KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE
Opp : Yerragattu Gutta, Hasanparthy (Mandal), WARANGAL - 506 015, Telangana, INDIA.
काकतीय प्रैद्योगिकी 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/2022/78   Date: 04.04.2022

<u>**CIRCULAR**</u>

Sub: Commencement of B.Tech, M.Tech & MBA Class work for II Semester (s) – Updating CMS with New Roll List & Faculty-Course Mapping – Updating CourseWeb with Relevant Documents – Creating of Microsoft Teams for Odd Semester Courses (in case of any online classes) – Reg


Ref: (1) KITS/Acad/UG/ Almanac/B.Tech Odd & Even Semesters (I & II), dated: 19-11-2021.
    (2) KITS/Acad/PG/Almanac/M.TECH./I year/2021/33, dated: 11-12-2021.
    (3) KITS/Acad/PG/Almanac/MBA/I year/2021, dated: 02-12-2021.

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   The II semester(s) class work for B.Tech, M.Tech & MBA Programme of A.Y. 2021-22 will commence on April 11, 2022 (Monday) (vide ref (1, 2 & 3) cited.

   In this connection, the following points are to be ensured,

1. *Faculty i/c CMS (College Management Software) to update the roll list in CMS for II semester of B.Tech/ M.Tech & MBA Programme and also complete the course-faculty mapping.*

2. *The course handling faculty is required to update the **CourseWeb** for II semester of B.Tech/ M.Tech & MBA Programme with relevant documents before the commencement of class work.*

3. *The course handling faculty is required to **create new MS team** for their course or modify the previous MS team with title of teams as follows (in case of any online classes during II-Semester)*
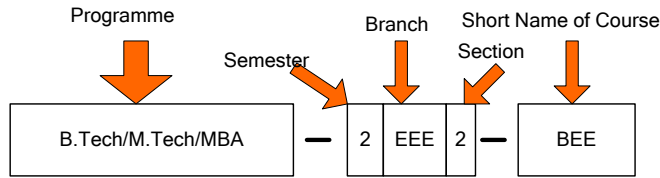
(*For example B.Tech II semester Section -1 Basic Electrical Engineering Course shall be written as*
B.Tech – 2EEE2-BEE)

4. *The HoDs are requested to send a signed hardcopy of timetables and a soft copy to deanaa@kitsw.ac.in on or before 06.04.02022 (Wednesday)*

   All the HoDs to kindly ensure all the works connected to commencement of class work to be completed and commence the class work as per schedule (11th April 2022). In case of any difficulty, alternative arrangement shall be made to the class work.

   In this connection HoDs are requested to start the classes on 11th April 2022 in full spirit by sending necessary messages/circulars in their student groups.

   Best wishes to faculty & staff for A.Y. 2021-22.

DEAN, ACADEMIC AFFAIRS

To,
1. *All the HoDs with a request to circulate among the staff and faculty.*
Copy to:
1. *The Secretary & Correspondent Sir*
2. *The Principal,*
3. *The CoE, The AO, Academic section*
4. *Faculty in-charge CourseWeb, with a request to keep CourseWeb ready for uploading relevant documents by course faculty for B.Tech/M.Tech/MBA (II-Semr)*
5. *Faculty in-charge CMS, with a request to keep CMS ready for posting the attendance for B.Tech/M.Tech/MBA (II-Sem)*
6. *Faculty in-charge OTT, with a request for preparation and uploading of timetables on to the website on or before 06.04.2022 (Wednesday)*