



No. KITS/Acad/Circular/UG & PG/2022/87

Date: 06.05.2022

CIRCULAR

Sub: ALLOTMENT OF FACULTY FOR AUDIT COURSES (ACs)- OPEN ELECTIVES (OEs) - MANDATORY COURSES (MCs) -B.TECH, M.TECH AND MBA PROGRAMMES FOR A.Y. 2022 - 23 - Reg.

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(i) **MINIMUM TEACHING CONTACT HOURS / WEEK FOR VARIOUS POSITIONS**

- Faculty members shall have an engagement of not less than 40 hours/week including teaching contact hours and other activities.

| Designation | Minimum Teaching/Laboratory Hours/Week |
|----------------------|---|
| Director/Principal | 06 |
| Professors | 14 |
| Associate Professors | 14 |
| Assistant Professors | 16 |

- Teachers are required to allocate 6 additional hours per week, beyond the direct teaching-learning hours on research.

(ii) **MINIMUM TEACHING CONTACT HOURS / WEEK FOR VARIOUS POSITIONS**

- Faculty members shall have an engagement of not less than 40 hours/week including teaching contact hours and other activities.

(iii) **B.Tech PROGRAMME:- ALLOTMENT OF FACULTY FOR MANDATORY COURSES (MCs) & OPEN ELECTIVES (OEs)**

- The senior faculty, at Professors and Associate Professors level, are not allowed to take mandatory courses (MCs) & open electives (OEs) of B.Tech programmes.
- The faculty, at Assistant Professor Level preferably having less than 05 years of experience, are allowed to handle mandatory courses (MCs) & open electives (OEs).

(iv) **M.Tech/MBA PROGRAMMES:- ALLOTMENT OF FACULTY FOR AUDIT COURSES (ACs) & OPEN ELECTIVES (OEs)**

- The senior faculty, at Professors and Associate Professors level, are not allowed to take audit courses (ACs) & open electives (OEs) - M.Tech/MBA programmes.
- The faculty, at Assistant Professor Level preferably having less than 05 years of experience, are allowed to handle audit courses (ACs) & open electives (OEs).

(v) **IDENTIFYING AND ARRANGING IN-HOUSE TRAINING TO FACULTY FOR HANDLING ACs, OEs & MCs:**

- HoDs have to identify the faculty members to handle ACs, MCs and OEs, as mentioned above, well before start of semesters and in-house training sessions are to be arranged with the help of senior faculty who have already handled those courses. In case of new ACs, OEs & MCs, training by external resource persons should be arranged.



DEAN, ACADEMIC AFFAIRS

To,

1. All HoDs, with a request for necessary action

Copy to:

1. *The Secretary & Correspondent*
2. *The Principal*
3. *The AAC*
4. *The AO*
5. *Academic Section*