



Rajiv Gandhi University of Knowledge Technologies

(Telangana Government Act 8 of 2016)

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RGUKT/Acad/Re-admission/E1/Sem-1/AY22-23/03

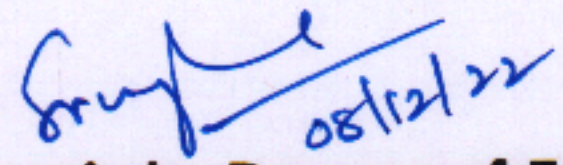
Date: 08/12/2022

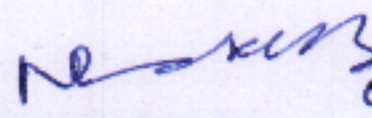
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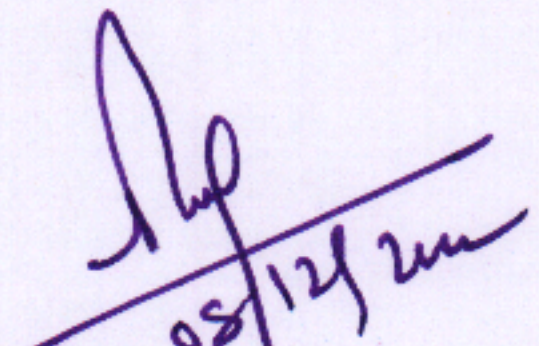
Subject: Academic Section – Students' Manual Registration for Re-admission into E1, Semester – I of the Academic Year 2022 – 23 – Requisition – reg.

It is to inform all the students who wish to seek re-admission into E1, Semester – I of the Academic Year 2022 – 23 that, as per the Academic Rules and Regulations, they shall submit an application with all valid supporting documents of the ground on which they are seeking re-admission at the Academic Section, Administrative Building, RGUKT – Basar by 15/12/2022 during all working days from 10:00 AM to 05:00 PM. The students who are failed to produce the valid documents will not be considered for re-admission.

Rules for taking re-admission are attached with this circular.


Associate Deans of Engineering


08/12/22


Director

Copy to:

1. The PS to Vice-Chancellor
2. The PS to Director
3. All the Associate Deans/Academic Section
4. The CoE/Examination Section
5. All the HoDs for information
6. The Finance/Scholarship Section
7. The Webmaster for displaying on University Website
8. All Notice Boards/University Hub

I. RULES AND REGULATIONS OF ATTENDANCE

1. Candidates admitted to a particular program of study are required to pursue a "Regular Program of study" before they are permitted to appear for the University Examination.
2. "A regular program of study" means putting in attendance of not less than 75%.
3. a) In special cases and for valid medical reason, the Vice-Chancellor may on the specific recommendation of the Director / Head of the Department, condone the deficiency in attendance to the extent of 10% on medical grounds subject to submission of medical certificate and payment of condonation fee.
b) However, in respect of women candidates who seek condonation of attendance due to pregnancy, the Vice-Chancellor may condone the deficiency in attendance to the extent of 15% (as against 10% condonation for others) on medical grounds subject to submission of medical certificate to this effect. Such condonation shall not be more than once during the program of study.
4. The fees for condonation of attendance on medical grounds shall be Rs. 500/- payable through Demand Draft drawn/Bank challan paid in favor of the Director, RGUKT-Basar.
5. Medical absence of up to one academic year may be granted against submission of genuine documents and on an undertaking by student and parent/guardian that the absence is not taken for undergoing any coaching for any entrance test or for joining elsewhere, with the approval of the Dean (Academics).
6. The student's name will be removed from the rolls, if the medical absence is more than one academic year. However, in genuine cases, an absence of more than one year and up to a maximum period of two years can be granted by the Academic Council on prior application to only those students who were studying beyond the first year of Engineering.
7. "Attendance of NCC/NSS camps or Inter Collegiate or Inter University or Inter State or International matches or debates or Educational Excursions or such other Inter University activities as approved by the authorities involving journeys outside the city in which college is situated will not be counted as absence. However, such 'absence shall not exceed (2) weeks per semester of the total period of instructions. Such leave can be availed only once during the 6-Year integrated programme of study.
8. The attendance shall be calculated on the aggregate of the papers/courses from the date of commencement of classes/date of readmission in case of detained candidates as per the almanac communicated by the University.

9. In case of the candidates who failed to put in the required attendance in a program of study, he/she shall be detained in the same class and will not be permitted to appear for the University Examination. Such candidates shall have to seek readmission into the same class during the subsequent year in order to appear for the examination after fulfilling the attendance requirements, and on payment of requisite fee as applicable.
10. a) Candidates admitted either to the first year of PUC or first year of 4-Year B.Tech program from the Academic Year 2016-17, who do not have the requisite attendance in the first year of PUC or first year of 4-Year B.Tech program, but have not less than 40% attendance, can seek readmission into the same class during the subsequent year in order to appear for the examination after fulfilling the attendance requirements, and on payment of requisite fee as applicable.
b) In respect of candidates admitted to the first year of PUC, who do not have the minimum 40% attendance will lose their admission and he/she has to leave the university with their SSC certificates only. In case of candidates admitted to the first year of B.Tech program after PUC, who do not have the minimum 40% attendance will lose their admission from the concerned B.Tech program and he/she has to leave the university with the PUC certificates.

