



**VIGNAN'S**

Foundation for Science, Technology & Research

(Deemed to be UNIVERSITY)

-Estd. u/s 3 of UGC Act 1956

## VIGNAN'S FOUNDATION FOR SCIENCE, TECHNOLOGY AND RESEARCH (VFSTR)

VFSTR was established u/s.3 of UGC Act, 1956 and came into existence in 2008 and started offering its UG & PG programmes with effect from the academic year 2009. The admission policy and broad guidelines for admission into different programmes offered by VFSTR is described below, whereas, a detailed admission procedure for individual UG, PG and Ph.D. programmes can also be obtained from University website [www.vignan.ac.in](http://www.vignan.ac.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 socio-economic sections.

In tune with the admission policy of VFSTR, top most priority is being given to merit in student admissions. Admissions criteria are clearly laid out and made available on University website well ahead of admissions schedule.

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 Advisory Committee” is constituted with Vice-Chancellor as Chairman.

### *Admission Notification:*

To maintain national character in admissions, the admission notification for various programmes of study is published in the national daily newspapers by the institution, with an instruction that those interested should visit the University website/link for the admission procedures, scholarships, entrance tests to be appeared for admission into various programmes offered by University.

### *Procurement of application forms and information:*

The university offers UG (B.Tech, B.Pharmacy, BBA, BCA, B.Sc), PG (M.Tech, MBA, MCA), and Ph.D. programmes in Engineering, Science, Management and Humanities Streams. Details such as intake capacity, reservation policy, admission process, fee structure, scholarships, faculty

resources, infrastructural facilities and placement record are all made available through the university website.

In addition, the complete information regarding availability of applications, scholarships, and admission procedure and placement details is provided in multiple ways:

- Print and Electronic Media
- Social Networks
- Posters and Leaflets
- Hoardings at prominent locations including railway stations and bus stands
- Academic Exhibitions at campuses of various educational institutions.
- Publicity through conduct of talent tests, youth festivals and technical presentations /project expos.

Required eligibility documents duly attested are to be attached to application forms. Applications will not be accepted without documents confirming the eligibility of the applicant. Only the duly completed forms along with requisite application fees are accepted by the University. The University reserves the right to accept or reject any admission if any deficiency is found in eligibility or the information provided in the application form.

The details of eligibility criteria, percentage of marks in the qualifying examination, age limit, entrance test pattern, test centres, important dates, cost of application, instructions to fill up applications, scholarships, admission procedure and admission mode pertaining to different programmes offered by University is provided with application form. The information can also be obtained from the prospectus and University website.

If the eligibility document(s) of a candidate is/are not found genuine, at any point of time, the admission, and the marks obtained in the entrance test conducted by the university is /are liable to be cancelled without any liability on the part of VFSTR and the entire fee paid will be forfeited.

### ***Entrance Examination:***

Entrance examination(s) are conducted suitably and preferably in different centres across India for admissions to various programmes of study on the dates determined each year by the “Admissions Advisory Committee” and approved by BOM. The University always reserves the right to change/cancel any Centre of Examination without assigning any reason. Other modalities of entrance test can be obtained from University website / instruction guide / prospectus.



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### *Procedure for preparing the merit list:*

Unless otherwise specifically prescribed for a course, merit list for admission to Under-graduate and Post-graduate courses shall be prepared strictly on the basis of performance in entrance test prescribed for the programme. Ranks are given to the candidates based on the marks obtained in the entrance test. In case two or more candidates have secured equal marks in entrance examination, the order of priority is given to the candidates who scored higher marks in the order of difficult subjects (a subject with lower average mark is considered as difficult subject). If the marks obtained even after this are equal, age of the candidate is considered. (Older in age will be given better rank).

### **ADMISSION PROCEDURE**

**Nomenclature of categories (Category 'A' and 'B'):** In all UG and PG programmes, 90% and 10% of seats of the total intake are allocated for category 'A' and category 'B' respectively. Category 'A' seats are filled based on ranks in the entrance examinations concerned and category 'B' seats are filled based on meritorious performance in the qualifying examination. (without any entrance test/examination).

**Category 'A':** Admission through entrance test and performance in the qualifying examination.

**Category 'B':** Open for candidates who do not appear for any entrance test with 60% for B.Tech / B.Pharm / B.Sc, 50% for BBA / BCA. 50% for M.Tech / MBA / MCA in the qualifying examinations.

#### ***B.Tech / B.Pharm:***

- The admission will be on the basis of the performance in the V-SAT / EAMCET/JEE.
- The merit position of the candidate for admission will be based on the RANK obtained in V-SAT / EAMCET/JEE-, provided if he/she gets minimum 60% aggregate marks in the qualifying examination as per the eligibility criteria. Admissions will be purely on merit and by following the reservation policy applicable to VFSTR.

#### ***BBA/BCA:***

- The admission will be on the basis of the performance in the written test V-JET conducted by VFSTR.
- The merit position of the candidate for admission will be based on the V-JET score, provided if he/she gets the required 50% minimum marks in the qualifying examination as the eligibility criteria. Admissions will be purely on merit and by following the reservation policy applicable to VFSTR.

### ***B.Sc :***

- The admission will be on the basis of the performance in +2/ Intermediate provided if he/she gets minimum 60% aggregate marks in the qualifying examination as per the eligibility criteria.

