

CIRCULAR

Sub: HoDs to attend classes of faculty members from 07.01.2025 onwards -
FEEDBACK to be given to faculty - Submission of compliance to the
Principal - Reg.

Ref: AAC Meeting dated 21.11.2024

In compliance to the MoM of AAC meeting; HoDs are requested to take care of
smooth and effective conduction of classwork.

In this matter, HoDs are requested to sit in the classes of their faculty and
submit compliance to the Principal, at the end of every semester. In case of service
courses, both HoDs should attend those classes.

HoDs should give written feedback to faculty, after attending their classes.

FEEDBACK to Faculty should include

1. Suggestions for improvement
2. Points of appreciation

The **SEMESTER-END COMPLIANCE**, to be submitted to the Principal,
should clearly indicate the suggestions given to faculty for improvement and points
of appreciation, in addition to the date & time of visit to the class.

In this matter, the HoDs are requested to start visiting classes from 7.1.2025
onwards. Maintain a stack file and handover the FEEDBACK copy to the faculty.


PRINCIPAL

To
All HoDs for compliance

Copy to: 1. The Chairman, KITSW
2. Registrar
3. Dean, Academic Affairs
4. WebTeam - To post in faculty noticeboard