

VIGNAN'S INSTITUTE OF MANAGEMENT & TECHNOLOGY FOR WOMEN
Kondapur(V), Ghatkesar (M), Medichal (D)-501301

Dear parent

"GREETINGS FROM VIGNAN'S INSTITUTE OF MANAGEMENT & TECHNOLOGY FOR WOMEN"

and dear student

WELCOME TO THE NEW ACADEMIC YEAR 2017-18

We are extremely happy to welcome you all to the new academic year 2017-18. Hope you enjoyed your break after exams with your parents and friend.

We will be starting the first semester of 2017-18 academic year on **12th July 2017(Wednesday)** for 2nd, 3rd and 4th year B.Tech. students. From this new academic year onwards, few new administrative procedures are being implemented for better coordination with parents and students. We will be giving more information on our website (for reference only) and also onto the individual student pages, in the days to come.

Your Past performance as on date:

1 st Year		2 nd Year		3 rd year	
% Marks		% Marks		% Marks	
Back logs		Back logs		Back logs	

All the parents are requested to make sure that your ward will be submitting the declaration form/s on the first day of coming to the college, which is mandatory. There are three separate forms

- i) Related to academics For All students
- 2) Hostel accommodation For the students seeking hostel accommodation
- 3) Transportation For the students seeking College Bus service

All these three forms in pdf are available in the college website

<http://www.vmtw.in/download.php>

***Here after the college fee and hostel fee can be paid by credit / debit card.**

We will be monitoring the following more strictly from this semester forward:

- a) Dress code as decided by the students of all classes during the last year.
- b) Use of cell phones in the campus.
- c) Arrival of students in time (before 9.00 AM) to the college
- d) Submission of completed lab record during the following lab class.
- e) Skipping classes during the day

Violation of the above may attract fine / suspension from attending class and the same would be recorded and communicated to your parents.

Contd.,

The following are new procedures formulated and they will be strictly implemented, for academic streamlining, regulating hostel accommodation and college bus transportation.

REGISTRATION TO THE ACADEMIC SEMESTER

1. All the students shall register for the semester at the beginning of each semester which will enable the students attend to academic activities. This semester, the registration will commence on 10th July 2017. This is an on-line registration @www.vmtw.in

Following shall be done before the registration:

Students shall submit the declaration of acceptance for “**Rules, Regulations and Responsibilities of Students**” signed by the declared guardian/parent and the student. This form has to be down loaded from <http://www.vmtw.in/download.php>

- a. Students shall pay the JNTU Fee of Rs.1,500/- and Registration fee of 1,000/-
 - b. Student shall pay the tuition fee as applicable to the student. These details can be verified in our website www.vmtw.in
 - c. After completing the above (a to c), the on-line registration form will be enabled @www.vmtw.in for the student. When opened, you may observe that the form is pre-filled with some details like Roll No, name, course, semester, etc. The student will have to fill few fields with appropriate data and submit. This submission will enable the students' roll number for online attendance and other activities.
2. Registration subsequent to 12th July 2017, the student will lose classes, labs and attendance as their attendance will commence only after the registration date (This is an automated process and no manual intervention is possible). **Students shall note that as per the government's reimbursement norms, students may lose reimbursement facility, once their attendance falls below 75%.**
 3. The students shall be aware that college does not head to any kind of pressure from any quarter in violation of university norms in the cases of low attendance or any other academic matter. The students may further note that in out VMTW, the attendance is an online system and manual intervention is not possible. You may also note that few students were detained due to low attendance in the earlier semesters.
 4. Efforts are on to post attendance details on daily basis to the students' personal page @www.vmtw.in.
 5. The undersigned will put all efforts to send the % of attendance, the student's performance and students' counselors' comments to their parents/ guardian once a month.

PROCEDURE FOR APPLYING FOR HOSTEL ACCOMMODATION

1. As already informed individually, the students who had disciplinary issues in the hostel during the last semester would not be allotted rooms for this semester.
2. Those who wish to request for the hostel accommodation:
 - a. shall bring the “**Rules, Regulations and Responsibilities of Hostellers**” document signed by their declared guardian / parent. This form can be downloaded @<http://www.vmtw.in/download.php>
 - b. shall submit application form of a request on-line. This is an on-line application available @www.vmtw.in. However the student seeking Hostel accommodation must have registered for the academics, and then submit the declaration form.
 - c. shall also had cleared hostel-arrears of earlier years, if any.
3. After submission of the request form and its approval by the administration, the hostel fee has to be paid.
4. Payment of hostel fee will enable the administration for allotting hostel room number to the student. The room number could be of student's choice but on '**first come first serve**' basis.
5. All hostel students shall get pass from office for their parents or guardians (Bring one passport size photo graph of your parent/ guardian).

From this academic year, non-pass holders will not be permitted to the hostel to meet the students. However in the absence of pass, once their parents /guardian are recognized by office staff / warden, the parent / guardian will be issued temporary pass but on payment basis only. This is only to discourage parents coming to the hostel without actual pass. This temporary pass will be issued at the gate as well as in the college office. This pass has to be returned at the gate while leaving the college premises as this is valid for the day of issue only.

6. From this semester onwards all the hostel students are encouraged to do YOGA during morning hours. The college is engaging one yoga teacher for this purpose. **Students are not charged for this arrangement.** One staff member would coordinate this program.

PROCEDURE FOR APPLYING FOR COLLEGE TRANSPORTATION FACILITY

1. Those who wish to request for the college bus transport shall bring the **“Rules, Regulations and Responsibilities of students, using College transportation”** document signed by their declared guardian / parent. This form can be downloaded @www.vmtw.in.
2. Every student shall submit application form of request for the college transportation facility on-line @www.vmtw.in. The students will not be in a position to apply for the transport facility until they had cleared all the transport-arrears of previous years. The student must note that a student’s transport request form will be enabled only after his registration for academics.
3. After submission of the request form and its subsequent approval, the transport fee has to be paid. The details of the bus route, stops and their respective routes fees are available @www.vmtw.in.
4. The bus route will be allotted after payment of appropriate fee only.
5. All the students allotted the transport facility will be issued Transport ID Cards.
6. No student will be permitted to travel by college bus without bus pass, except on the first day of reopening (i.e. on 12.07.2017). In order to implement this properly, there will be strict checking by administration / driver.
7. We are planning to introduce transportation between Ghatkesar and VMTW on payment basis based on the demand. This is mainly to avoid our students travelling by shared autos, which is considered dangerous as well as very uncomfortable to our students.
