

Prof. V. Ramchandram
Registrar



KAKATIYA UNIVERSITY
Vidyaranyaपुरi
WARANGAL - 506 009

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No. 802 /B3/KU/2025

Date: 16 /06/2025

To

1. All the principals of University /Affiliated (Govt/Aided/Un-aided) Colleges offering various UG and PG (Professional & Non-Professional) Courses, KU
2. The Director, SDLCE, KU

Sub:- RE-ADMISSIONS into UG & PG (Professional & Non-Professional) Courses - Adhering to readmission guidelines for scrupulous implementation for the academic year 2025-2026

Sir/Madam,

With reference to the subject cited, you are aware that the Students who discontinued the UG/ PG Courses for various reasons, seek readmission to the Course in the subsequent / Successive academic year. It has been observed that the Principals of some of the Colleges without adhering to the re-admission norms, simply forwarding the applications without ascertaining the eligibility. Some of the applications are forwarded at the middle or at the end of class work which leads to academic discrepancies and not tenable as per the norms.

It is the responsibility of the Principal and Staff of the College to adhere to the readmission norms and academic calendar and guide the students to comply with the rules and regulations of the Course. The applications of eligible candidates have to be forwarded within or on time to the University duly ascertaining the eligibility and enclosures.

Therefore, I am desired by the Vice-Chancellor to inform you that any deviation in implementing the readmission/promotion norms of the course at your college will be viewed seriously and imposed penal action against the colleges as per the norms. You are hereby informed to adhere the following norms for implementation scrupulously for the academic year 2025-2026:

1. Re-Admissions will be given well in advance on or before commencing classes of the Semester only. No application should be forwarded after a lapse of 15 days from the date of commencement of classes.
2. The Candidates who possess minimum of 40% of attendance in the I Semester is only eligible for seeking readmission to I Semester in the subsequent or successive year. Attendance sheet has to be enclosed
3. The Candidates who are detained in any semester for want of attendance or appearing exam / clearing no of backlogs as the case may be needs to fulfill the conditions first and after getting promotion only will be accorded readmission in the succeeding academic years as per the eligibility.
4. Readmission rules and course wise promotion rules are kept in KU Website for ready reference and for strict implementation.

READMISSIONS LAST DATE :

I. UG Courses I/III/V Semesters : **31/07/2025**

II. P.G AND OTHER COURSES : **AS PER THE ALMANACS**

- i) Processing Fee: Rs. 2000/- to be paid through **SBI E Pay / NEFT / RTGS / Google Pay / Phone Pay** only.
- ii) **Payment-Account Details:** State Bank of India, KU Branch, Account No. **52026911837**, Registrar, Income Account. **IFSC: SBIN0020262**.

Prescribed Application Forms may be downloaded from "KU Website: www.kakatiya.ac.in and duly filled in forms along with necessary enclosures have to be submitted at the Academic Branch, Kakatiya University, Hanumakonda well in advance on or before commencement of Class Work or within the above prescribed date.

Any Student re-admitted without obtaining prior approval of the University will not be permitted for the University Examinations under any circumstances, and the Colleges be penalized for violation of rules. No Application shall be entertained beyond the last date. The University reserves the right to cancel the re-admission got in deviation of norms at any stage.

Yours faithfully,


REGISTRAR

Copy to:-

- 1) The Dean, College Development Council/Academic Audit, KU.
- 2) The Controller of Examinations, KU.
- 3) The Director, University Website, KU, with a request to place all the relevant documents on University Website.
- 4) The Public Relations Officer, KU, with a request to issue Press Note accordingly.
- 5) The Secretary to the Vice-Chancellor, KU.
- 6) The PA to the Registrar, KU.
- 7) The Stack File.