### ***M.Tech:***

- The merit position of the candidate for admission will be based on the result obtained in GATE / PGECET or VUGATE and provided if he/she gets the required minimum 50% aggregate marks in the qualifying examination as per the eligibility criteria. Admissions will be purely on merit and by following the reservation policy applicable VFSTR.
- A common merit list will be prepared based on the performance in GATE / PGECET / VUGATE and eligible candidates will be called for the counseling to be held at the VFSTR premises at Vadlamudi, Guntur District, A.P.

### ***MBA:***

- The merit position of the candidate for admission will be based on the result obtained in CAT / MAT / I-CET conducted in AP & Telangana, provided if he/she gets the required minimum 55% marks in the qualifying examination as per the eligibility criteria. Admissions will be purely on merit and by following the reservation policy applicable to VFSTR.

### ***MCA:***

- The merit position of the candidate for admission will be based on the result obtained in I-CET conducted in AP & Telangana, provided if he/she gets the required minimum 50% marks in the qualifying examination as per the eligibility criteria. Admissions will be purely on merit and by following the reservation policy applicable to VFSTR.

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Details of qualifying examination for admission into category-A seats of individual programmes are given below:

Programme	Qualifying examination*	Entrance examination prescribed for admission into category-A seats
B.Tech. / B. Pharm	10+2 or equivalent with Mathematics/Biology, Physics and Chemistry	VSAT (Vignan's Scholastic Aptitude Test) IIT-JEE and EAMCET
BBA/BCA	10+2 or equivalent	V-JET (Vignan's Joint Entrance Test)
B.Sc	10+2 or equivalent	-
M.Tech	B.Tech or equivalent	GATE / PGCET / VUGATE
MBA	Graduation	ICET / CAT / MAT
MCA	Graduation with mathematics as one of the subjects at 10+2 level	ICET

\* Complete details of qualifying examinations for individual programmes can be obtained from University website.

### *V-SAT Counseling Procedure for admission into B.Tech programmes:*

On successful completion of V-SAT, generally results are announced within ten days. Results are intimated to the students through SMS and over phone. Results are also made available in the University web site for the benefit of the students. Rank cards containing V-SAT rank and counseling schedule are dispatched to the address given by the students in the V-SAT application form.

As per the counseling schedule, necessary arrangements are made in the University premises. Once the students and the parents reach the university campus containing all the details of the student, they are guided to the counseling hall, where the students have to register themselves on computer at registration desk. The student details are displayed on the computer on entering the V-SAT rank.

VC / Registrar/ One of the Deans a senior faculty member address the assembled gathering of both the parents and the students in the counseling hall. The parents and the students are informed about Vignan University, faculty strength, cutting edge curriculum, educational methodology, infrastructure facilities like labs & library, games, cultural clubs, discipline etc. They explain to the students about the courses offered, fee structure, scholarships and employment opportunities. They also inform about the hostel and transport facility for the students. On conclusion they give information about the availability of senior faculty members and counselors of different branches to clarify their doubts. Prospectus and leaflets containing the above information are distributed to the gathering.

At the counseling desk of each branch, the students interested in a particular branch meet the concerned faculty members along with their parents to get in depth knowledge about the branch. Full and clear information is provided to the students by the counselors.

The counselors check the certificates of the students to verify the eligibility criteria of the student for admission into a particular programme he / she is opting and any scholarship basing on his rank in entrance test V-SAT / JEE / EAMCET or qualifying examinations.

Wide publicity is given in print/electric media/ by telecalling to the applicants regarding counseling dates, scholarships and other eligibility criteria.

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 enter the details regarding fee and other in the computer by system operators to get challan and advise them to pay the prescribed admission fee and 1<sup>st</sup> semester tuition fee in the bank. Before paying the fee, the counselors explain the parents about the cancelation of admission and fee refund norms. On paying the fee the student is advised to submit certificates. The students undergo health check up. After paying the prescribed fee and submission of original certificates, finally seat allotment order is issued to the admitted student.

### *Counseling procedure for allocation of seats*

- The date /time for counseling will be intimated to the candidates either by post or through SMS or E-Mail and will also be displayed in the university website: [www.vignan.ac.in/admissions](http://www.vignan.ac.in/admissions).
- Change of date /time of counseling is generally not permissible. If a candidate fails to appear personally for counseling on the date and time specified, he/she will forfeit his candidature for the allotment of seat in that day. However, he /she is eligible to appear for subsequent counseling depending on the availability of seats.
- The candidates should produce the documents listed below in original along with one set of photocopies while reporting for counseling. Candidates will not be allowed to participate in the counseling process without these documents

### *Required documents in original during counseling*

- Counseling call letter.
- V-SAT hall ticket.
- V-SAT / JEE / EAMCET rank card.
- 10<sup>th</sup> class marks memo as proof of date of birth.
- Marks sheet of qualifying examination.

- Caste certificate (if applicable)
  - Aadhar Card
- Candidates will be allowed to participate in the counseling process only after verification of the documents. Authentic records pertaining to identification, age, marks sheet of qualifying examination, and other eligibility criteria, will be checked. If a candidate fails to produce any of these documents, he/she will not be considered for counseling.
- The candidate will be offered a seat based on his/her rank in the merit list and availability of seats.
  - After allotment of a seat in a branch and acceptance of the same by the candidate he/she will remit the prescribed tuition fee and admission fee either by cash in the bank counter through challan or DD drawn in favor of VFSTR-GF payable at Guntur.

