



CIRCULAR

Sub: Guidelines for contributions to "Campus News" monthly newsletter - Reg.

Dear HoDs and Faculty,

The institute has launched its monthly newsletter, "Campus News" commencing from January 2026 (Vol.1). In addition to the requirements outlined in the previous circular, all departments are requested to adhere to the following guidelines for their assigned months.

Contributions Required from Each Department

1. The Department's pen (HoD's Thought of the Month):

Submit a brief 1-page article (250-280 words), including 4 relevant pictures with captions. Points to Cover: Industry trending technology; latest research updates; alignment to courses; role in nation building; real-world Pics.

2. W.e.f April issue of Campus News:

It is decided to include a group photographs of the department faculty in the Institute newsletter CAMPUS NEWS. Hence, HoDs are requested to send the same as per the monthly departmental schedule given below.

Please mention names in accordance with their seating /standing arrangement (row- wise, from Left to Right)

3. W.e.f April issue of Campus News:

It is decided to include a group photographs of the department Non-teaching staff along with the HoD and Academic Cordiantor, in the Institute newsletter CAMPUS NEWS. Hence, HoDs are requested to send the same as per the monthly departmental schedule given below.

Please mention names in accordance with their seating /standing arrangement (row- wise, from Left to Right)

The HoDs may kindly note the following:

1. The Department photograph (Teaching & Non-Teaching) of CSE will appear in the April issue.
2. The Department photograph (Teaching & Non- Teaching staff) of CE, ME, ECIE will be included from April to June 2026 issues.
3. The Departments photograph (Teaching & Non- Teaching staff) of CSE and CE must be submitted on or before 18th April 2026.

Submission Timeline for timely release of CAMPUSNEWS:

The HoDs are requested to submit their department achievements and events organized / planned before the first week of every month.

All HoDs are requested to carefully compile their activity-specific data without omitting any details (like title, names, date(s) etc.) and send it in MSWord format to campusnews@kitsw.ac.in

Monthly Department Schedule

S. No	Month	Name of the Department		Additional Depts. Group photo of the Faculty & Staff
		Department's pen (HoD's through of the month)	Group photo of the Faculty & Staff	
1	January	Civil Engg.	CE	Not covered in January Issue
2	February	Mechanical Engg.	ME	Not covered in February Issue
3	March	ECI	ECIE	Not covered in March Issue
4	April	CSE	CSE	CE To appear in April Issue
5	May	EEE	EEE	ME * To appear in May Issue
6	June	IT	IT	ECIE * To appear in June Issue
7	July	ECE	ECE	Principal Office To appear in July Issue
8	August	CSE (Networks)	CSN	Centre for i ² RE To appear in August Issue
9	September	CSE (AI&ML)	CSM	Examination Branch To appear in September Issue
10	October	Mathematics and Humanities	M&H	Central Library To appear in October Issue
11	November	Physical Science	PS	T&P To appear in November Issue
12	December	Management	MBA	IDC & IQAC To appear in December Issue
		Physical Education	Phy. Edn.	Professional Societies To appear in December Issue

* The HoDs of ME, ECI are requested to send their department pics (Teaching group & Non-Teaching group) in April as the faculty may avail vacation in May/June months


PRINCIPAL

To
All HoDs for compliance and circulation among the faculty

Copy to:

1. The Chairman, KITSW
2. Registrar
3. AAC Members;
4. Editor, Campus News
5. WebTeam - To post in Student Noticeboard & faculty circulars