

CIRCULAR

Sub: B.Tech. II Semester Students - Instructions for Clearing Backlogs in Expert Talk Series-I, Practicum-I, and SEA/SAA-I - Reg.,

1. Students of B. Tech II Semester having backlogs in Practicum-I, SEA/SAA -I & Expert Talk Series-I from I semester, are required to register for **supplementary examination in current semester**. The registration process and important deadlines will be provided in the official supplementary exam notification, which will be released in the month of April 2025. Students are advised to carefully go through the notification and complete the registration within the stipulated timeframe.
2. Additionally, students must actively work towards fulfilling the course requirements. The procedure for clearing backlog is mentioned below for each such course (*refer Page 2-4*). To track progress and resolve any queries, they should contact the following faculty members:
 - **Expert Talk Series-I:**
 - **Prof. K. Rajanarender Reddy, Professor, C-i²RE**
Office: Centre for i²RE
 - **Practicum-I:**
 - **Dr. K. Shivashankar, Head, MHS**
Office: Room No. BIV-203, Block-IV, Second Floor
 - **SEA/SAA-I:**
 - **Prof. M. Sreelatha, Dean, Student Affairs**
Office: Room No. BI-207/C, Block-I, First Floor

For more information, students with backlogs in above courses are advised to attend a meeting on 02.04.2025 at 4.10pm in B-IV SJSH.

Note: (1) Please make your own transportation arrangements, as institute buses will leave at 4.15 pm
(2) Please don't skip this meeting citing the institute bus timings as reason

All students with backlogs in these courses are expected to take this opportunity seriously and ensure their successful completion within this semester.

For further assistance, you may reach out to the Examination Cell.

Prof. V.Rajagopal, Controller of Examinations, Office: Exam branch, Block-IV, Ground Floor

K.V. Madhavi

Dean, Academic Affairs

To

All Notice Boards

Copy to:

1. PA to Principal
2. All HoDs with a request to circulate among the students concerned
3. Prof. V.Rajagopal, CoE
4. Prof. M.Sreelatha, Dean, Student Affairs & SEA/SAA Coordinator
5. Prof. K. Rajnarender Reddy, ETS Coordinator, with a request to attend the meeting along with department ETS Coordinators
6. Dr. K.Shiva Shankar, Head, Dept. of M&H
7. WebTeam - with a request to upload the circular onto institute website @ Student Noticeboard

Instructions for Expert Talk Series-I (ETS) Supplementary Examination

1. Registration

- Students must complete the registration process as per the notification issued by the Examination Branch, KITSW.
- The registration deadline and procedure will be communicated in the notification.

2. Exam Details

- **Mode:** Physical (offline)
- **Date of examination:** Will be intimated by **Department ETS Coordinator**
- **Conducting Authority:** Centre for i²RE
- **Total Marks:** 100
- **Question Type:** MCQs / Fill in the Blanks (FiBs)
- **Duration:** 2 hours
- **Syllabus:** Content covered in ETS lectures during the I semester

3. Exam Coordination

- The **Department ETS Coordinator**, in coordination with the **Institute-Level ETS Coordinator**, will conduct the exam at Centre for i²RE

4. Study Material on ETS Webpage

- ETS Coordinator will make all videos of previous ETS talks available on ETS Webpage
- List of ETS lectures to be referred will be provided by the ETS Coordinator Prof.K. Rajanarender Reddy

For any queries, students may contact **ETS Coordinator Prof. K.Rajanarender Reddy @ Centre for i²RE**

Instructions for Practicum-I Supplementary Examination

1. Topic & Course Assignment for Practicum-I Supplementary

- The **practicum topic will remain the same** as assigned in the previous semester i.e. Semester-I
- Students must complete the practicum-I **under the same course teacher** who guided them earlier in Semester-I

2. Student Responsibility

- Students must **approach their respective course teacher** (as mentioned in 1 above) at the earliest to discuss the practicum-I requirements.
- They should actively work on completing the practicum-I within the stipulated timeframe.

3. Progress Updates

- Students must regularly update their **course teacher** about their progress.
- Additionally, updates should be shared with **Dr. K. Shiva Shankar, HoD, MHS**.
- Dr. K.Shiva Shankar, Head, Department of M&H, is requested to take regular updates on progress from these students and course teachers

4. Completion & Evaluation

- The course teacher will assess the practicum-I upon completion.
- Final submissions, presentations and evaluations must adhere to the guidelines provided by the department.

5. Important Note

- Students are responsible for completing their practicum-I on time.
- Failure to complete the practicum-I, within the required timeframe may result in academic consequences.

For further queries, students should contact **Dr. K. Shiva Shankar, Head, Dept. of M&H @ Room No. BIV-203, Block-IV, Second Floor**

Instructions for SEA/SAA-I Supplementary Completion

1. Activity Assignment for SEA/SAA-I Supplementary

- The **same SEA/SAA activity** assigned in the previous semester must be completed.
- Students should work under the guidance of the **same Activity Coordinator** assigned earlier.

2. Student Responsibility

- Students must **approach their respective Activity Coordinator** to discuss the activity requirements.
- They should actively work on completing the assigned activity within the given timeframe.

3. Progress Updates

- Students must regularly update their **Activity Coordinator** about their progress.
- Additionally, updates should be shared with **Prof. M. Sreelatha, Dean, Student Affairs**
- **Prof. M.Sreelatha, Dean, Student Affairs**, is requested to take regular updates on progress of these students from the activity coordinators

4. Completion & Evaluation

- The Activity Coordinator will assess the activity upon completion.
- Final submissions and evaluations must follow the department's guidelines.

5. Important Note

- Students are responsible for completing the assigned activity on time.
- Failure to complete the activity within the required timeframe may result in academic consequences.

For further queries, students should contact **Prof. M. Sreelatha, Dean, Student Affairs @ Room No. BI-207/C, Block-I, First Floor.**