



No. 125 KITS/Acad/Circular/UG /2022

Date: 10.08.2022

### CIRCULAR

**Sub: Creation of Guest IDs in MS Teams for Adjunct Faculty - AY 2022-23 - Reg.**

Ref.1: Oral instruction of Principal sir in HODs meeting during the review of works to be done for NBA expert team visit, dated 15.03.2020.

Ref.2: Circular No. KITS/Acad/Circular/UG /2022/101, Guidelines for selection of adjunct faculty for handling courses for A.Y. 2022-23, dated 24.06.2022.

Ref.3: Circular No. KITSW/Acad/Note/2022/124, Industry Experts identified as adjunct faculty for B.Tech courses of Odd semester for the Academic Year 2022-23, dated 08.08.2022.

#### (i) SELECTION OF ADJUNCT FACULTY FOR B.TECH COURSES

- (a) As per the instructions given by Principal Sir (vide Ref. (1) & (2) cited), the HoDs identified the list of adjunct faculty (vide Ref.3 cited) for B.Tech courses of odd semester for the A.Y 2022-23.
- (b) After discussions and deliberations with HoDs, it is decided that mode of teaching is ONLINE through Microsoft Teams.

#### (ii) CREATION OF GUEST IDs FOR OF ADJUNCT FACULTY

- (a) In this connection, the **HoD of Computer Science and Engineering** is requested to instruct the concerned (Faculty in-charge MS Teams) to provide MS Team IDs for the adjunct faculty.
- (b) All the HoDs are requested to ensure, that the internal course faculty assigned for a courses handled by adjunct faculty to create a MS Team (Eg: B.Tech-3EEE2-NT) and add students and faculty (*department faculty and interested faculty of other departments*). Principal Sir recommended the faculty to attend adjunct faculty lectures in order to get benefitted from their knowledge for future course management.
- (c) The HoD of CSE is requested to instruct the concerned to create the guest MS Teams IDs (**CE(01), ME(01), EEE(01), CSE(01), CSN(01), CSM(01), IT(02), ECE(01) & ECI(01)-total 10(ten) Guest-MS-Teams-IDs**) for adjunct faculty (*eg: adjunctfaculty\_IT1or adjunctfaculty\_EEE*) on or before 12.08.2022 (Friday) and send the soft copy to [principal@kitsw.ac.in](mailto:principal@kitsw.ac.in) and a copy to [deanaa@kitsw.ac.in](mailto:deanaa@kitsw.ac.in).

**DEAN ACADEMIC AFFAIRS**

To,

1. All HoDs, with a request to ensure MS Team creation (for the course being handled by adjunct faculty) and add students & faculty.
2. The HoD-CSE, with a request to instruct the concerned and comply on or before 12.08.2022 (Friday)

**Copy to:**

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