VIIT/Principal Office/AAC/2018-19/7/1   Dt: 11th Jul2018

PROCEEDINGS OF THE OFFICE ORDER

Acommittee consisting of the following members is hereby reconstituted as **"Admission Advisory Committee (AAC)"** for the Academic Year 2018-19.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.Ch.Narasimham	Principal	Chairperson
2.	Dr.V.MadhusudhanRao	Rector	Member
3.	Mr.K.Pavan Krishna	CEO-Vignan Group of Institutions, Vizag	Member
4.	Mr.M.Padmakar	HoD-CE	Member
5.	Dr.B.PrasadRao	HoD-EEE	Member
6.	Dr.S.Rambabu	HoD-ME	Member
7.	Mrs.R.Umamaheswari	HoD-ECE	Member
8.	Mr.B.Dinesh Reddy	HoD-CSE	Member
9.	Dr.G.Rajendra	HoD-IT&MCA	Member
10.	Dr.R.HanumanthaRao	HoD-BS&H	Member
11.	Dr.T.ArchanaAcharya	HoD-MBA	Member
12.	Dr.K.MadusudhanaRao	Dean Admissions	Member Secretary

The Prime tasks of the Committee are as follows:

1. Monitor admission procedures for students admitted under convener quota, management quota.

2. Maintain admission register for all UG and PG students.

3. Issue of code of conduct, academic rules & regulations, course structure & syllabus.

4. Analyse admission trends and provide feedback/suggestions syllabus.

5. Preparation & Submission of necessary documents to University & APSCHE.

PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49

Copy to:
- All Deans &HoDs
- Principal Office
- Rector Office
- All members of the committee
- Master file

VIIT/AAC/Cir./2018-19/7/1   Dt: 18-07-2018

CIRCULAR

It is here by informed that there will be Admissions Advisory Committee meeting on 20-07-2018 at 3.30 pm in Principal Office. Therefore all the Admissions Advisory Committee (AAC) Members are hereby requested to attend with the meeting.

Member Secretary

Copy to:
- All Deans &HoDs
- Rector Office
- CEO office
- Principal Office
- Concerned Library members
- Library Notice Board

Ref:No. VIIT/Principal/AAC/MoM/2018-19/6/1   Date: 20-07-2018

MINUTES OF THE ADMISSIONS ADVISORY COMMITTEE MEETING

    The record notes of discussions in the AAC - VIIT was held on 20th July, 2018 at 10-00AM, Thursday under the chairperson of Dr.Ch.Narasimham, Principal, and VIIT.

Venue: Principal Office, VIIT (A).

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Agenda:
1. To review of the previous meeting's minutes.
2. Discussion on the status of current admission applications.
3. To update on admissions process and procedure.
4. Report on marketing and outreach initiatives.
5. Scholarships and financial aid allocation.
6. Any other information.

Members Present:

Sl. No	Name of Faculty	Designation	Position
1.	Dr.Ch.Narasimham	Principal	Chairperson
2.	Dr.V.MadhusudhanRao	Rector	Member
3.	Mr.K.Pavan Krishna	CEO-Vignan Group of Institutions, Vizag	Member
4.	Mr.M.Padmakar	HoD-CE	Member
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12.	Dr.K.MadusudhanaRao	Dean Admissions	Member Secretary

    In the opening remarks of the meeting the chairperson of the Admissions Advisory Committee welcomed all the members and briefed about the agenda.

To review of the previous meeting's minutes:

At the start of the meeting, the committee began reviewing the minutes from the previous session and carefully examined all the decisions that had been made.

Discussion on the status of current admission applications:

The committee commenced a discussion regarding the total number of received applications, the distribution of applicants among various programs, and any noteworthy trends observed in the applicants' profiles. Simultaneously, the admissions coordinator presented a comprehensive report outlining the current status of admission applications.

To update on admissions process and policy:

The committee began deliberations on potential revisions to the admissions criteria and policies, with the goal of aligning them with the institution's mission and vision. The overarching objective is to maintain both academic excellence and diversity. Notable changes were identified, and a comprehensive evaluation will precede their implementation.

Report on marketing and outreach initiatives:

The marketing team delivered a comprehensive presentation on the current outreach initiatives aimed at attracting potential students to the college. The committee expressed contentment with the ongoing efforts and reaffirmed their commitment to enhancing outreach strategies further.

Scholarships and financial aid allocation:

The committee examined the allocation of scholarships and financial aid to eligible students. They analyzed the budget designated for scholarships and engaged in active discussions on strategies to optimize the efficient use of funds for the most impactful outcomes.

Any other information:

Significant topics were raised and subsequently dealt with, which included discussions centered on enhancing infrastructure, fostering student support services, and advancing faculty development initiatives.

The meeting ended with thanks to the chair.

Member Secretary   **Chairperson**AL
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