



# INSTITUTE OF AERONAUTICAL ENGINEERING

DUNDIGAL – 500 043, HYDERABAD

## GENERAL INSTRUCTIONS TO BE FOLLOWED BY THE STUDENTS

02 February, 2015

- 1. Dress Code:**  
All the boy students should attend Laboratories in formal decent shirt and pants. They should come with tucked-in shirts and shoes. Girl students should come in decent wear. Boys with collar less T-shirt, shabby jean pants or any casual dress will not be permitted to enter into the campus. Wearing of identity cards is a must within institute premises.
- 2. Late coming:**  
Students should come to the class at least 10 minutes before the start of the class. Once the main gate is closed at 10.00 AM student's entry will be checked by the security and they will be permitted only after verifying their identity cards and making proper entries in the records, with a note to the coordinator / HOD.
- 3. Identity Cards:**  
Students should possess the 'Identity Cards' issued by the institute. Students should possess the ID Cards with them always and especially at the time of the examination. They should take care its safe custody.
- 4. Mobile phones:**  
Mobile phones usage is prohibited inside the institute premises for the students. If any student is found with a mobile phone, it will be confiscated and will be returned to him/her only at the time of course completion.
- 5. Attendance:**  
Attendance will be marked at the beginning of each period. Students must maintain a minimum of 75% attendance. Attendance will be calculated as total number of hours the students attended, in all the subjects and practical put together by the total number of hours that the department/institute has worked till date. Students with less than 75% attendance will not be permitted to write the current semester examinations and cannot proceed for the next semester. He/she has to redo the incomplete semester during next academic year as per J N T University, Hyderabad rules and regulations. Also, students having less than 80% of attendance in any of the month should bring their parents and meet the Faculty Counsellor and HOD. Otherwise, the students will not be permitted to attend classes further.

Attendance particulars of students are displayed every day on the STUDENT CORNER and also on the notice board every month. Every day attendance will be sent through SMS to the mobile of the parent's by 5.15 PM on all working days. Letters are sent to the parents on monthly basis to the parents by registered post whose attendance is less than 80%. Midterm Test marks with cumulative attendance are also sent to the parents.

**A student who fails to mark biometric attendance himself during both the forenoon and afternoon sessions of a day will be considered to have been absent for the whole day.**

### **NO MOCKERY OF ATTENDANCE IS NOW POSSIBLE:**

J N T University, Hyderabad Registrar and Director of Evaluation have released a circular dated 31 January, 2015 for B.Tech and B.Pharmacy college principals to upload the fortnight attendance of the students as per the calendar given below. Hence, any mockery of attendance is not possible and the detained list due to attendance shortage is now released by the J N T University, Hyderabad.

S. No	Fortnight	Period	Date of entry to JNTU server
1	I	29 Dec, 2014 to 15 Jan, 2015	01 - 03 Feb, 2015
2	II	16 Jan, 2015 to 31 Jan, 2015	01 – 03 Feb, 2015
3	III	01 Feb, 2015 to 15 Feb, 2015	16 – 17 Feb, 2015
4	IV	16 Feb, 2015 to 28 Feb, 2015	01 – 03 Mar, 2015
5	V	01 Mar, 2015 to 15 Feb, 2015	16 -18 Mar, 2015
6	VI	16 Mar, 2015 to 31 Mar, 2015	01 – 03 April, 2015
7	VII	01 April, 2015 to 18 April, 2015	18 – 20 April, 2015

**DIRECTOR**