

No. 631 /OP/KITS/2023

Date: 30/08/2023

CIRCULAR

Sub: Submission of compliance on Lab Manual & Record Book, Faculty Manual for CIE, Record of Make-up Lab sessions & Dress-code Defaulter file available in the laboratory - Reg.

The HoDs are expected to keep the essential documents/records in the laboratory for effective functioning of the lab sessions

1. A copy of Student-centric Lab Manual and Record Book (LMRB)
2. A copy of Faculty Manual for CIE
3. Register for Make-up lab sessions
4. Dress-code Defaulter file

In this matter, the HoDs are requested to submit the compliance on the essential documents kept in the laboratory

S. No.	Name of the Laboratory (Physical)	Name of the lab courses offered in the laboratory	Whether the essential documents are available in the laboratory?			
			Lab Manual & Record (Available/ Not available)	Faculty Manual for CIE (Available/ Not available)	Register for Make-up lab sessions (Available/ Not available)	Dress-code defaulter file (Available/ Not available)
1.						
2.						
3.						

The compliance in the above format is expected today, 31.08.2023 by 12.00 Noon



PRINCIPAL

To
All HoDs for compliance

Copy to: 1. The Chairman, KITSW
2. Registrar
3. Dean, Academic Affairs
4. AO
5. WebTeam - Faculty Notice Board