



ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES

Piglipur, Batasingaram Panchayath, Hayathnagar Mandal, R.R. Dt HYD 501 512.

(Approved by A.I.C.T.E, New Delhi & Affiliated to Jawaharlal Nehru Technological University, Hyderabad)

Recognized by UGC, New Delhi under sections 2(f) & 12(B)

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Dr. R. Ramesh Reddy, M.Tech., Ph.D

PRINCIPAL

Date:

Dear Parent of our Student,

At the outset let me congratulate you for admitting your Son/Daughter in the course at Annamacharya Institute of Technology and Sciences, Hyderabad. We the staff members and the members of the Management at this Institute give top priority for the studies and discipline of the students. We appeal to the parents and instruct the students not to resort to any act which affects these two. Such an act will only lower the hard earned reputation of the Institute and hence will be viewed seriously. The Institute administration is putting-in all efforts to develop this Institute as 'the best in this region'.

I hope you will agree with me that you too have a role to play in the development of the Institute in general and for the progress of your son/daughter in particular. Frequent visits by you to the Institute and counseling with the concerned faculty members and Heads of the Departments and also with the Principal will help in clear understanding of the functioning of the Institute and help in the development of the proper atmosphere in the Institute. Given below are a few regulations in this direction.

1. Students are expected to stay in the respective class rooms only, even for spending their leisure time, but not in the corridors. The corridors are to be used only as passages. However, students can wait outside the classroom if the room is occupied for some purpose other than that class.
2. If a student leaves the academic complex in a session, he will not be permitted to re-enter the complex during that session.
3. The Scholarship holders will not be eligible for the scholarships, if the attendance is less than 75%.
4. Attempts will be made to conduct extra classes for the students who are lagging behind in studies. If at all such classes are arranged, they must be compulsorily attended by such students who are identified as the ones lagging behind.
5. Introductory meets of faculty members & senior students will be arranged with the first year students for about an hour after 3.50 p.m. allowing selected groups to meet on specified days. All the students are required to co-operate in making such meets purposeful without causing any embarrassment or inconvenience to anybody.
6. Students subjected to a disciplinary action are likely to get affected in the following aspects.
 - i. Conduct Certificate.
 - ii. Certificate for Bank Loan.
 - iii. Scholarship renewal.
 - iv. Sponsoring for Sports and Games.
 - v. Condonation of shortage of attendance.
 - vi. Recommendation letters for further studies.
7. You are also requested to follow your son/daughter's academic performance and general behavior from time-to-time and also co-operate with the Institute in enhancing its reputation and the all-round development of your son/daughter

With this letter, I make a sincere request to advise your son/daughter to take the academic aspects seriously and co-operate with the management in his/her interest in particular and in the interest of the Institute in general.

AS PER JNTU NORMS

- **Minimum attendance requirement : 75%.**
Less than 75% : risk of not being permitted for end examination & getting detained.
- **No eligibility to appear for university exams under any circumstances if attendance is below 65%.**
- **Condonation of attendance upto 65% only on valid and genuine grounds with supporting evidence produced at the time of availing Medical leave and parent's undertaking. The Principal has the right to recommend for condonation of shortage of attendance / or Detain the student if attendance is less than 75% even if it is more than 65%.**

With regards,

Yours sincerely,

(Dr. R. Ramesh Reddy)
PRINCIPAL

ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

Piglipur, Batasingaram Panchayath, Hayathnagar Mandal, R.R. Dt HYD 501 512.

(Approved by A.I.C.T.E., New Delhi & Affiliated to J.N.T. University, Hyderabad)

Ph: 08415-201688



STUDENT'S BIODATA

Course: B.Tech/M.Tech/MBA/Diploma

CONVENER / MANAGEMENT / SPOT

1. a) Name :
(In Block Letters : As per SSC Certificate)

b) Roll Number :

2. a) Father's Name :
(In Block letters : As per SSS Certificate)

b) Occupation & Designation :

c) Permanent Address :

..... Tel. No:.....

d) Mother's Name :

e) Occupation & Designation :

(f) Family Annual Income :

3. (a) Present Address of Parent for communication

(b) Telephone No. of Parent : (Off):..... (Res):.....

4. Address & Telephone No. of
the present residence of the student for communication :

..... Tel. No.....

