



# VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY  
(AUTONOMOUS)

(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)  
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/PO/AO/2020/01

Dt: 29-01-2020

### Proceeding of the Principal office

Sub: Student Admission Policy-Amendments-Reg.,

Ref: 1. Recommendations of Governing Body -Meeting held on 27.01.2020

2. Admission Policy of VIIT wide Ref. No.VIIT/PO/AO/2017/06-01 dated 22<sup>nd</sup> July 2017

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### **REVISED – STUDENT ADMISSION POLICY**

Vignan's Institute of Information Technology (Autonomous), VIIT was established in 2002 and obtained autonomous status in 2017. Institution has been offering 8 UG & 10 PG program's. The admission policy and broad guidelines for admission into different program's offered by the Institution is described below, whereas, a detailed admission procedure for individual UG and PG program's can also be obtained from the Institution website [www.vignaniit.edu.in](http://www.vignaniit.edu.in)

#### *Admission policy:*

1. To ensure admission of students based on their performance in the entrance examinations, identifying their academic competence and potentialities of high quality so that its alumni may be able to play their role in the process of nation building and social reconstruction in a meaningful manner.
2. To promote and maintain multicultural ethos and cosmopolitan feel by admitting students from diverse ethnic, linguistic backgrounds with special emphasis on encouraging students hailing from different socioeconomic sections. In tune with the admission policy of the Institution, top most priority is being given to merit in student admission process. To decide policy matters on admission and to oversee the admission process, a separate "Admissions Cell" is constituted. To frame guidelines from time to time for functioning of Admissions Cell, "Admissions Committee" is constituted with the Principal as Chairman.

### *Admission Notification:*

#### **Category-A**

Andhra Pradesh State Council of Higher Education (APSCHE), a competent authority of Government of Andhra Pradesh has been conducting a common entrance examination for admission into various UG and PG program's separately. Based on performance of the candidates, 70% of seats under category- A will be allocated through various phases of counseling. Competent Authority releases notification for entrance examination and counseling as well for UG and PG program's separately.

#### **Category-B**

As per the guidelines of APSCHE, Institution releases notification for admissions into various UG and PG program's. Institution gives wide publicity across the states regarding availability of seats and fee structure through a national daily news paper. 30% of total seats are filled under Category-B by the Institution.

### **ADMISSION PROCEDURE**

**Category-A:** 70% of total seats are filled by the competent authority through counseling based performance in the entrance examination. Competent Authority conducts entrance exams for admissions into various UG and PG program's. APEAMCET, a common entrance test for admission in UG, APECET, a common entrance test for Lateral Entry, APICET, a common entrance test for MBA and MCA, APPGECET and a common entrance test for M.Tech Admission.

**Category-B:** 30% of total seats are filled by the Institute as per the guidelines of APSCHE, a competent authority of Government of Andhra Pradesh. As per the guidelines of APSCHE, Institution releases notification to fill category-B vacancies and invite applications from the eligible candidates. Seats under this category are also filled based on performance in qualifying examination and other entrance examinations.

Upon submission of admission application by the candidate for various UG and PG program's, candidates will be short listed according to the performance in qualifying examination and other concerned entrance examinations.

After verification of eligibility criteria and authentication of qualification and certificates, the parents and the students who are ready to pay the fee, are directed to the accounts section to remit the required fee. After paying the prescribed fee and submission of copies certificates, seat is allotted by the Institution authorities.

## ADMISSION CELL

Dean – Admissions over see the activities with regard to admissions of the students into the Institution and therefore shall be responsible for the following activities.

### *Responsibilities of the Dean:*

- Convene the admission committee meetings periodically to finalize intake capacity, fee structure, scholarships, reservation policy for all the program's and programme-wise eligibility criteria.
- Preparation of budget proposal for admissions.
- Release of admission notifications for all UG and PG with prior approval of the management.
- Finalize and release of advertisements for print and electronic media.
- Preparation of common merit list and announcement of results etc.
- Maintenance of attendance, leave records of the staff under his/her control.
- Performance appraisal of staff and sending recommendation to the concerned authority.
- Appoints the staff members for admission duty with the prior approval of the Principal
- Besides the above, other functions as may be entrusted by the Principal from time to time.

### *Admission Committee:*

#### **Composition of the Admissions Committee:**

1. Principal--Chairperson
2. Dean--Admissions--Member Secretary
3. Head of the Department-Member

The committee is empowered to co-opt any number of additional staff members as per the requirement to assist in the counseling / admission process / promotional activities.


### *Admissions Committee-Role:*

- The role of the Admissions Committee is essentially operational in nature based on the policy framework.
- Evolve guidelines with respect to minimum entry qualification, eligibility criteria, intake capacity, admission test/common merit ranking, reservation policy, etc., in line with the guidelines of the competent authority.

- Prepare merit list.
- To announce results and display on the Institution website and inform to the individual students who submitted the application for the admission into category-B.
- Implementation of closing dates of admissions to various programs.
- Schedule reporting dates of the admitted students.
- Prepare the budget proposal.
- Analyze the profiles of admitted students (merit / gender / financial status / family background etc.,)

  
**Dean of Admissions**



  
**Principal**  
PRINCIPAL  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
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