KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE, WARANGAL - 15

No. KITSW/ A-39/Estt/2026/316 Date: 20.11.2026

NOTICE

Sub: Declaration of 24.11.2026 (Tuesday) as Non-instructional Working Day in connection with "Annual Graduation Day" - Reg.

Ref: This office Notice No. KITSW/A-39/Estt/2026/501, dated 4.11.2026

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It is hereby informed that the Institute shall function on **24.11.2026 (Tuesday)** in connection with **Annual Graduation Day.**

All employees are hereby instructed to attend the Institute on the above mentioned date and extend their cooperation in making necessary arrangements, maintaining discipline and ensuring the smooth & successful conduct of the event.

The Institute shall function as a working day for all employees and a non-instructional day for students. However, the students involved in the Annual Graduation Day shall attend the Institute as instructed.

It's has been observed during previous AGDs that the student movement during the ceremony disturbed the proceedings and such events shall be considered disrespectful to the Chief Guest and also disrespectful to the organizing Institute.

In this connection, all faculty & staff are requested to be present at the venue during the ceremony and help ensuring

(i) no degree receipents are moving outside the venue during the ceremony

(ii) all degree receipents are remain seated at venue until the conclusion of ceremony.

All staff members are requsted to take note of the above and attend the Institute as per the schedule

All HoDs are requested to bring these instructions to the notice of the staff and students concerned and ensure compliance.

No leave shall be granted to the employees on the above mentioned date. In case of any unavoidable exigency, prior permission must be obtained from the Principal.

Komal
REGISTRAR

To
1. All Notice Boards
2. All HoDs with a request to circulate among the staff and students concerned

Copy to:
1. *The Chairman, KITSW*
2. *PA to the Principal*