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)

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| website: www.kitsw.ac.in | E-mail: principal@kitsw.ac.in | ✆ : +91 9392055211, +91 7382564888 |

No. 95 KITS/Acad/Circular/2022   Date: 08/06/2022

CIRCULAR

Sub: Action Plan for Finalizing the Syllabi of B.Tech - VII & VIII semester courses (*of CSN & ECI branches*) and of B.Tech - V & VI semester courses (*of CSO & CSM branches*) under URR-18 scheme

In view of Syllabus revision under URR-18 scheme, for B.Tech VII & VIII semester courses (*of CSN & ECI branches*) and for B.Tech V & VI semester courses (*of CSO & CSM branches*), the concerned HoDs are requested to adhere to the following action plan.

S. No.	Action	Due (on or before)
1.	▪ Formation of Course Content Preparation Committees (CCPCs) for B.Tech VII sem & VIII sem courses (*of CSN & ECI branches*) under URR-18, *by HoD concerned* ▪ Formation of CCPCs for B.Tech V sem & VI sem courses (*of CSO & CSM branches*) under URR-18, *by HoD concerned* ▪ The approved Open Electives (OE–III & OE–IV) of all branches can be adapted for CSN & ECI **Open Elective-III (OE–III) courses:** OE 701A: Disaster Management OE 701B: Project Management OE701C: Professional Ethics in Engineering OE 701D: Rural Technology and Community Developments **Open Elective – IV (OE–IV) courses:** U18OE803A: Operations Research U18OE803B: Management Information Systems U18OE803C: Entrepreneurship Development U18OE803D: Forex and Foreign Trade (*A copy of CCPCs to be mailed to* **deanaa@kitsw.ac.in**)	10.06.2022 *(Fri)*
2.	**Conduction of Internal BoS Meeting**: ▪ Initiate the process of developing course content by CCPCs ▪ Identification of KSQs required for the courses of B.Tech - VII & VIII semesters (*for CSN & ECI branches*) and B.Tech V sem & VI sem courses (*for CSO & CSM branches*) under URR-18 ▪ To contact external BoS members and inform in advance about the proposed virtual/offline BoS meeting as per item detailed at S. No 6 ▪ HoDs are requested to prepare MoM in detail with resolutions of meeting (*A copy of MoM and Proposed Budget for BoS Meeting to be mailed to* **deanaa@kitsw.ac.in**)	17.06.2022 *(Fri)*
3.	**Submission of Draft copy of syllabi of B.Tech VII sem & VIII sem courses (*for CSN & ECI branches*) and syllabi of B.Tech V sem & VI sem courses (*of CSO & CSM branches*) to Principal's office:** ▪ Draft copy of complete syllabi under URR-18 of B.Tech VII sem & VIII	20.06.2022 *(Mon)*

	sem courses of CSN & ECI branches are to be mailed to **deanaa@kitsw.ac.in**	
	▪ Draft copy of complete syllabi under URR-18 of B.Tech V sem & VI sem courses of CSO & CSM branches are to be mailed to **deanaa@kitsw.ac.in**	
	(including – Course Code, Semester, content of 4-units, Text Books, Reference Books, Manuals for Lab courses, Course Worksheet, Course Learning Objectives (LOs), Course Outcomes (COs), CAM)	
	(Soft copy to be saved in the following format: *URR18_ DeptName_7&8sem_Syllabus_ModifiedDate* *Ex:* **URR18_CI_7&8sem_syllabus_23June2022)**	
S. No.	**Action**	**Date(s)**
4.	**Presentation of draft course content by HoDs at Committee Hall:** ▪ Concerned HoDs to present proposed syllabi of B.Tech VII sem & VIII sem **(for CSN & ECI branches)** under URR-18 ▪ Concerned HoDs to present proposed syllabi of B.Tech V sem & VI semester **(for CSO & CSM branches)** under URR-18	**23.06.2022** *(Wed)*
5.	**Mail Communication to External / Internal BoS Members**: ▪ To mail the agenda of proposed Virtual/offline BoS meeting (*by concerned HoD*) ▪ Draft copy of complete syllabi under URR-18 of B.Tech - VII & VIII semesters (**for CSN & ECI branches**) and B.Tech V sem & VI sem courses (**for CSO & CSM branches**) of respective branch (*including the OE–IV courses listed in S.No. 1*) to be mailed to all BoS Members	**24.06.2022** *(Thu)*
6.	**Conduction of Virtual/offline BoS Meetings**: ▪ To approve the syllabi of all courses of B.Tech VII sem & VIII sem **(of CSN & ECI branches**) and B.Tech V sem & VI semester **(of CSO & CSM branches)** under URR-18 ▪ Request external BoS members to acknowledge the approval of finalised syllabi through email to concerned HoD ▪ HoDs are requested to prepare MoMs in detail, with final copy including Deliberations & Resolutions of Virtual/offline BoS meeting ▪ HoDs are requested to send a request letter for transfer of Remuneration amount to External BoS Members & expenses (if any) towards conduction of BoS meeting to the principal office, along with Acknowledge emails from External BoS members (including Account details of External BoS members) ▪ HoDs are requested to ensure for transfer of Remuneration amount to External BoS members who attended the virtual BoS meeting from the Administrative Officer (AO)/Accounts section concerned	**27.06.2022** *(Mon)*
S. No.	**Action**	**Date(s)**
7.	**Submission of BoS approved copy of syllabi of B.Tech VII sem & VIII sem courses copy of syllabi of B.Tech VII sem & VIII sem courses (*of CSN & ECI branches*) and syllabi of B.Tech V sem & VI sem courses (*of CSO & CSM branches*) and MoMs to Principal's office:** ▪ BoS approved copy (*including the approvals from external BoS members*) of complete syllabi under URR-18 of B.Tech VII sem & VIII sem of CSN	**30.06.2022** *(Thu)*

		& ECI branches (*including OE–IV courses & other common courses*) and of B.Tech V sem & VI sem courses of CSO & CSM branches (*including all common courses*) along with final copy of MoM are to be mailed to **principal@kitsw.ac.in**	
		(*including – Course Code, Semester, content of 4-units, Text Books, Reference Books, Manuals for Lab courses, Course Worksheet, Course Learning Objectives (LOs), Course Outcomes (COs), CAM*) (*A copy to be mailed to* **deanaa@kitsw.ac.in**)	
		(*Soft copy to be saved in the following format:* *URR18_ DeptName_7&8sem_BoSApproved_ModifiedDate* *Ex:* **URR18_CO_7&8sem_BosApproved_26June2022**)	
8.	**Conduction of AAC Meeting**: ▪ To finalize the agenda for proposed Academic Council (AC) meeting ▪ Dean AA is requested to prepare MoM in detail, with Resolutions of AAC meeting	**02.07.2022** *(Sat)*
9.	**Mail Communication to External / Internal AC Members**: ▪ To mail the agenda of proposed Virtual/offline AC meeting (*by Dean AA*)	**04.07.2022** *(Mon)*
10.	**Conduction of Virtual/offline AC Meeting**: ▪ To approve the syllabi of B.Tech V sem & VI sem courses of CSO & CSM branches under URR-18 ▪ To approve the syllabi of B.Tech VII sem & VIII sem courses of CSN & ECI branches under URR-18 ▪ Dean AA is requested to prepare MoM in detail, with Resolutions of Virtual/offline AC meeting	**09.07.2022** *(Sat)*

PRINCIPAL

To
HoD of ECI & CSE (N)

Copy to: 1. *Secretary & Correspondent*
2. *Dean, Academic Affairs*
3. *AO*
4. *Academic Section*