

KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE

Opp: Yerragattu Gutta, Hasanparthy (Mandal), WARANGAL - 506 015, Telangana, INDIA. काकतीय प्रैद्योगिकी एवं विज्ञान संस्थान, वरंगल - ५०६ ০৭५ तेलंगाना, भारत පාර්ම්ණ సాంకేతిక విజ్ఞాన కాస్త విద్యాలయం, వరంగర్ - ಸಂ೬ ০೧೫ මෙలంగాణ, భారతదేశము

(An Autonomous Institute under Kakatiya University, Warangal)

KITSW (Approved by AICTE, New Delhi; Recognised by UGC under 2(f) & 12(B); Sponsored by EKASILA EDUCATION SOCIETY)

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

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