



Rajiv Gandhi University of Knowledge Technologies

(Telangana Government Act 8 of 2016)

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RGUKT/Acad/NB-Hub/2025/

Date: 05th July, 2025

CIRCULAR

Subject: Academic Section – Academic Guidelines and Mandatory Instructions for Students -Reg.

This is to inform all students are hereby informed to strictly adhere to the following academic guidelines with immediate effect:

1. Mandatory Attendance:

Students must maintain the minimum percentage of attendance as prescribed in the academic rules and regulations. Non-compliance may result in the loss of eligibility to appear for end-semester examinations.

2. Course Syllabus and Lecture Plan:

It is the responsibility of every student to retain a copy of the syllabus and lecture plan for each course being undertaken in the current semester. This is essential for effective academic planning and monitoring.

3. Grievance Redressal:

Any academic-related issues or grievances must first be brought to the notice of the Head of the Department (HoD). If unresolved, they may then be escalated to the Associate Deans (Academic/Student Affairs) as applicable.

4. Academic Zone Discipline:

All students must follow the Do's and Don'ts prescribed for the academic zone. Violations will be treated seriously and may attract disciplinary action.

5. Official Communication via Domain Email:

From now onwards, all official communication from the university will be made through the students' domain email IDs. Students are mandated to check their domain emails regularly. This is in addition to the HUB notice board updates.

Students are expected to take note of the above points seriously and act responsibly to ensure smooth academic progress.

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Academic Section

Copy for information to:

1. The PS to Vice Chancellor
2. The Administrative Officer
3. The OSD
4. The Associate Deans/HoDs
5. The Hub/Notice Boards