



# KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE

Opp: Yerragallu Gutta, Hasanparthy (Mandal), WARANGAL - 506 018, Telangana, INDIA.

వరకాటియ ప్రత్యోగికావీ ఁవ విజ్ఞాన శాసరభాన, వరంగల - 506, 018 తెలంగాణ, భారత

కాకాటియ సాంకేతిక శాస్త్ర విజ్ఞాన సంస్థ, వరంగల - 506, 018 తెలంగాణ, భారత

Autonomous Institute under Kakatiya University, Warangal

Approved by A.K.T.E. New India; Recognized by UGC under 2(f) & 12(b); Sponsored by KRASHI EDUCATION SOCIETY

## OFFICE OF THE DEAN, RESEARCH & DEVELOPMENT

25-02-2026

06/R&D/KITSW/2026

### CIRCULAR

**Sub: Mandatory updation of VIDWAN profiles with correct Institute affiliation, domain mail ID and research details.**

**Ref: No. 02/R&D/KITSW/2026- NIRF 2026- Updating Faculty Research profiles in Scopus, WoS and VIDWAN Portals; dated 02.02.2026.**

All faculty members are hereby informed to update their VIDWAN profiles immediately to ensure proper visibility under the Institute VIDWAN account.

1. Newly joined faculty must register on the VIDWAN portal using the official Institute affiliation as "Kakatiya Institute of Technology and Science" and select the appropriate department. (Refer to Enclosure 1)
2. Few VIDWAN profiles are not linked to the Institute account, possibly due to usage of personal email IDs. Faculty are instructed to update their profiles in the "Email Section" of VIDWAN portal using the official college domain email ID instead of Gmail and ensure correct Institute affiliation and department details. (Refer to Enclosure 2)
3. All faculty members must manually add or update all publications irrespective of indexing status, including National/International Journals, Conferences, Book Chapters, Books, and Patents in the VIDWAN portal or any database such as WoS, Google Scholar etc. where manual addition is permitted. (Refer to Enclosure 2)
4. All published or granted patents must be updated in VIDWAN portal. (Refer to Enclosure 2)
5. Faculty shall ensure Employee ID, ORCID ID, Scopus ID, Researcher ID, and Google Scholar ID are properly entered in their VIDWAN account. (Refer to Enclosure 3)
6. In case of multiple Scopus IDs, faculty must contact the Scopus support team to merge the IDs. (Refer to Enclosure 4)

The following are the important links to register/ update the profiles.

S. No.	Profile	Link
1	VIDWAN to Register	<a href="https://vidwan.inflibnet.ac.in/registration">https://vidwan.inflibnet.ac.in/registration</a>
2.	VIDWAN to Update	<a href="https://vidwan.inflibnet.ac.in/login">https://vidwan.inflibnet.ac.in/login</a>
3.	Scopus log in	<a href="http://www.scopus.com">www.scopus.com</a>
4.	Research ID/ WoS login	<a href="https://www.webofscience.com/wos/">https://www.webofscience.com/wos/</a>
5.	Google Scholar	<a href="http://scholar.google.com">scholar.google.com</a>

In this regard, Heads of the Departments are requested to ensure that their department faculty updated/ registered their profiles in Scopus, WoS and VIDWAN Portals through department R&D coordinators by tomorrow.

By 25/2/26  
Dr. B. Jeevan  
Faculty I/C, (R&D)

Dr. G. Raghotham Reddy  
Dean, (R&D)

- Encl:
1. Procedure for registration of new faculty- key points
  2. Procedure to update the domain mail ID and affiliation
  3. Linking all IDs to VIDWAN portal
  4. Merging multiple Scopus IDs

Copy to:

1. Principal
2. All Heads of the Departments
3. Dept. R&D Coordinators for n.a

HODs  
Kindly treat this as very urgent  
(through dept R&D coordinators)  
PLS Submit compliance through  
principal's office by tomorrow (26th)  
(The last date for institutional  
submission is 27th.)  
25/02/26

Enclosure 1

1. Procedure for registration of new faculty- key points

For new registration of VIDWAN expert account. Make sure to give your domain mail ID as e-mail and select "Kakatiya Institute of Technology and Science" from drop down, as shown below.

url: <https://vidwan.inflibnet.ac.in/registration>

Registration form

Select Title	▼
First name	Last name
Date of Birth	Select Gender ▼
@kitsw.ac.in	
Password	🔒
Password	🔒
Confirm password	🔒
Kakatiya Institute of Technology and Science	
Select Department	▼
Select Designation	▼

**Enclosure 2**

2. Update the experience in existing VIDWAN expert account, as shown below.

url: <https://vidwan.inflibnet.ac.in/login>

**Experience**

Add

\* Institute

Kakatiya Institute of Technology

Department

Kakatiya Institute of Technology and  
Science

\* Organisation Type

Select Organization Type

Organisation Url

Enter Organisation Url

\* District

Enter District

ISNI

Ex : 0000 0001 0153 2859

\* Designation

Assistant Professor

[ Select the Designation name from the auto  
suggestion. ]

\* Start Date

Month

Year

\* End Date

Month

Year

I currently  
work here

**Email Information**

Edit Information

Email address

Save

Cancel

Enclosure 3

3. Ensure Employee ID, ORCID ID, Scopus ID, Researcher ID, and Google Scholar ID are properly entered in VIDWAN account as shown below.

Publication 100%

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 Academic Identity

 Employee Id   
S0776

 Orcid Id   
0000-0002-2126-  
0907

Updated on January 28, 2026

 Scopus Id   
55792313400

Updated on February 7, 2026

 Researcher Id   
0-7328-2015

 Google  
Scholar Id   
jzxdKwkAAAAJ