

**KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE**

Opp : Yerragattu Gutta, Hasanparthy (Mandal), WARANGAL - 506 015, Telangana, INDIA.

काकतीय प्रौद्योगिकी एवं विज्ञान संस्थान, वरंगल - ५०६ ०१५ तेलंगाना, भारत

కాకతీయ సాంకేతిక విజ్ఞాన శాస్త్ర విద్యాలయం, వరంగల్ - ౫౦౬ ౦౧౫ తెలంగాణ, భారతదేశము

(An Autonomous Institute under Kakatiya University, Warangal)

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

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No. KITS/Acad/Circular/2022/97

Date: 14.06.2022

**CIRCULAR****Sub: CHANGE OF INSTITUTE WORKING HOURS w.e.f 08.08.2022 (MONDAY)-  
Reg.**

Ref.1: Google Form raised to Collect Feedback from faculty to extend the working hours, dated 15.05.2022.

Ref.2: Hard Copies of Feedback Collected from faculty to extend the working hours, dated 30.05.2022.

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The institution has taken feedback from professors, associate professors and assistant professors in accordance with the management vision to provide quality time to promote research and contact hours with students (vide ref (1) and (2) cited).

In this regard, the institute working hours have been extended from 4.45 pm to 5:30 pm. (taking into account the majority of faculty feedback, it was decided that the college would remain open until 5:45 p.m. w.e.f 08.08.2022).

With these changes, the official college working hours are now from 9.30 a.m. to 5.30 p.m.

DEAN, ACADEMIC AFFAIRS

**To,****1. All the HoDs for necessary action****Copy to:**

1. The Principal
2. The AAC
3. The CoE
4. The AO
5. The TPO
6. Academic Section