KAKATIYA UNIVERSITY

WARANGAL-506 009 TELANGANA

APPLICATION-FORM FOR RE-ADMISSION INTO UG & PG COURSES FOR THE ACADEMIC YEAR 2025-26

Name of the Student (in Capital Letters)	
Father's Name	
Residential Address for Correspondence	
Mobile Number	
e-mail ID	
Course with Optional Subjects & Medium	
Hall-Ticket Number	
Name of the College with Address	
Re-Admission sought into the Semester/Year	
Date & Academic Year of first admission into the Course	
Date & Academic Year of Discontinuation of the Course	
Reason for Discontinuation of the Course	
Particulars of the Fee paid by the Student	Amount of Rs. Receipt / Ref. No. Date Through : SBI Epay/NEFT/RTGC/Google Pay

Signature of the Student

Recommendations of the Principal of the College concerned

Date of Commencement of Classes for the Semester/Year in which student seeking re-admission	
Whether student <u>ELIGIBLE</u> for Re-Admission into the Semester/Year to be re-admitted as per eligibility criteria	
Whether student <u>RECOMMENDED</u> to the Semester/Year to be re-admitted	

Signature of the Principal with Seal

For Office use only

Candidate is Eligible / Not Eligible / Application kept in abeyance due to the following reasons:

- 1) Not enclosed the relevant documents
- 2) Not promoted to higher-Semester/Year of Study
- 3) Not having the required attendance
- 4) Not paid the requisite processing fee.

Section I/c

Superintendent

Asst. Registrar

REGISTRAR

GUIDELINES FOR SEEKING READMISSION TO CONTINUE THE COURSES

1. The candidates who were detained for not putting up required percentage of attendance in a particular semester (i.e., 75% or 65% as the case may be) is however eligible to seek re admission in the same Semester in the subsequent academic year provided he has at least 40% (50% in case of Professional Courses) attendance in each paper.
2. The Colleges are supposed to pay condonation fee Rs.3000/- per candidate for those who possess only 65 % or 70% of attendance and require condonation up to 10% on Medical grounds. The fee has to be remitted in favour of the Registrar, Examination Branch, KU to the SBI Account No. 52026910298, State Bank of India, Kakatiya University Branch.
3. Such candidates are eligible for readmission in a semester only for one time. It cannot be given again.
4. The candidate have to not only put 75% of attendance and register for examination for each semester but also to appear for at least 1 paper in each Semester for promotion to the next Semester.
5. The candidates who have put up required % of attendance and applied for the University examinations but not appeared for any of the papers is however eligible to appear exams in the subsequent year. After appearing can seek readmission to next semester in that academic year.
6. The Candidates who are detained in any semester for want of attendance or appearing exam / clearing no of backlogs as the case may be needs to fulfill the conditions first and after getting promotion only will be accorded readmission in the succeeding academic years as per the eligibility.
7. **ALL the candidates have to apply for readmission well in advance i.e., before commencement of the semesters in which they wish to seek readmission.**
8. While forwarding the applications of such candidates, it is to be noted on the application the following particulars for consideration subject to the above norms.
 - i. Particulars of attendance of the candidate in each paper duly signed by the teachers concerned and attested by the Principal of the College as the case may require.
 - ii. If the results of a Semester are not declared by the time of seeking readmission Principal has to certify whether the candidate appeared any of the papers in that Semester and eligible for promotion to next semester/insist the candidate to get 'D' Form or Certification from the Centre of Examination.
 - iii. Ascertaining of enclosures of attendance statement, memo of marks or certification of attending, single paper etc.,
9. The penalty shall be imposed against the erring Colleges for deviation of promotion/readmission norms:
 - i. If any student is permitted to continue his/her studies in deviation of norms.
 - ii. If there is considerable delay in forwarding readmission application.
 - iii. If the College forwards Nominal Roll of the ineligible candidates for the University Examinations.
 - iv. The amount of the penalty to be levied against the College shall be as follows:
 - 1st Instance – Rs. 20,000/-
 - 2nd Instance – Rs 30,000/-
 - 3rd Instance – Rs 50,000/-
 - 4th Instance - Disaffiliation