



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/2021-22/6/1

Dt: 2nd Jun 2021

PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby reconstituted as "Admission Advisory Committee (AAC)" for the Academic Year 2021-22.

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	HoD - AI&DS	Member
12.	Dr.T.Satya Guru	HoD-BS&H	Member
13.	Dr.P.Ramesh	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)
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VIIT/AAC/Cir./2021-22/6/1

Dt: 04-06-2021

CIRCULAR

It is hereby informed that there will be Admissions Advisory Committee meeting on 07-06-2021 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/2021-22/6/1

Date: 07-06-2021

MINUTES OF THE ADMISSIONS ADVISORY COMMITTEE MEETING

The record notes of discussions in the AAC - VIIT was held on 7th June, 2021 at 10-00AM, Monday 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. To review and discuss the status of current admissions.
3. To provide admissions rules and regulations.
4. To report on marketing and outreach initiatives.
5. To provide 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-Vignans Group of Institutions, Vizag	Member
4.	Mr.M.Padmakar	HoD-CE	Member
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13.	Dr.P.Ramesh	HoD-MBA	Member
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:

In the beginning of the meeting, the committee has reviewed previous minutes and confirmed the actions taken and decisions made.

To review and discuss the status of current admissions:

Subsequently, the committee engaged in a discussion about the aggregate count of received applications, the dispersion of applicants among various programs, and any noteworthy patterns evident in the profiles of the applicants. In this regard the admissions coordinator has presented a detailed report on the current status of admission applications.

To provide admissions rules and regulations:

The committee reflected upon the potential revisions to the admissions criteria and policies, aiming to ensure their alignment with the college's mission and vision. The objective is to uphold both academic excellence and diversity. Prominent modifications were acknowledged and will undergo thorough evaluation before being put into effect.

To report on marketing and outreach initiatives:

The marketing team delivered a comprehensive summary of the ongoing outreach initiatives aimed at attracting prospective students to the college. The committee expressed contentment with the endeavors undertaken and encouraged a commitment to further refining outreach strategies for continuous enhancement.

To provide Scholarships and financial aid allocation:

The committee evaluated the allocation of scholarships and financial aid to deserving students. They scrutinized the budget assigned for scholarships and engaged in discussions about strategies to maximize the utilization of funds for the greatest possible positive effect.

Any other information:

Several issues of significance were brought up and subsequently addressed. These included discussions about enhancements to infrastructure, support services for students, and initiatives for the development of the faculty.

The meeting ended with thanks to the chair.


Member Secretary


Chairperson

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