



KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE

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

కాకతీయ ప్రాధ్యోగికీ 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)

No. KITS/Acad/Circular/2022/139

Date: 19-10-2022

CIRCULAR

Sub: Admission/ Registration Committee for I year registration process – For B.Tech. I year admissions of A.Y. 2022-23 during **20th -22nd of October, 2022 & 26th -28th of October, 2022**- Reg.

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The following ADMISSION/ REGISTRATION COMMITTEE is drafted for the smooth conduction of B.Tech. I Year registration process scheduled from **20th - 22nd of October, 2022 & 26th - 28th of October, 2022**. B.Tech I Year registration process (**CAT A & CAT B**) will be conducted at the following venues (from 9.30am to 5.00 pm). The ADMISSION/ REGISTRATION COMMITTEE has to ensure the following of COVID-19 guidelines (Wearing Mask, Sanitization & Social Distancing) with all precautionary measures.

I. VENUE DETAILS for B.Tech. I year Admissions:

S. No.	Branch (s)	Registration Venue	Waiting Lounge/ Area for filling applications
1	CSE +IT	SJSH (BLOCK - IV)	20 th to 22 nd October 2022 (for CAT - B)
2	CE+ME+ EEE + CSN+ ECI + ECE + CSO + CSM		
3	CSE (03) + IT (02)	SJSH (BLOCK - IV)	26 th to 28 th October 2022 (for CAT - A)
4	CSM (02)+ CSN(02)+ CSO (02)	NEW SEMINAR HALL (BLOCK - II)	
5	ECE (03) + ECI (01) + CE (01) + ME (01) + EEE (01)	AUDITORIUM	

I. ADMISSIONS/ REGISTRATION COMMITTEE for B.Tech. I year

Admissions: Chairman: Prof. V. Rajagopal, *Dean Academic Affairs*

Convener: Dr. P. Prabhakara Rao, *Faculty Incharge, Academic Affairs (UG)*

Co-convener: Dr. R. Srikanth, *Faculty Incharge, Academic Affairs (PG)*

S. No.	Name of the Faculty	Role	Responsibility
1.	Dr. D. Prabhakara Chary <i>Assoc. Prof. & HoD, PS</i>	Coordinator-1	To oversee the Registration process at all Registration venues as per the schedule
2.	Dr. K. Shiva Shankar <i>Assoc. Prof. & HoD, M&H</i>	Coordinator-2	

3.	Dr. T. Madhukar Reddy <i>Assoc. Prof. of PS</i>	Co-coordinator-1	To guide the faculty & staff about registration process at Registration
4.	Dr. H. Ramesh Babu <i>Assoc. Prof. of PS</i>	Co-coordinator-2	To guide the faculty & staff about registration process at Registration
5.	Dr. Ch. Satish Chandra <i>Assoc. Prof. of PS</i>	Co-coordinator-3	To guide the faculty & staff about registration process at Registration
6.	Dr. N. Maramu <i>Asst. Prof. of PS</i>	Co-coordinator-4	To guide the faculty & staff about registration process at Registration