### *Submission of documents on admission*

The following documents in original are required to be submitted at the time of admission.

- V-SAT hall ticket.
- V-SAT / JEE / EAMCET rank card.
- Counseling call letter.
- Qualifying examination mark sheets.
- 10<sup>th</sup> class marks memo.
- Transfer certificate/Migration Certificate.
- Caste Certificate (if applicable).
- Conduct certificate.
- Aadhar Card

In the counseling hall the information regarding the intake capacity in each branch, number of seats filled (category wise A/B, reservation wise number of vacant seats) scholarships offered in each branch, is displayed on the monitor for students and parents.

**Sliding opportunity:** The admitted candidates, who could not get the admission into the branch of his/her choice in his/her first spell of admission or wish to change to another branch at a later stage, shall be considered for sliding within the stipulated time if vacancies are available. Application forms for sliding will be available at office of Admissions and a detailed procedure will be circulated from to time.

### *Lateral Entry:*

1. Lateral Entry shall be allowed only in the programmes where the same is specifically mentioned.
2. Candidates who are pursuing programmes from other institutions can continue their remaining part of the programme from the VFSTR under Credit Transfer Provision for the next years / semesters as per University rules. The received applications for lateral entry / credit transfer will be examined by committee constituted for the purpose and decides about his/her admission norms.

**Admission into M.Tech programme:** For category 'A' seats of M.Tech programme, based on applications received from B.Tech passed students, common merit list is prepared by considering the performance in GATE/PGECET/VUGATE. For admission into category 'B' seats students who passed B.Tech with a minimum of 50% aggregate are eligible.

**Admission into MBA/MCA programme:** For category 'A' seats of MBA/MCA programme, graduate students from any discipline are short listed based on the scores in ICET/CAT/ MAT, and selected depending upon the performance in group discussion and personal interview. For admission into category 'B' seats students who passed qualifying examination with a minimum of 50% aggregate are eligible.

**Admission into Ph.D programmes:** Research programmes (full-time / part-time) are offered under the three broad areas of Sciences, Engineering & Technology, Management Studies and Humanities . The following Ph.D programmes are offered by the University.

- (i) *Engineering & Technology stream:* Biotechnology, Chemical Engineering, Civil Engineering, Computer Science and Engineering, Electronics & Communication Engineering, Electrical & Electronics Engineering, Mechanical Engineering
- (ii) *Science stream:* Mathematics, Physics, Chemistry
- (iii) *Management stream*
- (iv) *Humanities Stream*

### *Eligibility*

- For engineering disciplines, candidates must have obtained PG degree or equivalent in any one of the relevant engineering specializations as recommended by the respective departments.
- For Management Studies, candidates must have a Masters degree in business management or any Masters degree with relevant experience.
- For Biotechnology, Sciences and Humanities, candidates must have a relevant PG degree or equivalent degree as recommended by the respective departments.



- However, a candidate with an inter-disciplinary requisite qualification may be considered for admission with the approval of concerned department and RMC.
- Candidates must have obtained a minimum of 60% aggregate marks in the qualifying degree; however, deserving / exceptional cases may be referred to RMC.

### *Admission Procedure*

- Selection into Ph.D programme is evaluated on the basis of the academic performance (% Marks in B.Tech / UG & M.Tech / PG) and the institution last attended for Bachelors' and Masters' degree (Maximum 20% and 30% marks respectively), previous experience (each year 1 mark up to max. 5% marks), publications (2marks/Journal paper & 1 marks for conference paper up to maximum 5 % marks), written test (15% marks) and interview (25% marks)
- Eligible candidates have to appear for a written test and interview.
- All the candidates are required to qualify in a written test conducted by the University. Candidates, who have qualified in the GATE/CSIR/NET/CAT examination, are exempted from written test for Ph.D admission. However, they should appear for the interview.
- Candidates who are recommended for selection by the concerned department are to be approved by the Dean (R&D) and Chairman, URB respectively. The same approved selection list shall be sent to Dean (Admission) for further action.
- Candidates will be admitted in to the Ph.D program after payment of prescribed fees and completion of all the admission procedures.
- Admitted candidates will report to the concerned department; a committee appointed by HoD will allot Research Supervisor for each candidate on mutual consent.

### *Fee Structure:*

VFSTR has taken all necessary steps to make the admission process fair and fee structure transparent. The Fee Fixation Committee takes into account the following aspects into account and deliberates for arriving a final conclusion with regard to fixing of fee for various courses during the next academic year.

- Total expenditure during the previous year
- Average cost per student during last year
- Trends of inflation.
- As per the AFRC (Admissions and Fee Regulatory Committee) Criteria defined by Govt. of Andhra Pradesh.

- Fee Fixation Committee finalizes the fee for various courses and informs the Finance Department for placement in the Finance Committee meeting and onward approval by the BOM.
- Dean (Admissions) is informed about the fee fixed for various courses for publication in the prospectus, display in the web site and informing the stakeholders well in advance through applications, leaflets etc.

#### *The salient features of fee structure are*

- No capitation fee is collected.
- Fee structure for all programmes is made transparent to the public through brochures and University website (www.vignan.ac.in)
- Only two kinds of fee are fixed for all UG and PG programmes under 'A' Category (90% of seat allotment) and 'B' Category (10% of seat allotment).

