



KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE

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

काकतीय प्रौद्योगिकी एवं विज्ञान संस्थान, वरंगल - ५०६ ०१५ तेलंगाना, भारत

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/2022/129

Date: 17.08.2022

CIRCULAR

Sub: ATTENDANCE FOR STUDENTS WHO OPTED COURSES THROUGH SWAYAM-NPTEL MOOCs - REGULAR COUNSELING OF STUDENTS TO MAINTAIN ATTENDANCE - Reg.

Ref.1:No. KITS/Acad/Circular/2022/107 - Credit Transfer - Self Learning Facility - Acceleration Programme Through Swayam-NptelMoocs - Amendments To Rules And Regulations - URR18 - B.Tech V, VI, VII & VIII Semester Students - Instructions.

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1) CREDIT TRANSFER - PROFESSIONAL ELECTIVE MOOCs -SELF LEARNING - ACCELERATION PROGRAMME THROUGH SWAYAM-NPTEL MOOCs.

- Professional & Open Elective MOOCs:** The students are allowed to opt for SWAYAM-NPTEL MOOCs for completing the Professional and Open Elective courses.
- Self-Learning Mode:** In self-learning mode, the final year students shall be allowed to complete their VII & VIII semester courses by opting for SWAYAM-NPTEL MOOCs during the VII and VIII semesters.
- Acceleration programme (AP):**In the acceleration programme (AP), the pre-final year students shall be allowed to complete the final year courses i.e., VII & VIII semester courses of the URR-18 scheme by opting for SWAYAM-NPTEL MOOCs, while studying their V and VI semesters (vide Ref.(1) cited)

2) POSTING OF ATTENDANCE FOR THE STUDENTS WHO OPTED PROFESSIONAL & OPEN ELECTIVE MOOCs / SELF LEARNING MODE / ACCELERATION PROGRAMME FOR B.TECH PROGRAMME

- In this connection, HODs are requested to instruct the course faculty to mark **PRESENT for those students** who opted for **Professional and Open Elective MOOCs / Self Learning Mode/ Acceleration programme.**
- The course coordinator of MOOCs shall ensure that the students are submitting the weekly wise assignments without fail for courses opted through SWAYAM-NPTEL.
- The course coordinator shall strictly ensure that the students to register for examination for the courses opted through SWAYAM-NPTEL.

3) REGULAR COUNSELING PROCESS:

- (a) As part of our regular counseling process, the HoDs are requested to advise their department faculty counselors to ensure the attendance of their counsees on a day-to-day basis.
- (b) HODs are requested to Kindly Ensure that **Meet Your Counselor (MYC)** happens as per the slots provided in TTs.
- (c) Class teachers shall instruct their students to meet their counselors on the specified day, every week, as part of MYC.
- (d) **Absentee Records:** To streamline the student attendance and motivate students to regular classwork, HoDs are requested to generate absentee records for the first two weeks of the semester on daily basis. Kindly send the reports, on daily basis, to absenteerecord@kitsw.ac.in
- (e) The HoDs are also requested to send the following messages to parents through CMS.
 - (i) **DAILY ABSENT MESSAGE** to parents whose wards are absent for that day's classes (at 5pm everyday). By the time student reaches home, parents should be informed through these messages.
 - (ii) **WEEKLY CONSOLIDATED ATTENDANCE MESSAGE** to all parents (on Saturday/Sunday).

4) COUNSELING SHALL ENSURE THAT NO STUDENT SHALL BE DETAINED FOR WANT OF ATTENDANCE:

- (a) Our students, unknowingly fall into the trouble of detention. By the time they realise, it becomes too late for them to cope with the attendance.
- (b) Last Academic Year, we felt heavy to detain 11 of our beloved students for want of attendance.
- (c) Regular counseling by faculty, from the beginning of semester motivating the students, to attend classes will help them a lot. One of the objectives of our counseling system is to ensure that our students attend classes regularly so that **NO STUDENT IS DETAINED FOR WANT OF ATTENDANCE.**



DEAN, ACADEMIC AFFAIRS

To,

1. All HoDs with a request -
for circulation among faculty.

Copy to the following for information

1. The Chairman, KITSW
2. The Principal
3. The faculty through HoDs
4. The AAC
5. The TPO
6. Prof in-charge HMP, SWAYAM Institute Faculty Coordinator,
7. Profr in-charge OBE
8. The AO
9. Academic Section