



KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE

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

కాకతీయ ప్రేక్షాగికి ఎవ్ 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)

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No. KITS/Acad/Circular/UG /2022/127

Date: 11.08.2022

CIRCULAR

Sub: **Submission of Details of Adjunct Faculty, Course Coordinator & Course Auditing Faculty (CAF) - 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.

Ref.4: Circular No. KITSW/Acad/Note/2022/125 Creation of MS Teams IDs for adjunct faculty courses (AFCs) dated 10.08.2022

(i) **Creation Of guest IDs and MS Teams**

- 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.
- All the HoDs are requested to ensure, that the internal course faculty assigned for a courses handled by adjunct faculty to create (vide Ref.4 cited) a MS Team (Eg: B.Tech-3EEE-NT).
- The **HoD of CSE** is requested to instruct the concerned (Faculty in-charge MS Teams) to provide MS Team IDs for the adjunct faculty in the below format

S.No	Name of the Adjunct faculty	Department	MS Teams Guest ID
1			
2			

(ii) **Details of Adjunct Faculty , Course Cordinatotor and Course Auditing Faculty (CAF), class Timings.**

- In this connection, the HoDs are requested to send the details in the below given format.

S. No	UG branch (Department)	Course Name & Code	Course Coordinator	Course Auditing Faculty (CAF)	Adjunct faculty Details	Class Timings	MS Teams link
1							
2							

- The HoDs are requested to send the identified course auditing faculty (CAF) at a minimum of 01 CAF/section.
- The CAF will audit the course during adjunct faculty teaching, and those faculty will have to handle the course in the coming semesters.

- (d) An interested faculty member shall be selected as the CAF. Doctorates and regular faculty are eligible for CAF.
- (e) The course coordinator and the internal course faculty assigned for that course shall attend the online lectures by adjunct faculty.
- (f) All faculty of institute are hereby informed that the interested faculty can attend the AFC courses voluntarily to leverage the industry experts' exposure on real world complex engineering problems.
- (g) The HoDs shall bring the signed copy to the Principal Meeting on August 12, 2022 (Friday) at 2 p.m and send the soft copy to principal@kitsw.ac.in and deanaa@kitsw.ac.in.



DEAN ACADEMIC AFFAIRS

To,

1. All HoDs, with a request for necessary action and bring the signed copy to the Principal Meeting on August 12, 2022 (Friday) at 2 p.m.
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