#### *Scholarships:*

VFSTR offers, scholarships to attract meritorious students.

- Preference in allotment of scholarship seats will be given to V-SAT qualified candidates.
- The scholarship seats are allotted in all programmes on the basis of merit, availability of seats and first come first served basis.
- 25% of the total seats in each department (UG & PG) are reserved for scholarships. Out of that 5% seats with 100% scholarship, 10% seats with 50% scholarship and 10% seats with 25% scholarship. (For Example, out of 60 seats, 3 seats are with 100 % scholarship, 6 seats are with 50% scholarship and 6 seats with 25 % scholarship)
- The scholarship is applicable for four years of study subject to maintaining a minimum of 70% of marks in the preceding year without any backlogs.
- Scholarships are also offered to merit students in all other UG and PG programmes based on their performance in the qualifying examination and entrance test.

#### *HTRA Fellowships\**

University fellowships are awarded to GATE / NET / CAT qualified candidates if selected for full time Ph.D. Admission. For selected full time Ph.D. Scholars, Half time Research Assistantships (HTRA) will be offered with a consolidated pay of Rs.25,000/- per month Engineering and Rs. 18,000/- for Science and Humanities streams for first two years and Rs.35,000/-per month for Engineering and Rs.25,000/-for Science and Humanities streams for subsequent two years from the date of admission.

\* Conditions apply.

### *Scholarship for spouse / son / daughter of Vignan University Staff*

20% tuition scholarship in all years of the UG / PG programmes for those students who is a spouse / son / daughter of an employee of Vignan's University.

### *Scholarship for Vignan Alumni*

10% tuition scholarship in all years of the UG / PG programmes for those students who studied the qualifying course in Vignan institutions.

**Note : A Student is eligible to avail only one type of Scholarship mentioned above.**

### *Fee refund norms against cancellation of admissions:*

For cancellation of admission, the issue of refund of tuition fee to student shall be decided in the light of MHRD circular, UGC norms (UGC regulations 2016, 6.2) and University policy. The broad rules for refund of tuition fee against cancellation of seat are:

- Admission fee is non-refundable, once student is provisionally admitted.
- Tuition fee paid will be refunded if the student cancel his /her admission before the commencement of class work.
- Prior to closing of admissions and after commencement of class work, tuition fee is refundable with proportionate deduction of monthly fee.
- Once admissions are closed, the entire fee collected shall be forfeited.

### **Important points to note:**

- No candidate shall be eligible to register himself/herself for a full-time programme of study if he/she is already registered for any full-time programme of study in this University or any other University/Institution.
- Important dates related to the admission are announced through either print media electronic media and displayed on University website.
- The University shall have the right to cancel the application and admission of any candidate for false submission of facts pertaining to qualifications, reservation and any other matters.
- Any complaint or grievance regarding the admission may be made in writing to the "Admissions Advisory Committee".
- VFSTR formulated a separate admission policy and procedures for foreign / NRI students

### *Reservation policy:*

VFSTR strictly adhere to the reservation policy prescribed by Govt. of India and Andhra Pradesh State Government .In accordance with it 15% of the seats are reserved for scheduled castes (SC), and 7.5% of the seats are reserved for scheduled tribes (ST) and other 27% has been reserved for the other backward classes (OBC) comprising 49.5% reserved to OBC, SC & ST categories. In addition to this, 10% of the total intake in each programme will be reserved for Economically Weaker Sections (EWSs) from the academic year 2019-20 and the total reservations for OBC, SC, ST and EWSs will be 59.5% of the permitted strength in each programme. In each of these categories horizontal reservation is given for special categories viz., Physically Handicapped – PH (3%), Children of Armed Forces Personnel –CAP (2%), National Cadet Corps – NCC (1%), Sports and Games (½%). In addition, a reservation of 33 1/3% of seats is in favor of women candidates in each category (OC/SC/ST/OBC). Reservation for women shall not be applicable if women candidates selected on merit in each category exceed 33 1/3%.

If there is any vacancy available in the seats that are allocated to fill via special categories of a particular reserved category, the opportunity will be passed to the candidates of that reserved category and then to the general candidates. All reservation category candidates are required to submit certificate in respect of their claims from the authorized officers as notified by the Government of India for the purpose from time to time.

In addition to that Reservation policy 10 seats are reserved under sports quota with 75% scholarship for 4 years of study who represented individual/track events at the state or university level. Another 10 seats are reserved with 50% scholarship for 4 years of study who represented individual/track events at the District level.

In each branch 60% of the seats are allotted for VSAT rankers, 20% of the seats to Inter merit/EAMCET rankers, 10% to JEE (mains)/ (Adv) rankers and remaining 10% will be allocated in category B.

Relaxation in cut off percentage up to 10 % subject to minimum eligibility requirements and reservation of one seat in merit quota for the wards of Kashmir migrants as per the direction of MHRD, Govt. of India.

There is no relaxation on any criteria specified, whether it is in passing of the exams or graduating a course. The candidates admitted through the reservation policy subjected to the same criteria as the general candidates in terms of fee structure and graduation policy.

Students can be admitted in VFSTR in any course mentioned above, if he/she meets the eligibility criteria and pay the prescribed fee.

