

CIRCULAR
**REVISED Institute Working Hours - Summer Half-Day Classes -
 8.00 a.m. - 1.30 p.m. w.e.f. 12.6.2023 (Monday)**

Sub: REVISED Institute Working Hours- Summer Half-Day classes -from 8.00 am -1.30 pm w.e.f. 12.06.2023 - Reg.

Ref:- This Office Circular No. 386/OP/KITS/2023 dt. 16.05.2023 Summer Half day classes with effect from 18.05.2023

In view of continuing heat wave and rising temperatures, the Institute will continue to function only Half-day, but with changed working hours **w.e.f. 12.06.2023 (Monday) until further orders.**

**From Monday to Saturday 8.00 a.m. - 1.30 p.m.
 (Saturday ... No classwork)**

The classwork will start at **8.00 a.m. and end at 1.20 p.m.**
 The Dean, Academic Affairs will release the detailed classwork Timetable.

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 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 revised 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 class work Timetables*
4. *Controller of Examination - for necessary action*
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. Administrative Officer
12. Stack File