



OFFICE OF THE REGISTRAR
KAKATIYA UNIVERSITY

WARANGAL-506 009 Telangana

No. 440 /A2/KU/2021/GEN-120

Date: 14 /09/2021

C I R C U L A R

Sub: Establishment – Teaching and Non-Teaching Employees – Commencement of regular classes in physical mode w.e.f. 01/9/2021 – Instructions for strict attendance of all the teaching (regular, contractual, part-time etc.) and non-teaching (regular, time-scale, daily-wage, lump-sum/casual, etc.) employees as per their respective college/office timings – Circular – Issued.

Ref: 1) KU Circular No.398/A2/KU/2021/GEN-120, Dt. 28/08/2021.
2) Resolutions Dt. 09/09/2021 of the Principals of Univ. Colleges, K.U.

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In view of the commencement of regular classes in physical mode during current academic year 2021-2022 with effect from 01/09/2021, vide circular 1st cited, and in pursuance of the resolutions passed by the Principals of all the University Colleges of Kakatiya University, vide reference 2nd cited, the Vice-Chancellor has accorded approval for reiteration of the following instructions to all the teaching (regular, contractual, part-time etc.) and non-teaching (regular, time-scale, daily-wage, lump-sum/casual, etc.) employees of Kakatiya University for uniform and effective implementation as per their respective college/office timings with immediate effect: -

- i) All the employees shall be punctual and diligent to their respective duties throughout the working hours of the college/department/office;
- ii) All Principals/Heads of Departments/Administrative Officers concerned shall monitor the attendance and performance of all the teaching and non-teaching employees working under their control and report the same periodically, along with the salary bills, for taking necessary action by the concerned authority; and
- iii) Necessary follow-up action, including disciplinary proceedings, shall be taken by the Principal/HoD/Administrative Officer at their respective college/department/office level from time to time for not obeying and adherence to the guidelines and instructions related to the functioning of the college/department/office.

All the Principals/Heads of Departments/Administrative Officers vis-à-vis teaching and non-teaching employees are hereby requested to cooperate and attend their respective duties for the cause of smooth functioning and to achieve academic excellence.

REGISTRAR

To

1. All the Principals of University Colleges of K.U.
2. All the Deans of Faculties, KU.
3. All the Heads of Departments, KU.
4. The Director, SDLCE/University Hostels, KU.
5. The Member-in-Charge, University Library, KU.