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## FOREIGN / NRI STUDENTS – ADMISSION POLICY

VFSTR was established u/s.3 of UGC Act, 1956 and came into existence in 2008 and started offering its programmes with effect from the academic year 2009. The admission policy and broad guidelines for admission into different programmes offered by VFSTR is described below, whereas, a detailed admission procedure for individual UG, PG and Ph.D. programmes can also be obtained from University website [www.vignan.ac.in](http://www.vignan.ac.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 socio-economic sections.

### *1.0 General:*

The university agreed in principle to admit Foreign/NRI students to its various programmes and utilize the funds generated thereof for development of facilities.

- **An ‘International Students Cell’ under the purview of Dean, Admissions is constituted with foreign student representatives as its members and supporting administrative staff to take care of the admissions and grievances and redressal of foreign students.**
- **The University has MoU EdCIL (Educational Consultants India Limited), New Delhi, a government subsidiary, for facilitating international students.**
- **AIU membership to obtain eligibility/equivalency certificates for international applicants.**
- **A 6-month long English Foundation Course for the benefit of Non- English speaking students for which the University has an MoU with Stanford English Academy, Mumbai.**
- **An exclusive hostel for foreign students and 24x7 supports of counselors to help them get acclimatized with the local environment.**

### ***1.1 Associate Dean for Foreign/NRI students:***

An exclusive Associate Dean is allotted to deal with guidance and admission of Foreign/NRI students. He works in association with the Dean, Admissions.

### ***1.2 Category of Foreign/NRI students:***

Foreign/NRI students are categorized as follows:

- i. Sponsored either by the home country of the concerned or by the funding agencies.
- ii. Self-financing direct entry (with the clearance of Govt. of India)
- iii. NRI students.

### ***2.0 Reservation of seats:***

5% of the total intake capacity (from category – B seats) of UG and PG programmes is earmarked for foreign students / to the children of Indian nationals working abroad. For B.Tech admissions, 10% relaxation in the eligibility percentage in qualifying examinations is earmarked for Foreign/NRI students. Foreign/NRI students shall be admitted to Ph.D. programme but not exceeding two (2) in a department / school in an academic year.

### ***3.0 Eligibility:***

#### ***3.1 Qualification:***

Candidate who is not older than 21 years of age and pass in qualifying examination with a minimum of 50% aggregate marks are eligible for admission into UG programmes.

Only those students, whose degree certificate/school passing certificate/diploma obtained from their respective country/Universities/ or Boards of Higher Education, recognized as equivalent to those in India, by the Association of Indian Universities (AIU) are eligible for admission. A reference will be made to AIU to check the equivalence as and when required.

#### ***3.2 Requirement of Visa:***

#### ***3.3 Full time / Visiting students:***

##### **Full time students:**

International students who wish to study in VFSTR must obtain a Student Visa before travelling to India. Once a student has been issued a provisional admission letter to study at the University, he/she should immediately apply for Student Visa. All the Foreign/NRI students will require a student visa, endorsed to study only at VFSTR will be considered for joining full time programmes. No other endorsement is acceptable. Students opting to join a research programme will require a research visa endorsed to VFSTR. The visa should be valid for the prescribed duration of the course. However, a visa is not required for NRI students.

### *Visiting students (Under MoU / NonMoU)*

Foreign Nationals registered for a degree in the Institute/University at their place, can carry out course work and/or project work at VFSTR, for a period not exceeding two semesters, as visiting students under an MoU or otherwise. Admission of Foreign Nationals under the MoU will be made in accordance with the terms and conditions spelt out in the MoU agreed to between VFSTR and the Country/University/Institution concerned. Visa requirements will be same as that of full time students.

#### *3.4 No-objection:*

Foreign/NRI students do not require to submit a No Objection Certificate for joining UG and PG courses, however all Foreign/NRI students willing to join a Ph. D. programme will have to obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Secondary & Higher Education, Ministry of Human Resource Development, Government of India and must be on the research visa endorsed to VFSTR.

#### *4.0 Admission:*

##### *4.1 Admission information:*

Student willing to join the university for various programmes will get the information about the application form and the information on the eligibility requirements, courses available and admission procedure from the university prospectus or the website of the university.

#### *How to Apply:*

##### *4.1.1*

Apply for provisional eligibility in the prescribed form which can be downloaded from the university website. The prescribed eligibility fee has to be deposited along with the form on or before the specified last date.

##### *4.1.2*

Attach with this application form, Xerox copies of the statement of marks of the last qualifying examination duly attested by:

- a. Indian Embassy in foreign country, or
- b. High Commissioner of students' country in India, or
- c. Ministry of Education in foreign country.

In case of Ph.D. course enclose 6 copies of the outline of the proposed research along with the application form.

#### 4.1.3

Attach at least two recommendation letters either from the faculty members who have taught the applicant earlier (at least one) or persons under whom the applicant have worked (at least one).

#### 4.1.4.

Attach Xerox copy of Migration Certificate with the application form.

#### 4.1.5.

Attach affidavit to the application form relating to the gap between the year of passing and the last qualifying examination and the date of application for admission to this university. But, this is not required for Ph. D. programmes.

#### 4.1.6.

The Associate Dean, Admissions will issue the provisional letter after scrutinizing the forms and on the basis of credentials verified by the university and the Association of Indian Universities.

