



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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KTU/ASST(ACADEMIC)/6490/2018

04.01.2021

Circular

Sub: Clarification regarding working hours-staff attendance: regarding

Ref: 1. G.O.(Rt.)No.1609/2020/H.Edn dated 23.12.2020
2. KTU Circular KTU/ASST(ACADEMIC)/6490/2018 dt 23.12.2020
3. Syndicate meeting held on 31.12.20 in Item number S-017-022

Vide Reference 2nd cited above, the University has issued a circular upon recommendations of the Academic Council meeting held on 29.11.20 and considering the directions stipulated in Reference cited 1st above. The Syndicate meeting held on 31.12.20 resolved to approve the proposal and schedule with following clarifications on clauses 3.v and 3.vi of Annexure 2 of the circular related with the working hours for students and staff. These said clauses stands modified as:

3.INSTITUTIONAL PLANNING

- v. College timings shall be from 8.30 AM to 5.00 PM. College Principals shall work out the detailed schedule of classes for respective Institutions with all concerned so that the class sessions can be held in 2 shifts, to accommodate all students. Since sessions are held in 2 shifts, classes should be arranged with a maximum duration of 5 hours in each shift. The focus of the class sessions shall be conducting the laboratory sessions and other critical areas/core subjects that cannot be effectively covered/completed by online sessions. Faculty members should be present in the college throughout the duration of the shift in which classes are assigned to them. However, all faculty and staff should be present in the college atleast in one shift. All faculty and staff members shall undertake all other academic, administrative, research, and examination related works assigned to them.
- vi. Saturdays shall be working days with timings as detailed above.

Dr. Bijukumar R
Dean (Academic) in Charge

To,

1. All affiliated Institutions
2. JD(IT) for publishing in the University website
3. PS to VC / PVC, CE / Dean(s) / FO



4. SF / FC

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