

No. 342/OP/KITS/2025

Date: 24/07/2025

CIRCULAR

Sub: KITSW - Alumni Meet and Silver Jubilee REUNION (CLASS OF 2000 graduates) on 26th July, 2025 - Institute will function Full Day on 26.7.2025 (Saturday) - Reg.

An Alumni Meet and Silver Jubilee REUNION of the CLASS OF 2000 is scheduled to be held on Saturday, **July 26, 2025** on the Institute campus. Most of the Alumni have confirmed their participation in the event. During their visit, they may interact with the faculty members and likely visit the departments & laboratories.

In view of this special occasion, the Institute will remain **open and function full day from 9:00 am to 5:00 pm on 26.07.2025 (Saturday)**.

All HoDs are requested to ensure the following arrangements to facilitate a smooth and memorable experience for our alumni:

- Laboratories and departmental offices should remain open throughout the day.
- Faculty members should be informed and available to welcome and interact with the alumni.
- Lab Assistants, Office Assistants, and Attenders should be advised to give a warm and humble reception to visiting alumni (including asking their name, occupation, etc.).
- **A visitors' book should be arranged in every lab and let the Lab Assistants request the alumni visiting the labs to give their feedback**

These efforts would help to make the event more memorable for our alumni and a proud moment to the Institute

Komal
REGISTRAR

To

All faculty & staff members through their HoDs/Sections

- Copy to:
1. The Chairman, KITSW
 2. PA to the Principal
 3. All AAC members
 4. Administrative Officer
 5. Professor I/c. AA&ER
 6. Stack File