



NOTICE

Instructions to the Students

Registration for the program shall be solely the responsibility of the students (B.Tech, M.Tech, and MBA) 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 a particular academic year 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.

ATTENDANCE:

2. As per the academic rules and regulations stipulated by the Kakatiya Institute of Technology and Science, Warangal, **every student has to put in a minimum aggregate attendance of 75% in each semester**, failing which
 - a) the student will be detained and **will not be permitted to appear for the End Semester Examinations (ESE) of that practical semester/year for both theoretical and practical courses.**
 - b) As per the norms prescribed by the Government of Telangana, the student **will not be eligible to avail of 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 fees.
3. There is no condonation of attendance under the circumstances of participating in Games & Sports activities / taking GATE/TOEFL/ELTS/GRE/ On Campus or Off Campus placements/ workshops/ conferences/ NCC/ NSS, etc.

VEHICLES & PARKING:

4. Students are strongly advised **not to use vehicles to commute to the Institute**
5. However, if any student wishes to come on the vehicle, he/she needs to get a unique ID sticker (to be visible and pasted to the vehicle) from the 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 vehicle will be deflated** without any notice and the student will be fined.

EXAMINATIONS:

8. **It is advised to appear for all the Minor and Mid-Semester examinations (MSE)** prescribed for that semester (two Minor examinations and two MSEs for each semester) to secure a decent percentage of marks in the Final 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 / End Semester Examinations is liable for the punishment as per the rules of the Institute / Kakatiya University / State Government/ AICTE/ UGC 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)	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 the 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 the 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 handwritings 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 into 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 V Semester, a student should not have more than 4 backlog papers (theory and laboratory papers put together) in I-year (up to II Semester)
- b) For promotion to VII Semester, a student should not have more than 4 backlog papers (theory and laboratory papers put together) in I-year & II year (I Sem to IV Sem) put together.

14. ACADEMIC SCORES:

To qualify for campus placements, students must achieve an admirable percentage of marks in their examinations and preferably should not have any backlogs. These academic achievements are pivotal as they serve as the initial criteria for recruiters evaluating potential candidates. Moreover, when students aspire to further studies abroad, admission into reputable universities often necessitates a decently academic record with high marks. Therefore, academic performance remains indispensable in shaping a student's career trajectory, as it significantly influences opportunities for both employment and higher education.

Sd/-
PRINCIPAL

To
All the students and parents concerned