

S.No	Year	Semester	Colour of Cover Sheet
1	I	I & II	Pink
2	II	III & IV	Yellow
3	III	V & VI	Blue
4	IV	VII & VIII	Green

- (c) The hard copy of the new **LABORATORY MANUAL & RECORD BOOKs** to reach the undersigned **on or before 27.07.2022**.

DEAN ACADEMIC AFFAIRS

To,

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

Copy to:

- The Secretary & Correspondent
- The Principal,
- The AAC
- The AO
- Academic Section