S.No.	Branch(s)	Name of the FACULTY deputed for CERTIFICATEs & DOCUMENTS VERIFICATION (Section wise)	Name of the NON TEACHING STAFF deputed for DATA ENTRY (Section wise)	Name of the NON TEACHING STAFF for ENSURING COVID-19 GUIDELINES at VENUES & FOR KITS DISTRIBUTION AT DEPTs
1.	CE	1. Ms. K. Manasa (CE) 2. Sri. S. Raja Shekar (CE) 3. Dr.M.GopiKrishna (PS) 4. Dr.R. Ramesh (M&H)	1. Smt. V.K.S. Gayathri (CE) 2. Sri B. Harish (CE)	1. Smt. V.K.S. Gayathri (Jr.Asst., CE) 2. Sri Sriramulu (Attender., CE) (FOR KITS DISTRIBUTION)
2.	ME	1. Sr.. A. Hari Kumar (ME) 2. Smt. P. Anitha (ME) 3. Sri V. Rajesh (ME) 4. Dr. G. Sridhar (PS) 5. Dr.D.Rajaiah (M&H)	1. Sri M. Madhukar (ME) 2. Sri M. Sumanth (ME)	1. Sri. V. Srikanth (Asst.Professor., ME) 2. Smt. P. Madhuri (Jr.Asst., ME) 3. Sri. P. Rajanikanth (Attender., ME) (FOR KITS DISTRIBUTION)
3.	EEE	1. Dr. G. Sunil Kumar (EEE) 2. Sri. B. Subhash (EEE) 3. Sri. E. Thirupathi (EEE) 4. Sri. M. Srinivas (EEE) 5. Sri. R. Sreenivas (EEE) 6. Dr.P.Srinivas Rao (PS) 7. Dr.T.Raghunatha Rao (M&H)	1. Sri S. Sarangapani (EEE) 2. Sri. A. Kamalakar (EEE) 3. Sri G. Suresh (EEE) 3.Sri. M. Vikram (EEE)	1. Sri P. Sammaiah (Lab.Asst., EEE) 2. Sri. Chandramouli (Lab.Asst., EEE) 3. Sri. D. Srinivas (Attender., EEE) (FOR KITS DISTRIBUTION)
4.	ECE	1. Sri.Ch. Pavan Kumar (ECE) 2. Sri.D.Srinivas Rao (ECE) 3. Md.Abdul Muqem (ECE) 4. Sr.D.Santosh Kumar (ECE) 5. Smt.E.Sushmitha (ECE) 6. Sri.V.Shoban Reddy (ECE) 7. Smt. B.Neerajakshi (ECE) 8. Smt.Ayesha Tabassum (ECE) 9. Sri. P.Ravi Teja (ECE) 10. Dr.K.Rajendra Prasad (PS) 11. Dr.E.Kalyan Rao (PS) 12. Dr.V.Anand (M&H)	1. Smt. K. Shailaja 2. Smt. Y. Rekha (ECE) 3. Sri. M. Prashanth (ECE) 4. Sri. Ch. Jagadeesh (ECE) 5. Sri. B. Srihari (ECE) 6. Sri. G.Vinay Kumar (ECE)	1. Smt. Y.Rekha (ECE) 2. Sri. M. Prashanth (ECE) 3. Sri. Ch. Jagadeesh (ECE) 4. Sri. B. Srihari (ECE) 5. Sri. G.Vinay Kumar (ECE) 6. Smt. K. Shailaja 7. Ch.Sammaiah (FOR KITS DISTRIBUTION)
5.	ECI	1. Sri. G.Raju (ECI) 2. Smt. K.Shailaja (ECI) 3. Dr. Bunty Rani Roy (PS) 4. Dr.K. Venumadav (M&H)	1. Smt. V. Laxmi Devi	1. Smt. V. Laxmi Devi (FOR KITS DISTRIBUTION)

6.	CSE	Auditorium	1. Ms. B. Gnaneshwari (CSE) 2. Sri D. Naveen Kumar (CSE) 3. Sri R. Rajesh (CSE) 4. Sri. Bhukya Raju (CSE) 5. Sri. P. Prakash (CSE) 6. Smt. R. Radhika (CSE) 7. Sri. K. Johnson (CSE) 8. Sri. R. Maheshwar (CSE) 9. Smt. P.Radhika (CSE) 10. Dr.M.Ranadheer kumar (PS) 11. Dr.K. Srinivas (PS) 12. Dr.D. Praveena (PS) 13. Dr.E. Ranjith Kumar (M&H) 14. Dr.S. Vishwa Prasad Rao (M&H) 15. Dr. N.Raji Reddy (M&H)	1. Smt. G. Rama Devi (CSE) 2. Sri.P. Murali (CSE) 3. Sri. P. Srinivasa Rao (CSE) 4. Sri. Ch. Kiran (CSE)	1. Sri. Bhukya Raju (CSE) 2. Sri. P. Prakash (CSE) 3. Smt. R. Radhika (CSE) 4. Sri. T.Yellaiah (Attender., CSE) (FOR KITS DISTRIBUTION)
7.	IT	Auditorium	1. Sri. K. Goutham Raju (IT) 2. Ms. S. Sangeetha (IT) 3. Ms. P. Sree Lakshmi (IT) 4. Sri. N. Rajender (IT) 5. Dr. D. Madhavi Latha (PS) 6. Dr. G. Manjulatha Devi (M&H) 7. Sri. T.Vinay Kumar (M&H)	1. Smt. M. Srilatha Devi (IT) 2. Sri Ch. Devender (IT) 3. Sri. P.Satish Kumar (IT)	1. Sri.P. Sathish Kumar (Jr.Asst., IT) 2. Sri. A. Mahender (Attender., IT) (FOR KITS DISTRIBUTION)
8.	CSE (N)	Auditorium	1. Ms. M. Hithasree (CSE(N)) 2. Ms.. S. Divya (CSE(N)) 3. Smt. T. Anusha (CSE(N)) 4. Dr.V. Prashanth Kumar (PS) 5. Dr.B. Yakaiah (M&H)	1. Sri. M.Rama Rao (CSN)	1. Sri Ch.. Kiran (CSN) 2. Sri. M. Rama Rao (CSN) (FOR KITS DISTRIBUTION)
9.	CSE (AIML)	Auditorium	1. Ms. E. Vishnu Priya Reddy (CSM) 2. Smt. K. Shireesha (CSM) 3. Smt. T. Sruthi (CSM) 4. Dr. V. Sunil Kumar (PS) 5. Dr. W. Grace Shanthi (M&H) 6. Dr. N. Himavarshini (M&H)	1. Sri.A. Devendra Prasad (CSM)	
10	CSE (IoT)	Auditorium	1. Smt. A. Godavari (CSO) 2. Smt. D. Haritha (CSO) 3. Ms. Md. Safiya (CSO) 4. Dr. A.N. Mallika (PS) 5. Dr. Asmathunisa Begum (M&H)	1. Smt. D. Srilatha (CSO)	