### 4.2 *Provisional Admission procedure:*

Vignan's deemed to be University, Vadlamudi, is offering UG and PG programs to the eligible foreign/NRI students as per the norms of UGC and other governing bodies.

BCA, BBA, B.Tech and B.Pharmacy are UG programs and M.Tech, MCA and MBA are PG programs.

The details of the programs made available in the university website. Vignan's deemed to be University is also having MOU with some of the leading consultants like EDCIL, Uni Agents, White Vision Consultancy, Kabul, Afghanistan, Anix Consults and Associates, Warri, Nigeria, Universal Education, Thimpu, Bhutan and Education Asia(P) Ltd, Kathmandu, Nepal, who are having wide net work in both Asian and African countries.

The International student who wants to join in Vignan's deemed to be University can approach any of the consultants, or can visit the university web site for details. He can also send email or call on the International Student coordinator over phone (7093144415). The student can get the desired information like available programs, duration of the course, fee structure, hostel facility, admission processes and other rules and regulations.

Full and clear information is provided to the students about special features like updated curriculum, English Proficiency Course, Major & Minor programs, faculty strength, digital and well stocked library and world class infrastructure.

The application for admission is to be submitted to the Associate Dean, Admissions along with the prescribed fees on or before the last date specified. Admissions Department will then check



the eligibility and issue the provisional admission offer letter. This is required to obtain the visa and to complete other formalities.

The student who is interested to join has to submit the application form for foreign students with prescribed application fee and attested scan copies of the following certificates through mail,

1. Degree (in case of PG) / Secondary School Pass certificate (for UG) along with the marks list.
2. Attested photocopy of passport.
3. The programme in which he wants to take admission.
4. Migration certificate.

One Associate Dean is exclusively allotted to give guidance and admissions to foreign/ NRI students. The committee constituted for this purpose verifies the certificates of the student. If the student is fulfills all the eligible criteria and eligible for admission then he/she is informed about the same. Basing on receipt of the confirmation mail the student has to fill the provisional application form with all necessary documents.

The student has to undergo a medical fitness test including HIV test and must produce the report along with the application. On receipt of the above the Associate Dean Admissions will issue provisional admission letter to the student. Basing on the provisional admission letter the student can apply for the student visa to travel to India. In that letter the university confirms granting of provisional admission to that student in one of the opted courses, date of commencement of classes in the university campus.

#### *Assistance in Securing Students Visa:*

The university offers its support to the foreign students in securing student visa from the High commission of India. Based on the provisional admission letter by High Commission Consulate of India in the respective country issues student visa.

#### **Health Insurance:**

It is advised that all the foreign students to take a medical insurance policy to meet the expenses when fallen sick or hospitalized during the time of their stay in the university. All the international students should submit a copy of the medical insurance at the time of final admission.

On securing the student visa the student has to submit the following documents to the university admissions department,

1. Original certificates along with 2 sets of photo copies
2. ID & residential proof.
3. Photocopy of Passport.

4. Photocopy of Visa
5. Medical certificate.
6. Admission fee and one year tuition fee deposit receipt.

After scrutinizing the documents the Assistant/Associate Dean Admissions in consultation with Dean Admissions confirms the admission of the student. He also informs the student when he has to report at the university campus.

On arrival the foreign student will be received at the nearest air port by International Student coordinator. At the university Associate Dean Admissions once again verify the original certificates and documents to offer seat allotment order.

### 4.3 Final admission:

After obtaining the provisional eligibility letter, the following requirements have to be fulfilled:

#### 4.3.1 Visa (See 3.3)

#### 4.3.2 No objection certificate (See 3.4)

#### 4.3.3 Medical test:

It is advisable that the foreign student shall get a general check up done before departure from their country to ensure that he/she is not suffering from any major ailments. The students are advised to undergo the following tests at their country, failing which, they will have to undergo these tests at India.

- i. HIV test
- ii. Hepatitis surface Antigen (HBsAg) before admission.

### Certificates to be produced for final admission:

#### For full time students:

- Original and two sets of photocopies of Academic Transcripts
- Original and two sets of photocopies of Passing/Qualifying Certificate
- Admission fee and one year tuition fee deposit receipt as proof of Admission
- 6 passport size color photographs
- Original work experience certificate (if applicable)
- Parent's acceptance letter along with ID/original Residential Address Proof

- Original and Photocopy of Passport, National ID, OCI/PIO card (whichever is applicable)
- Photocopy of Indian Visa stamped in the name of VFSTR (NOT APPLICABLE for Bhutan and Nepal students)
- Residential Permit obtained from Local FRO Office (NOT APPLICABLE for Bhutan and Nepal students) / No objection or recommendation letter from the respective Embassy.
- Sponsorship letter from student Organization or Ministry of Education of concerned country (if applicable)
- Medical certificate for health and fitness from any registered medical practitioner (No HIV/ AIDS Certificate).

#### For visiting students:

- Application form (as available on the website [www.vignan.ac.in](http://www.vignan.ac.in))
- Copy of the grade transcripts with the explanation of the assigned grades.
- A statement of purpose from the student
- Bio Data / Curriculum Vitae / Resume.
- A duly signed undertaking from the student on plain paper wherein they certify that they will bear all the charges including the tuition fees, fees for accommodation and food and all other incidental charges during the course of their stay at VFSTR.
- Personal particulars of foreign students / scholars
- A bonafide certificate from the Home University in proof of their studentship of the University and a no objection certificate to study at VFSTR
- Recommendation letters from the faculty
- Documentary proof to vouch for fluency in English language

#### Registering with FRRO/FRO:

All the foreign students having students visa have to register themselves at FRO which is at District S.P office, Guntur Urban within fourteen days of their arrival in India. In this process the students register on line in the official web site [www.indianfro.gov.in](http://www.indianfro.gov.in) and then personally visit the FRO to collect unique ID number. For this International Student coordinator offers his support to all the international students.

