



No. KITS/Acad/2013-14

Date: 17.09.2013

NOTICE

Sub: Instructions to the students – 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 2013-14 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 University examinations 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. Students are highly discouraged to come on vehicles to the Institute
5. 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.
6. Students should strictly park their vehicles in the area allotted near the main gate at their own risk
7. **If any student's vehicle, is found on campus, the tires of the vehicles will be deflated** without any notice and the student will be fined.

EXAMINATIONS:

8. **It is advised to appear all the Mid-Semester examinations** prescribed for that year / semester (three mid-year examinations for 1st year and two mid-semester examinations for each semester) to secure a decent percentage of marks in the University examinations.
9. **Exchange of exam assisting material** (items like Pen, Pencil, Sharpener, Eraser, Scale, Calculator, etc.) during examination is strictly prohibited.
10. **Mobile Phones are strictly prohibited** in the examination hall.
11. **Cheating during examination is taken seriously.** Cheating includes oral communication between candidates, possessing forbidden material, Mobile Phones (switched on/off) etc....
12. **Any malpractice or cheating** or an attempt to cheat or assisting others to cheat or engaging in any improper conduct by the student **during Mid-exams / University examinations, is liable for the punishment as per rules of the Institute / Kakatiya University 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 any one else	a)	Canceling the examination of the paper in which he/ she indulged in malpractice
2.	If the examinee attempts to disclose his/her identity to the valuer by writing his/ her Hall-Ticket Number at a place prescribed for it or any coded message including his / her name or addressing the valuer in any manner in the answer book		-do-

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 University 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 & 6	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-
7.	Candidate is found in possession of forbidden material, relevant or not relevant <u>but used</u>		-do-
8.	In case of i) impersonation, ii) misbehavior with the invigilators / any person related to examination work, iii) insertion of written sheets in different hand writings 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 University for a period of two years. Further, the candidate shall not be allowed to appear for any period of punishment.
9.	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

13. CONDITIONS FOR PROMOTION:

- a) For promotion to III year I-Semester, a student should not have more than 4 backlog papers (theory and laboratory papers put together) in I-year
- b) For promotion to IV year I-Semester, a student should not have more than 4 backlog papers (theory and laboratory papers put together) in I-year & both semesters of II year put together

14. ACADEMIC SCORES:

In order to become eligible for campus placements, student has to secure good percentage of marks in examinations and preferably should not have any backlogs in the examinations. For a recruiter, at first look, the percentage of marks scored will only speak about the student. Even for higher studies abroad, to enter into rated Universities, a decently high percentage of marks is very essential. Hence, nothing replaces academics in a student's career.

Sd/-
PRINCIPAL

To
All the students and parents concerned