5. Details of any scholarship /s received :

6. JNTU Regulations

This is to certify that we are aware of the following :

- **Minimum attendance requirement : 75%.**
Less than 75% : risk of not being permitted for end examination & getting detained.
- **No eligibility to appear for university exams under any circumstances if attendance is below 65%.**
- **Condonation of attendance upto 65% only on valid and genuine grounds with supporting evidence produced at the time of availing Medical leave and parent's undertaking. The Principal has the right to recommend for condonation of shortage of attendance / or Detain the student if attendance is less than 75% even if it is more than 65%.**

Place :

Signature of the Student

Date :

Signature of the Parent

Student's PHOTO	Parent's PHOTO
(Guardians Photographs, only if both the parents are not alive / not in India)	

**PENALTY FOR RAGGING AND THE PROVISIONS OF ACT OF AP LEGISLATURE FOR
PROHIBITION OF RAGGING IN EDUCATIONAL INSTITUTES**

Ragging is an act which is likely to cause insult or annoyance or fear or apprehension or threat or intimidation or outrage of modesty or injury to students. This is a heinous crime, which is uncivilized and demonic. There are instances when some psychologically weak students have committed suicides in engineering colleges because of ragging. Ragging is prohibited within or outside the educational institutions. The salient features of A.P. State legislation and punishments for indulging in ragging are as given below.

Sl. No.	Extent of offence	Penalty
1	Teasing or embarrassing or humiliating a student	Imprisonment upto 6 months or a fine upto Rs.1,000/- or both.
2	Assault or use of criminal force or criminal intimidation.	Imprisonment upto 1 year or a fine upto Rs.2,000/- or both
3	Wrongful restraint or wrongful confinement or causing hurt.	Imprisonment upto 2 years or a fine up Rs.5,000/- or both.
4	Causing grievous hurt or kidnapping or abducting or committing rape or committing unnatural offence.	Imprisonment upto 5 years with a fine upto Rs.10,000/-
5	Causing death or abetting suicide.	Imprisonment for life or for a term upto 10 years with fine upto Rs.50,000/.

SUSPENSION OR DISMISSAL OF STUDENTS FROM THE COLLEGE

- The act provides for suspension of a student from the college, if the complaint given by the sufferer is found to be prima-facie true. The period of suspension depends on the decision of the college which shall be final.
- A student shall be dismissed from the college, if he or she is convicted for an offence mentioned above and undergone imprisonment for a term upto 6 months.
- A student convicted for more than 6 months of imprisonment cannot be readmitted in any other educational Institutions.

Other Important Aspects :

- If a student commits suicide due to or in consequence of ragging, the person who commits such ragging shall be deemed to have abetted such suicide.
- Ragging is a cognizable offence and police can arrest any student indulging in ragging either from Institute premises or outside without a formal complaint from anybody.
- The police will observe in mufti (in plain cloths), in the buses, bus stands and campus of education Institutions.

UNDERTAKING

We have noted the provisions of the Ragging Act and we are aware of serious consequences. We hereby solemnly promise that we shall do everything possible to eliminate this ragging menace from Annamacharya Institute of Technology & Sciences, within and outside college premises. We are aware that the students responsible for ragging are liable for any punishment including,

- Cancellation of admission.
- Suspension from attending classes.
- Withholding/Withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing for any test/examination or other evaluation process. Withholding results.
- Debarring from representing the Institution in any national or international meet, tournament, youth festival, etc.
- Suspension, expulsion from the hostel.
- Rustication from the Institution for periods varying from 1 to 2 academic years.
- Expulsion from the Institution and consequent debarring from admission to any other Institution.
- Fine up to Rs.50,000/-.
- Rigorous imprisonment up to ten years (by Court of Law) etc.

A copy of this full page along with the undertaking is given to us for our record and for ready reference.

Signature of the Student :

Signature of Parent :

Name :

Name :

Roll No:

Cell :

Tel.(O).....(R).....

