



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)

website: www.kitsw.ac.in

E-mail: principal@kitsw.ac.in

☎ : +91 9392055211, +91 7382564888

No. KITS/ Acad/Circular/UG & PG/2021/52

Date: 15.01.2022

CIRCULAR

**Sub: Increasing Covid-19 Cases -Measures to contain COVID-19 spread-
M.TECH/MBA FIRST SEMESTER CLASSES IN ONLINE MODE from
17.01.2022 to 22.01.2022 - Reg**

* * * * *

In view of increasing covid-19 cases, the institute academic advisory committee (AAC), in its meeting held on 15.01.2022, has approved the following as a proactive measure to contain the spread of COVID-19.

(i) ONLINE CLASSES FOR M.TECH/MBA FIRST SEMESTER: The M.Tech/MBA I-Semester classes will be conducted in [online mode from 17.01.2022 \(Monday\) to 22.01.2022 \(Saturday\)](#).

- MS Teams for online classes
- Course faculty will create course teams
 - Format for Course Team Name: **Programme-Section-CourseShortName**
 - Ex: **M.Tech-1DE-ADMC** or **MBA-1MBA-MEA**
- **STUDENTS SHOULD CHECK THEIR MS TEAMS CREDENTIALS (Username & password) beforehand by logging in**
- In case of MS Teams login issues/problem, contact
 - Mr. Rambabu: 7013333011
 - Mr. T. Kiran: 8309016713
- **ONLINE CLASSES TIMETABLE** will be released on 16.01.2022 (Sunday)
- **ONLINE CLASS REHEARSAL** on 16.01.2022 (Sunday) at 4.00 pm:
 - Rehearsal online class will be arranged to ensure READY-TO-GO status for online classes from 17.01.2022 (Monday) for flawless start, not to lose even single class
 - All students should join their respective course groups without fail at 3.50pm on 16.01.2022 (Sunday) and attend rehearsal class
 - To ensure no login issues to students
 - The M.Tech coordinator/Faculty of MBA nominated by HoD will conduct rehearsal class for students
 - M.Tech/MBA Faculty will ensure attendance of all students and insists on taking running notes of class
 - Daily absentee report to be generated

The faculty and staff are advised to carry their own sanitizer bottle and follow strict covid-19 guidelines.



DEAN, ACADEMIC AFFAIRS

To,

1. All the Concerned HoDs with a request to circulate among the faculty & students

Copy to:

1. *The Secretary & Correspondent*
2. *The Principal*
3. *The AAC*

Copy to the following for information and necessary action

4. *The CoE*
5. *The AO*
6. *The TPO*
7. *Academic Section*