



No. KITS/Acad/2014-15

Date: 01.09.2014

NOTICE

Sub: General Instructions to the students of B.Tech. I year (2014-15) under Autonomous Status - Reg.

Registration for the program shall be solely the responsibility of the students by paying the prescribed tuition fee, etc., failing which they shall not be allowed to attend the course prescribed for that academic year. All the students who are to be registered/ enrolled for the academic year 2014-15 are required to note the following:

WEARING ID CARDS:

1. Wearing ID cards is mandatory for all the students, without which they will not be allowed to enter the campus. Further, they should attend the classes in formal dress with ID cards.

ATTENDENCE:

2. As per the academic rules and regulations stipulated by the Kakatiya University, Warangal, **every student has to put in a minimum aggregate attendance of 75% in each semester / year**, failing which
 - a) the student will be detained and **will not be permitted to appear the End Semester Examinations (ESE) of that semester / year**
 - b) As per the norms prescribed by the Government of Andhra Pradesh, the student **will not be eligible to avail Government tuition fee reimbursement facility and scholarships, if any**, for the subsequent years of study and hence student will have to pay the entire tuition fee and other fee.
3. There is no condonation of attendance under the circumstances of participating Games & Sports activities / taking GATE/TOEFL/ELTS/GRE/ On campus or Off Campus placements / workshops/ conferences/ NCC/ NSS, etc.

VEHICLES & PARKING:

4. Trespassing is strictly prohibited
5. Students are highly discouraged to come on vehicles to the Institute
6. However, if any student wishes to come on vehicle, he/she needs to get a unique ID sticker (to be visible pasted to vehicle) from Professor of Physical Education by registering his / her vehicle.
7. Students should strictly park their vehicles in the area allotted near the main gate at their own risk
8. **A fine will be imposed, if any student found moving in a vehicle inside the campus.**

EXAMINATIONS:

9. It is advised to appear all the Mid-Semester Examinations prescribed for that semester to secure a good percentage of marks in the End Semester Examinations
10. Malpractice in examination is an illegal activity and is prohibited.
11. Mobile phones are strictly prohibited in the examination hall.
12. Exchange of question paper and material like pen, pencil, sharpener, eraser, scale, calculator, etc., during examination is strictly prohibited.
13. Malpractice in examination is viewed very seriously. Malpractice includes oral communication between candidates, possessing forbidden material, mobile phones (switched off/on) etc.
14. Any malpractice or engaging in any improper conduct and violation of the examination code by the student during examinations is liable for the punishment as given below:

S.No	Nature of Malpractice	S.No	Punishment
1.	Taking help from others, consulting and or helping other examinees during the examination period inside the examination hall or outside it, with or without their consent or helping other candidates to receive help from anyone else.	a)	Cancelling the examination of the paper in which he / she indulged in malpractices.
2	If the examinee attempts to disclose his / her identity to the valuer by writing his / her Hall-Ticket Number at a place other than the place prescribed for it or any coded message including his / her name or addressing the valuer in any manner in the answer book.		Cancelling the examination of the paper in which he / she indulged in malpractices.
3.	Candidate is found in possession of forbidden material; relevant or not relevant <u>but not used.</u>	b)	Cancellation of the result of all examinations taken or proposed to be taken during that session. However, he/ she shall be promoted to next semester/ year as per the promotion rules in vogue.

4.	Destroying the material found in his / her possession or acting in any other manner with a view to destroying evidence.	c)	Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting his/her admission to or continuation in any course of the Institute for a period of one year. The student will be eligible to appear for the next corresponding semester / year examination in the succeeding academic year.
5.	Smuggling main answer book / additional answer book / question paper / matter in to or out of the examination hall & Conspiring to interchange Hall Ticket Numbers.		-do-
6.	Candidate is found in possession of forbidden material, relevant or not relevant <u>but used</u> .		-do-
7.	In case of (i) impersonation, (ii) misbehavior with the invigilators/any person related to examination work, (iii) insertion of written sheets in different hand writing in the main/additional answer book, and (iv) creation of disturbance in and around the examination hall during or before the examination.	d)	Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting his/her admission in to or continuation in any course of the Institute for a period of two years. Further, the candidate shall not be allowed to appear for any examination during the period of punishment.
8.	If a candidate is found guilty of malpractice in the improvement examination (after completion of course).	e)	Punishment will be awarded subject to the above rules and further, he/she will not be permitted to appear for further improvement examination.

15. CONDITIONS FOR PROMOTION:

A student shall have to satisfy the attendance requirements for the semester (as per the Regulation No. 8 in URR-14) for promotion to the next higher semester. In addition,

- a) for promotion to the fifth semester, a student should not have more than four backlogs in the first and second semesters taken together.
- b) for promotion to the seventh semester, a student should not have more than four backlogs in the courses of first to fourth semester taken together.
- c) the grade (marks) secured in mandatory courses such as (i) Environmental Studies (ii) Physical Education & NSS (iii) Presentation Skills (iv) Soft Skills will not be counted for the purpose of backlogs. However, a minimum P-grade is compulsory in those courses for the award of the degree.

16. ACADEMIC SCORES:

In order to become eligible for campus placements, a student has to secure good Grades / CGPA in the examinations and preferably should not have any backlogs / arrears. For a recruiter, at first look, the Grades / CGPA will only speak about the student. Even for higher studies abroad, to enter into rated Universities, a good Grades / CGPA is very essential.

Sd/-
PRINCIPAL

To
All the Students and Parents concerned