II. REGULATIONS FOR GRANTING WITHDRAWAL ON MEDICAL GROUNDS AND TAKING RE-ADMISSION

1. A student may be permitted to withdraw temporarily for a period of one semester or more from the university on the grounds of prolonged illness or acute problem in the family which compelled him/her to stay at home, provided:
 - a) He/she applies to the University within 15 days of the commencement of the semester or from the date he/she last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the father/guardian.
 - b) Permission is granted if the Institute is satisfied that, inclusive of the period of withdrawal, the student is likely to complete his requirements for the degree within the time limits as mentioned in the point no(4) of DURATION AND PROGRAM OF STUDY.
 - c) The student should submit an undertaking letter duly signed by the student and parent/guardian indicating that absence was not taken for undergoing any coaching for any entrance test or joining elsewhere, with the approval of the Dean (Academics).
 - d) A student who is granted medical withdrawal shall go for re-admission into the same semester along with the subsequent year students.

2. A student will be granted only one such temporary withdrawal during his/her tenure as a student of the University.
3. Students who are readmitted on medical grounds or other extraordinary ground will have to pay their mess fee for the period of days present for the semester during which the student has discontinued, besides the regular fee payable for the year in the discontinued semester or long absence on medical grounds.
4. The long absence cases on medical grounds should be recommended by a medical board under the chairmanship of the Dean (academics).
5. Students shall seek prior permission for granting withdrawal on medical grounds and taking readmission in the same semester from which discontinued along with subsequent year students.

III. RULES OF PROMOTION

S. No.	Semester/Class	Conditions to be fulfilled for Promotion	
1.	From 1 st Semester to 2 nd Semester	Regular program of study of B.Tech 1 st Semester	
	From 2 nd Semester to 3 rd Semester	a. Regular program of study of B.Tech 2 nd Semester	
		b. Must have earned at least 50% of credits prescribed for B.Tech 1 st Semester and 2 nd Semester put together. The number of credits a candidate can have as backlogs are as under.	
		No. of credits prescribed for 1 st Sem and 2 nd Sem	No. of credits permitted as backlogs*
		43/44	22
		45/46	23
		47/48	24
		49/50	25
		And so on as per credits	
2.	From 3 rd Semester to 4 th Semester	Regular program of study of B.Tech 3 rd Semester	
3.	From 4 th Semester to 5 th Semester	a. Regular program of study of B.Tech 4 th Semester	
		b. No. of backlog credits, if any of B.Tech 1 st , 2 nd , 3 rd and 4 th Semester put together shall not exceed 50% of the total number of credits prescribed for the B.Tech 3 rd & 4 th Semester.	
		No. of credits pre-scribed for 3 rd & 4 th	No. of credits permitted as

		Semester	backlogs
		45/46	23
		47/48	24
		49/50	25
		And so on as per credits	
4.	From 5 th Semester to 6 th Semester	Regular program of study of B.Tech 5 th Semester	
5.	From 6 th Semester to 7 th Semester	a. Regular program of study of B.Tech 6 th Semester b. No. of backlog credits, if any of B.Tech 1 st to 6 th Semester put together shall not exceed 50% of the total number of credits prescribed for the B.Tech 5 th & 6 th Semester.	
		No. of credits pre-scribed for 5 th & 6 th Semester	No. of credits permitted as backlogs
		45/46	23
		47/48	24
		49/50	25
		And so on as per credits	
6.	From 7 th Semester to 8 th Semester	Regular program of study of B.Tech 7 th Semester	

- Students who wish to improve his/her overall CGPA may do so within one academic year immediately after having passed all the examinations of the B.Tech program, by reappearing at not more than two semesters (all subjects pertaining to the semester taken together) examinations. For the award of the overall CGPA, he/she will have the benefit of the higher of the two aggregates of marks / grades secured in the corresponding semester(s).

Note:

- If a candidate has more than permitted number of credits as backlogs in B.Tech, he/she will be detained. The candidate who wishes to take readmission into the year in which he/she is detained has to pay the total fee of that year and all the

credits earned during that year shall become null and void.

- ii. If the number of credits permitted as backlogs turned to be fraction, the credits are rounded to next higher digit.

- **Rules for re-admitted students**

Students who are readmitted on medical grounds or other extraordinary grounds will have to pay their mess and accommodation charges of Rs.100/- per day, for the period of days present for the semester during which the student has discontinued, besides the regular fee payable for the year. Readmitted students will have to pay a registration fee of Rs.1000/- (Rs.500/- for SC and ST categories only) irrespective of the semester in which the candidate seeks readmission, in addition to the regular annual fee of Rs. 36,000/- for PUC and Rs.40,000/- for B.Tech programmes and any other miscellaneous fees(examination fees etc., if applicable).