

**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/Principal Office/AAC/2020-21/6/1

Dt: 17th Jun 2020**PROCEEDINGS OF THE OFFICE ORDER**

The committee consisting of the following members is hereby reconstituted as "Admission Advisory Committee (AAC)" for the Academic Year 2020-21.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B.Arundhati	Principal	Chairperson
2.	Dr.V.MadhusudhanRao	Rector	Member
3.	Mr.N.Srikanth	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.	Dr.K.Murali Krishna	HoD-ECE	Member
8.	Mr.B.Dinesh Reddy	HoD-CSE	Member
9.	Dr.G.Rajendra	HoD-IT&MCA	Member
10.	Dr.R.Umamaheswari	HoD-ECM	Member
11.	Dr.T.V.MadhusudhanaRao		
12.	Dr.T.Satya Guru	HoD-BS&H	Member
13.	Dr.Ch.HariGovindaRao	HoD-MBA	Member
14.	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. Analyze admission trends and provide feedback/suggestions syllabus.
5. Preparation & Submission of necessary documents to University & APSCHE.

Copy to:

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



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



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VIIT/AAC/Cir./2020-21/6/1

Dt: 19-06-2020

CIRCULAR

It is here by informed that there will be Admissions Advisory Committee meeting on 24-06-2020 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



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Ref.No. VIIT/Principal/AAC/MoM/2020-21/6/1

Date: 24-06-2020

MINUTES OF THE ADMISSIONS ADVISORY COMMITTEE MEETING

The record notes of discussions in the AAC - VIIT was held on 24th June, 2020 at 10-00AM, Thursday under the chairperson of Dr. B. Arundhati, Principal, and VIIT.

Venue: Principal Office, VIIT (A).

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.B.Arundhati	Principal	Chairperson
2.	Dr.V.MadhusudhanRao	Rector	Member
3.	Mr.N.Srikanth	CEO-Vignan Group of Institutions, Vizag	Member
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14.	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 outset of the meeting, the committee reviewed the minutes from the previous session and verified the actions that had been undertaken and the decisions that had been reached.

Discussion on the status of current admission applications:

The committee initiated a dialogue concerning the total number of applications received, the distribution of applicants across different programs, and any notable trends observed within the applicants' profiles. In relation to this, the admissions coordinator delivered a comprehensive report on the present status of admission applications.

To update on admissions process and policy:

The committee engaged in discussions about potential modifications to the admissions criteria and policies, aiming to align them with the college's mission and vision. The overarching objective is to uphold both academic excellence and diversity. Notable alterations were acknowledged, and a thorough evaluation will precede their implementation.

Report on marketing and outreach initiatives:

The marketing team presented an extensive overview of the ongoing outreach endeavors designed to attract potential students to the college. The committee expressed satisfaction with the efforts made and advocated for a continued dedication to enhancing outreach strategies for ongoing improvement.

Scholarships and financial aid allocation:

The committee assessed the distribution of scholarships and financial assistance to deserving students. They examined the allocated budget for scholarships and participated in discussions concerning approaches to optimize fund utilization for the utmost positive impact.

Any other information:

Numerous significant matters were raised and subsequently resolved. These encompassed conversations regarding improvements to infrastructure, student support services, and faculty development initiatives.

The meeting ended with thanks to the chair.


Member Secretary


Chairperson
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