



KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE

(An Autonomous Institute under Kakatiya University, Warangal)

Opp : Yerragattugutta, Bheemaram (V), Hasanparthy (Mandal), WARANGAL - 506 015, Telangana State, INDIA.

కాకతీయ ప్రౌఢ్యోగికీ ంవ్ విజ్ఞాన సంస్థాన, వరంగల్ - 506 015 తెలంగాణ రాజ్య, భారత

కాకతీయ సాంకేతిక విజ్ఞాన శాస్త్ర విద్యాలయం, వరంగల్ - 506 015. తెలంగాణ రాష్ట్రం, భారతదేశము

DEPARTMENT OF MECHANICAL ENGINEERING

No. KITS/MED/2021-22

Date: 26.02.2022

CIRCULAR

Sub: Students arriving late to class is unacceptable; students should arrange their daily commute to arrive at class by 9.30 a.m.; if any student is late to the class after 9.40 a.m., he or she will not be permitted to the class-Reg.

Dear students,

- A. Time is a valuable resource in every student's life. Punctuality is critical and must be prioritized. Punctuality allows students to plan ahead, build a productive habit, and be prepared for tasks, which leads to success. Once a student masters punctuality, everything else falls into place
- B. All the B. Tech. and M. Tech. students are hereby advised to schedule their activities to reach the classroom in institute campus by 9.30a.m.

If students show up on time, then it

- demonstrates that they have planned their day and are well-organized
- lowers stress levels
- boosts self-esteem
- gives more credibility
- is an indication of competence
- enhances the Mechanical Engineering department's reputation
- shows that students place a high value on professors

- C. Students are advised to follow five point formula to consider when it comes to punctuality

1. Develop a new mindset.
2. Plan ahead of time
3. Prepare ahead of time
4. Allow for any delays
5. Go to bed at a reasonable hour

- D. In this regard, students are advised to report at the right time to gain from key learning sessions whether be it in theory class, in the laboratory class, in the examination hall, at the training activities & placement drive, at the playground etc. The visitors, faculty and parents of other students highly appreciate the students who are punctual.

Dr. K. Raja Narender Reddy
Professor & Head, MED

Copy to: 1. Notice Board
2. Principal sir for favour of Information