Local Address :

Address :

UNDERTAKING

I undertake the following :

1. I undertake not to bring the cell phones to the campus. I also understand that even if it is brought, it is liable to be confiscated by the authorities.
2. I am sufficiently cautioned against ragging and I am also given a copy of the Act preventing ragging and I am totally obeyed by that.
3. I undertake not to stand in the corridors, but stay inside the class room.
4. (a) I undertake to dress neatly with the shirts tucked into the pants and also I undertake that I will not put on T-shirts.
(b) I undertake to dress myself such that the dress covers from neck to the ankle (Girls).
5. I undertake to wear, pin-up or clip the Identity Card on to my dress during my stay inside the campus.
6. I am fully aware that student should not be in any group activities against any of the aspects in the Institute and if I am noticed in this I am liable to be punished. I undertake not to resort to any boycott or strike and I am fully aware that in case of my involvement in the boycott (even participation in boycott) I am liable to be punished.
7. I am fully aware that I have to submit the laboratory record for the previous experiment and I will not be permitted to the next laboratory class/es without this.
8. I am aware that any damage caused to the Institute property, the charges will be recovered from the student and if the damage is caused by a general batch or group of students that will be recovered from all the students in the form of a common fine.
9. I undertake to accept any punishment fine laid by the college, if I violate any of the rules and regulations above.
10. I shall not leave the classes in between a session.

Countersigned by Parent :

Student :

Signature :

Signature :

Name :

Name :

Address :

Roll No :

Date :

Phone No. :

Phone No. :

The following undertakings to be used wherever required.

To
The Principal
Annamacharya Institute of Technology and Sciences
Piglipur, Batasingaram Panchayath, Hayathnagar Mandal,
R.R. Dt, Hyderabad 501 512.

UNDERTAKING FROM SC/ST/BC/PHC/EBC/MUSLIM MINORITY STUDENTS

I am allotted a seat in Annamacharya Institute of Technology and Sciences Hyderabad, R.R (Dist) 501 512 under SC/ST/BC/PHC/EBC/MUSLIM MINORITY category. I may be admitted without payment of tuition fee as my parents income is less than Rs.2,00,000/- (SC, ST), Rs.1,00,000/- (BC, EBC, PHC, Minority) per year. In the event, I am not granted scholarship due to some reason or the other, I shall pay the tuition fee on my own. Unreimbursed special fee if any will be paid by me.

I further undertake to submit my application for fee reimbursement and scholarship within one week from this date, failing which my admission may be cancelled without further notice.

I further undertake to produce certificate proving that I enjoyed SC/ST/BC/PHC/EBC/MUSLIM MINORITY scholarship during the period of my intermediate studies. I shall pay the fine if the tuition fee is not paid by me, my hall-ticket can be with held by the Institute in case of default in payment of tuition fee.

Signature of the Parent / Guardian.

Signature of the Candidate

Address _____

Name :

Rank :

Hall Ticket No.

Admission Branch

FEE PARTICULARS

NAME OF THE STUDENT :
BRANCH :
MANAGEMENT / CONVER QUOTA/SPOT :

INSTALLMENT	<u>Amount Paid</u>	<u>Remarks</u>
(TO BE PAID ON OR BEFORE THE STARTING OF THE CLASSES)		

I Year :
II Year :
III Year :
IV Year :

DECLARATION BY THE PARENT

I,F/o..... do hereby undertake to pay the above installments on due dates specified by the college (or on or before the commencement of classes every year), failing which by son/daughter's seat may be cancelled.

SIGNATURE

DATE

UNDERTAKING

Date :

I, _____,
Son / D/o. _____ admitted into
B.Tech. / MBA / M.Tech. / II Shift Diploma class in _____
Branch at Annamacharya Institute of Technology and Sciences, Hyderabad, during the academic
year 20____ - 20____. I am aware that, if, I discontinue my studies at Annamacharya Institute of Technology
and Sciences, Hyderabad, whatever be the reason for discontinuation, I undertake to pay the full amount of
fees that would have been paid by me, had I continued to study my course up to completion. Failing to pay
the fees, my original certificates and Transfer Certificate need not be issued to me. Further the Institute can
take any other steps that it deems fit to recover fees due from me.

I have noted the subject
matter of this undertaking
and my ward will comply with it.

Signature of the Candidate

Name :

Rank :

Signature of the Parent/Guardian

Hall Ticket No.

Name :

Address :

Annamacharya Institute of Technology & Sciences

Piglipur, Batasingaram Panchayat

Hayat Nagar Mandal

R.R.District

Hyderabad

501512



ADMISSION LETTERS

*Mr/Ms/.....Is provisionally selected to be admitted into the course of **B.Tech** with branch of [CSE / ECE / EEE / Civil / Mech] / **M.Tech** with branch of [PE/ EPS / ECE/ ES / CSE] / **II Shift Diploma** with Branches of [DCME / DECE/DEEE/DCE/DME] & **MBA Program** under Convener / Management Quota / Spot for the academic Year 20 - 20 .*

Date:

PRINCIPAL

Place: