



# MAHAGURU INSTITUTE OF TECHNOLOGY

Kattachira, Kayamkulam, Alappuzha Dist, Kerala | Ph : +91 479 2331696, Email: office@mahagurutech.ac.in

Affiliated to APJ Abdul Kalam Technological University, Thiruvananthapuram,

Approved by AICTE, New Delhi, Accredited by NBA & NAAC with B++ Grade



Lr.No: MIT/ Admin/ 2025/41

CIRCULAR

Date: 30th June, 2025

## Instructions to Students – New Semester Commencement

Dear Students,

Welcome to the new semester. Please take note of the following instructions and ensure compliance:

### Vehicle Parking

Students are instructed to enter the college through the **side gate near the two-wheeler parking area**. **Four-wheelers must be parked in the designated area near the men's hostel.**

No student is allowed to visit the vehicle parking areas during college hours without the prior permission of the class coordinator. Strict disciplinary action will be taken against any student found violating these instructions.

### Timely Reporting

All students must report to the college on time as per the academic calendar. Classes will begin promptly according to the timetable; latecomers may not be allowed to attend.

### Dress Code

Students are strictly required to follow the prescribed dress code. Repeated violations will invite disciplinary action.

### Use of Mobile Phones

Mobile phones must not be used during college hours unless permitted by the faculty for academic purposes. Unauthorised usage of mobile phone in the campus will lead to confiscation and disciplinary action.

### Class Participation

Be attentive and participate actively in all classes, including labs and tutorials. Full engagement from the first day is expected.

### Fee Payment

Students who have not yet paid the semester fees are instructed to do so at the earliest to avoid any academic or administrative issues.

### Attendance and Discipline

Maintain minimum 75% attendance as per university norms. Avoid unnecessary leave or absenteeism without proper intimation.

### Campus Behaviour



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Maintain discipline inside the campus at all times. Misconduct, poor behaviour, or damage to property will not be tolerated.

## Interaction with Mentors

Be in regular touch with your mentors. Parents will be contacted in case of any concern regarding attendance, fees, or performance.

## Bus Facility

College buses will operate from the first day of the semester. Make necessary travel arrangements in advance.

## Opportunities & Involvement

Take part in academic clubs, innovation projects, and skill enhancement programs conducted by the institution. Make the most of the resources available, including library access, lab facilities, and project opportunities.

Let us all begin the semester with positivity, discipline, and a commitment to academic excellence.

  
PRINCIPAL

Copy to:

Vice Principal & Deputy Dean

General Secretary and Management for information

Co-Ordinator, IQAC

Deputy Chief Superintendent of Exams

All the HoDs for circulation of faculty under their control.

A O..... For Information

PA for file