



OFFICE OF THE REGISTRAR  
KAKATIYA UNIVERSITY  
WARANGAL-506 009(T.S.)

No. 541/A2/KU/2022

Date: 16-08-2022

C I R C U L A R

Sub: Establishment – Teaching & Non-Teaching Employees – Strict attendance and maintaining punctuality in attending their respective duties and responsibilities in view of XXII Convocation and NAAC Peer Team visit – Instructions - Issued.

-o0o-

In view of the work-exigencies due to the fact that the “XXII Convocation” is scheduled to be held on 25/08/2022 and that the “NAAC Peer Team” visits Kakatiya University soon for the fourth cycle of its re-accreditation, besides their job-related usual academic, research and supporting functions, I am desired by the Hon’ble Vice-Chancellor to comply the orders that all the teaching and non-teaching employees (permanent/temporary) shall not avail any kind of leave nor absent to the office/department/college till the NAAC visit is over. In case of personal emergency or sudden indisposition, permission of the undersigned is compulsory through their controlling officer so as to enable the university administration to make alternative arrangements for effective and smooth conduct of the said events.

Therefore, all the Principals/Heads of Departments/Administrative Officers of the university are hereby requested to strictly maintain attendance and punctuality of the teaching and non-teaching employees under their control in attending to their respective job-related duties and additional responsibilities of the above said events without any lenient view in whatsoever manner.

REGISTRAR

To  
All the Principals of University Colleges, KU.  
All the Heads of Departments, KU.  
All the Administrative Officers, KU.

Copy to:-

- 1) The Controller of Examinations, KU.
- 2) The Director, IQAC/Website & Networking Centre, KU.
- 3) The Finance Officer, KU.
- 4) All the Library Assistants, KU.
- 5) All the Deputy/Assistant Registrars, KU.
- 6) The Public Relations Officer, KU.
- 7) The Vice-Chancellor/Registrar’s Peshi, KU.
- 8) The Stack File.