

**KALASALINGAM INSTITUTE OF TECHNOLOGY**  
**Anand Nagar, Krishnankoil**

**Date: 23.3.2020**

**CIRCULAR**

In the view of COVID-19 scenario, Principal office informs that all staff members are permitted and advised to work from home till **31<sup>st</sup> March 2020** and the following is the target from the faculty when they report back to duty on **1<sup>st</sup> April 2020**.

1. To complete two units of class notes for next odd semester (2020-2021)
2. Updation of current semester (2019-2020 even semester) question bank and prepare crispy notes for slow learners.
3. All Ph.D doing faculty members must continue their research and prepare one research paper for Annexure I .
4. To write a funding proposal for IEDC, PMKVY, TNSCST.
5. Class Coordinators and HODs must insist the students to pay exam fees and pending tuition fees through online.

Heads of the Departments are asked to prepare a short appraisal of individual faculty on completion of the aforementioned by the faculty and submit the same to the office on 08.04.2020.

**PRINCIPAL**

Copy to all Deans, HODs - for circulation amongst all staff.  
Cc to Transport Office, Estate Office.