If the student visa expires during the course of their study then such students have to apply for extension of visa at the FRO. International students should also renew their RC and RP at FRO, Guntur Urban when it expires or if they issued with extension of student visa. They must carry the documents with them when they travel to their native country as this has to produce at the immigration counter in India.

### **Hostel facility:**

A well furnished A/c hostel facility is available for the foreign students. One warden and two care takers are provided in the hostel to take care of the needs of the international students. Tasty hygienic food of their choice is served specially for them. A committee is formed in the hostel in which foreign students as well as Associate Dean foreign admissions, international student's coordinator and assistant coordinator are the members. This committee meets once in a month to review the facilities at hostel. They have to abide by the rules and regulations of the university. Proper discipline has to be maintained by the foreign students without any deviation failing which suitable action will be taken as per the rules.

### ***International students Hostel Committee:***

Hostel Committee is constituted with one student from each course and headed by Dean – Admission, Associate Dean, International student coordinator and Assistant coordinator are also members in this committee.

### ***International students Grievance and Redressal committee:***

This committee is constituted with one student from each country and headed by Dean\_ Admissions. Associate Dean, International student coordinator and Assistant coordinator are also members in this committee.

### **Security in the campus:**

Vignan's University provides high level security to all the students irrespective of nationality.

But special preference will be given to international students as there are different difficulties faced by them like totally unknown place, language, dress and food habits.

Both the campus and hostels are under twenty four hours security cover. All the students have to abide by the code of conduct and rules and regulations of the university. Any violation of any of the student will be viewed seriously and suitable action will be taken against the student as per the decision of the disciplinary committee recommendations.

### **Fee structure:**

The fee structure applicable to foreign / NRI students for different programmes offered by VFSTR can be obtained from University website: [www.vignan.ac.in](http://www.vignan.ac.in)

### ***5.0 Induction/Orientation Program:***

Foreign students are required to undergo Induction cum Orientation programme at the beginning of their first semester to familiarize themselves about VFSTR and Indian Culture. This program is conducted in groups by the training cell of VFSTR.



**VIGNAN'S**

Foundation for Science, Technology & Research

(Deemed to be UNIVERSITY)

-Esttd. u/s 3 of UGC Act 1956

### **5.1 English Proficiency Course (EPC):**

It is mandatory for the foreign students whose mother tongue is not English and not passed the qualifying examination in English. To attend English Proficiency Course (EPC) classes to improve their proficiency in English. Duration of this EPC is 100 hr / 6 months. In this course the students are taught two programs. One is designed by “STANFORD ENGLISH ACADEMY” and the second one is based on the Cambridge University Preliminary English test. At regular intervals evaluation tests are conducted. On successful completion of the course certificates will be awarded to the students.

Along with the Indian students these foreign students are also eligible for scholarships of Vignan's deemed to be University basing on academic progress, discipline, attendance and character and conduct.

The foreign students are also entitled to participate in all sports, cultural activities and cultural clubs like all other students. On successful completion of the program the foreign students are provided proper assistance in securing placements.

A Foreign/NRI student shall be exempted from EPC provided

- i) The student has passed the qualifying examination in English medium or
- ii) The student has a valid score in TOEFL or IELTS.

### **6.0 Scholarships:**

The university shall receive scholarships if sanctioned and released by the sponsoring country / university / agency and shall disburse to the awardees as per their standing in the vital parameters like, regularity in attending classes, progress in the course work, good character and conduct.

### **7.0 Short term research programme / non-certificate programmes:**

The Vice-Chancellor in consultation with the Concerned Dean and Heads of Departments may decide the fees to be paid by the Foreign/NRI students doing short-term research project / non-certificate programmes of the university.

### **8.0 Hostel stay:**

The discipline to be maintained by the Foreign/NRI students shall be governed by the existing hostel rules of the University.

### **9.0**

On all other matters, not covered under the aforesaid rules, decisions of the competent authority (ies) shall be binding on the part of Foreign/NRI students.