II. SUPPORTING COMMITTEE for B.Tech. I year Admissions:

S. No.	Name of the Faculty/ Non Teaching Staff	Responsibility/ Duties Assigned
1.	Sri B. Suresh Kumar <i>Programmer, CSE (Web Admin)</i>	To oversee the Computers & Internet facility (with power backup) at all Registration venues To make the necessary arrangements for creating Domain Mail IDs and Microsoft Teams IDs for all registered students on daily basis
2.	Sri T. Kiran Kumar <i>Operator, CSE</i>	
3.	Dr.A. Jothi Prabha <i>Assoc. Prof. of CSE & Faculty I/c CMS</i>	To make the necessary arrangements for Data entry process through CMS software at all Registration venues on daily basis
4.	Dr. K. Praveen Kumar <i>Asst. Prof. of IT & Faculty I/c CMS</i>	
5.	Smt. G. Rama Devi <i>CO. of CSE Dept., for Technical Support</i>	

6.	Sri. R. Goutham, <i>Asst. Prof. of IT</i>	To make the necessary arrangements for creating MS Teams IDs for all registered students on daily basis
7.	Sri. T. Mahesh Kumar, <i>Asst. Prof. of IT</i>	To make the necessary arrangements for creating Domain Mail IDs for all registered students on daily basis
8.	Sri. D. Ramesh, <i>Asst. Prof. of CSN</i>	To make the necessary arrangements for creating CourseWeb IDs for all registered students on daily basis
9.	Dr. K. Indrasena Reddy, <i>I/c Librarian</i>	To make necessary arrangements for capturing data for the issue of Institute's ID card at all Registration venues
10.	Sri M. Niranjana, <i>Asst. Librarian</i>	
11.	Sri N. Punnam Chander, <i>Jr. Asst., Hostels</i>	To make necessary arrangements for registering the details of wards in hostel at all Registration venues
12.	Sri T. Venu Gopal Rao, <i>Office Supdt., Academic Section</i>	To make all the necessary arrangements for smooth conduction of registration process at all registration venues
13.	Sri G. Suresh, <i>Jr. Asst., Academic Section</i>	
14.	Sri Ch. Varun, <i>Jr. Asst., Academic Section</i>	
15.	Sri K. Anirudh, <i>Jr. Asst., Academic Section</i>	
16.	Sri P. Laxminarayana, <i>Jr. Asst., Estb. Section</i>	
17.	Sri G. Venu Gopal Reddy, <i>Office Supdt., IDC</i>	
18.	Sri B. Raghavendra, <i>Office Supdt., Accounts Section</i>	To make necessary arrangements for collection of Institutional fee at all registration venues
19.	Sri. A. Venugopal, <i>Jr. Asst., Accounts Section</i>	To make necessary arrangements for material at all registration venues
20.	Sri P. Surender, <i>Attender, Academic section</i>	
21.	Sri B. Ashok, <i>Attender Academic section</i>	
22.	Sri N. Pavan Kumar, <i>Attender, Accounts section</i>	To make necessary arrangements for Sanitization Sri N. Pavan Kumar, <i>Attender, Accounts section</i>
23.	Sri. M. Venkateshwarlu, <i>Attender Establishment Section</i>	
24.	Sri Sriramulu, <i>Attender (CE)</i>	
25.	Sri P. Rajani Kanth, <i>Attender (ME)</i>	
26.	Sri D. Srinivas, <i>Attender (EEE)</i>	
27.	Sri Ch. Sammaiah, <i>Attender (ECE)</i>	
28.	Sri T. Yellaiah, <i>Attender (CSE)</i>	
29.	Sri J. Raj Kumar, <i>Attender (EIE)</i>	
30.	Sri A. Mahender, <i>Attender (IT)</i>	
31.	Sri J. Bixapathi, <i>Attender (PS&MH)</i>	

The faculty and staff deputed for admission/ registration process have to be available at their respective venues during schedule time of admission process by giving top priority to the assigned duties.

In case of any exigency, deputed faculty and staff are required to take prior permission from the Chairman (*Dean AA*)/ Coordinators (*HoD of PS/MH*).

PRINCIPAL

To

1. All AAC Members, KITSW

Copy to:

2. The Chairman KITSW
3. All HoDs of Engg. Depts., KITSW, with a request to allot Dept. Faculty to distribute KITS at Dept.
4. The Dean PE & HoD of CSE, with a request to make necessary arrangements at the registration venues
5. The AO
6. Academic Section, with a request to make necessary arrangements at the registration venues