

No. KITS/Acad/Circular/2026/592

Date: 28.01.2026

CIRCULAR

Sub: KITSW – Amendments made in institute timings – Lecture Hour timings - Reg.

Ref: 1) MoM of the Academic Advisory Committee (AAC) meeting held on 27.01.2025.

(i) Institute working hours:

As per cited Ref.(1), the institute working hours are changed as indicated in the table:

Sr. No.	Days	Timings		Lunch Break
		Faculty & Staff	Students	
1.	Monday to Friday	9.30am – 4.45pm	9.40am – 4.30pm	1.00pm – 2.00pm
2.	Saturday	9.30am – 1.00pm	9.40am – 1.00pm	-

(ii) Classwork Commences at 9.40am:

As per the cited Ref.(1), the following classwork timings will be followed:

Sr. No.	Hour	Time slot	Day	
1.	1 st Hour	9.40am – 10.30am	Monday to Friday (9.40am – 4.30pm)	Saturday (09.40am – 1.00pm)
2.	2 nd Hour	10.30am – 11.20am		
3.	3 rd Hour	11.20am – 12.10pm		
4.	4 th Hour	12.10pm – 1.00pm		
5.	Lunch Break	1.00pm – 2.00pm		
6.	5 th Hour	2.00pm – 2.50pm		
7.	6 th Hour	2.50pm – 3.40pm		
8.	7 th Hour	3.40pm – 4.30pm		

Above mentioned changes will come into force from 02.02.2026 (Monday) onwards.

K.V. madhavi

Dean, Academic Affairs

To,

- 1) All the students of B. Tech, M. Tech & MBA for information
- 2) All the HoDs for necessary action & compliance
- 3) The CoE, for necessary action & compliance
- 4) Dr. R. Ramesh, Fi-OTT for preparation of timetables with changed timings
- 5) Webteam with a request to upload this circular on institute website

Copy to:

1. PA to the Principal
2. Registrar
3. AO
4. AAC members
5. Academic Section – Stack file