



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/2019-20/7/1

Dt: 8th Jul 2019

PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby reconstituted as "Admission Advisory Committee (AAC)" for the Academic Year 2019-20.

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.Satya Guru	HoD-BS&H	Member
12.	Dr.Ch.HariGovindaRao	HoD-MBA	Member
13.	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.

Copy to:

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



PRINCIPAL
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VIIT/AAC/Cir./2019-20/7/1

Dt: 15-07-2019

CIRCULAR

It is here by informed that there will be Admissions Advisory Committee meeting on 17-07-2019 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/2019-20/7/1

Date: 17-07-2019

MINUTES OF THE ADMISSIONS ADVISORY COMMITTEE MEETING

The record notes of discussions in the AAC - VIIT was held on 17th July, 2019 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
4.	Mr.M.Padmakar	HoD-CE	Member
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10.	Dr.R.Umamaheswari	HoD-ECM	Member
11.	Dr.T.Satya Guru	HoD-BS&H	Member
12.	Dr.T.ArchanaAcharya	HoD-MBA	Member
13.	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 commencement of the meeting, the committee initiated the review of the minutes from the previous session, observed all the decisions made."

Discussion on the status of current admission applications:

The committee initiated a dialogue regarding the total number of received applications, the allocation of applicants across different programs, and any significant trends identified in the applicants' profiles. In parallel, the admissions coordinator delivered a comprehensive report detailing the present status of admission applications.

To update on admissions process and policy:

The committee initiated discussions on potential modifications to the admissions criteria and policies, aiming to bring them in line with the institution's mission and vision. The overarching objective is to uphold both academic excellence and diversity. Recognizable changes were noted, and a thorough assessment will precede their implementation.

Report on marketing and outreach initiatives:

The marketing team presented a thorough overview of the existing outreach initiatives designed to attract prospective students to the college. The committee expressed satisfaction with the on-going efforts and affirmed their dedication to further improving outreach strategies.

Scholarships and financial aid allocation:

The committee studied the distribution of scholarships and financial aid to eligible students. They analysed the budget earmarked for scholarships and actively discussed strategies to maximize the effective utilization of funds for the greatest positive effect.

Any other information:

Several substantial issues were brought up and subsequently addressed, including discussions on enhancing infrastructure, encouraging student support services, and advancing faculty development initiatives.

The meeting ended with thanks to the chair.


Member Secretary


Chairperson

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