

CIRCULAR

Sub: **Change in Institute official working hours - Reg.**

Ref: Minutes of Meeting of Academic Advisory Committee held on 27.1.2026

In accordance with the minutes of the Academic Advisory Committee (AAC) meeting held on 27.01.2026, the Institute's official working hours are revised as detailed below:

1. Monday to Friday:

Working Hours: 9.30 a.m. - 4.45 p.m.

Lunch Break: 1.00 p.m. - 2.00 p.m.

2. Saturday:

Working Hours: 9.30 a.m. - 1.00 p.m.

Classwork will commence at 9.40 am and conclude at 4.30 pm.

The above changes shall come into force with effect from 02.02.2026 (Monday).

All HoDs are requested to circulate this information among the faculty, staff, and students concerned.

The Dean, Academic Affairs is requested to make the necessary changes in the classwork timetables for the ongoing EVEN Semester of Academic Year 2025-26 and circulate the same to the faculty, staff, and students concerned.

KOTMANI
REGISTRAR

To

All Heads of Depts/Sections

- for circulation among faculty, staff & students
- for necessary action & compliance

Copy to:

1. The Chairman, KITSW
2. PA to the Principal
3. Dean, Academic Affairs for necessary action
4. CoE, for necessary action
5. AO
6. AAC members
7. Faculty I/c. Transport for necessary action
8. Head, Physical Education & I/c. Watch & Ward for necessary action
9. Academic Section - for Stack file
10. WebTeam- To post in Faculty circulars & Student Noticeboards