

CIRCULAR

Summer Half-Day Classes - Institute Working Hours
8.00 a.m. - 1.00 p.m. w.e.f. 18.5.2023 (Thursday)

Sub: Summer Half-Day classes - Institute Working Hours from 8.00 am -1.00 pm
 w.e.f. 18.5.2023 - Reg.

In view of rising temperatures, the Institute will function only Half-day from
 18.05.2023 (Thursday) until further orders.

From Monday to Saturday 8.00 a.m. - 1.00 p.m. (Saturday ... No classwork)

The classes will commence at **8.00 a.m.** The Dean, Academic Affairs will release the
 detailed classwork TimeTable

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| <ul style="list-style-type: none"> • KITSW Buses for Day Scholars : Buses will start at 7.00 a.m.
 (for registered students only) from Madikonda & Warangal • Breakfast for Hostelites : Breakfast time : 6.45 a.m. - 7.45 a.m. |
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Students are strictly advised the following:

1. Do not step out on an empty stomach
2. Carry your own water bottle - stay hydrated
3. Cover your head (*use cap, umbrella or other traditional head gears*) during direct exposure to sunlight (*when leaving the campus*)
4. Report to course faculty / hostel warden in case of heat-related illness
5. Wear light weight, light coloured loose, cotton clothes
6. Frequently take lemon water, butter milk, lassi, coconut water & carry ORS liquid

The scheduled End Semester Examination (Supplementary) will be conducted as
 per the schedule given below.

**The timings for the ESE (Supplementary), which are scheduled on 18th & 19th May, 2023
 will remain unchanged.**

The following examination timings will come into force w.e.f. 20th May, 2023 (Saturday)

ESE - Forenoon Session	7.30 a.m. - 10.30 a.m.
ESE - Afternoon Session	11.00 a.m.- 2.00 p.m.
The CoE will release the revised exam schedule	

- **The training schedule released by the TPO will continue as planned from 9.00 a.m.-
 5.30 p.m.**

All students are hereby advised to note the summer timings for classwork & examinations
 and attend accordingly


PRINCIPAL

To

All HoDs for circulation among the students and staff

Copy to: 1. The Chairman, KITSW

2. Registrar

3. **Dean, Academic Affairs** - to release of the detailed classwork TimeTables

4. **Controller of Examination** - to release the examination TimeTables

5. **Dean, P&E** - to ensure availability of sufficient drinking water in the water-coolers

6. **WebTeam** - Faculty Notice Board & Student Notice Board

7. **Chief Warden, Hostels** - to arrange Breakfast from 6.45 a.m. - 7.45 a.m.

8. **Transport In-charge** - to arrange buses at 7.00 am from Madikonda & Warangal

9. **Institute Medical Officer** - to make arrangements to treat heat-related illness in Dispensary and ensure
 quick access to the nearest hospital, if needed

10. TPO

11. AO