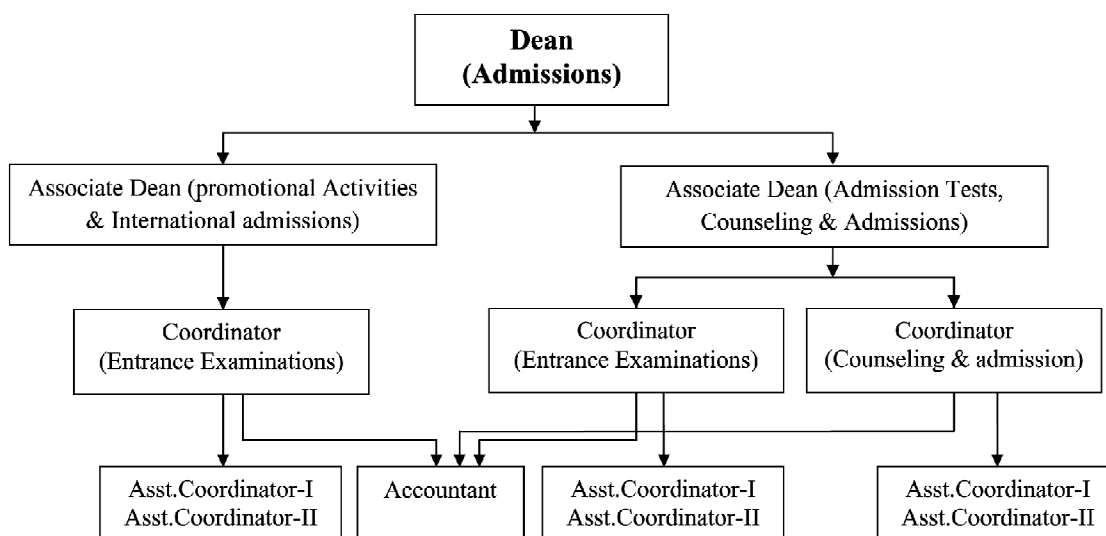
Notwithstanding anything contained in the above clauses, the decision of the Government of India on admission of Foreign/NRI students shall be made applicable.

## ADMISSION CELL

Dean – Admissions in general look in to the activities with regard to admissions of the students in to VFSTR and therefore shall be responsible for the following activities.

### *Admission Sections:*

The Admissions cell will be headed by the Dean and consists of two sections, each headed by an Associate Dean nominated by VC from among the senior Associate / Assistant professors of the University. The Admissions sections look after students' counseling and admission into all UG, PG lateral entry and Ph.D admissions as per special guidelines with the prior approval of the Admissions Advisory Committee.



### *1. Responsibilities of the Dean:*

- Identification of promotional activity staff, finalization of target regions and setting of goals for next academic year admissions.
- Identification of potential schools, junior colleges and contact persons.
- Preparation of material (such as applications, leaflets, posters, brochures, prospectus, CDs etc.) required for promotional activities.
- Convene the admission committee meetings periodically to finalize intake capacity, fee structure, scholarships, reservation policy for all the programmes and programme-wise eligibility criteria.
- Release of admission notifications for all UG, PG and Ph.D programmes with prior approval of AAC.
- Finalize and release of advertisements for print and electronic media.
- Convene meetings of promotional activity staff periodically to review the status of sale of V-SAT applications.
- Recommend admission test centers and conduct of entrance tests for admissions into UG, PG and Ph.D programmes for approval of AAC.
- Furnishing of guidelines for smooth conduct of the examinations to various functionaries such as Test Center Coordinators, Observers, Invigilators, Special Squads, Software and Hardware technicians.
- Preparation of common merit list and announcement of entrance test results etc.
- Recommend qualifying marks/ranks in admission test of UG and PG to AAC for approval.
- Announcement of results of UG and PG entrance examinations after approval from AAC.
- Implementation of counseling and admissions schedule as well as the admission procedure approved by the Admissions Advisory Committee.
- Provision of academic flexibility, if any, to the students which involves admission process, e.g., (a) sliding from one programme to another, (b) second semester admissions, (c) lateral entry (second year) admissions and d) permissions for the part payment of 1<sup>st</sup> semester tuition fee.
- Maintenance of attendance, leave records of the staff under his/her control.
- Performance appraisal of staff and sending recommendation to the concerned authority.
- Preparation of budget proposal for admissions.
- Such other functions as may be entrusted by the Vice-Chancellor from time to time.

## 2. *Responsibilities:*

- a. **Assoc Dean I:** - shall look after promotional activities, release of advertisements in print and electronic media, hoardings, preparation of stationary for entrance tests, participation in academic exhibitions, team visits to different places, international admissions and work in association with media center and is assisted by a coordinator.
- b. **Assoc Dean II:** shall look after preparation and conduction of entrance examinations, counseling and admissions to all UG and PG and Lateral entry and Ph.D programmes and is assisted by two coordinators: one for entrance examinations and other for counseling and admissions of students.
- c. Each coordinator will be assisted by two Asst.Coordinators.
- d. **Accountant:** The financial transactions of the Admissions' office will be taken care by a qualified accountant.

## 3. *Admission Committee:*

**The Admissions Committee is composed of the following:**

1. Dean – Admissions – Chairman
2. Dean – Engineering & Management
3. Dean – Academics
4. Dean – R & D
5. Dean – Evaluation
6. Associate Dean Admissions – Convener

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. The members of committee will be finalized by the convener as per the agenda points.

## 4. *Admissions Committee-Role:*

The role of the Admissions Committee is essentially operational in nature based on the policy frame work prepared by the Admissions Advisory Committee headed by the Vice-Chancellor to:

- evolve guidelines with respect to minimum entry qualification, eligibility criteria, intake capacity, admission test/common merit ranking, reservation policy, etc., conforming to UGC Regulations.
- recommend about test dates and centers, pattern of examination, duration etc., if admissions test is to be conducted.



- revise and update the question bank of the admission test.
- issue notifications for admission test.
- distribute, collect and tabulate all the applications.
- issue hall tickets to all applicants.
- tabulate results of admission tests.
- prepare merit list.
- to announce results and display on the University website and inform to the individual students who appeared for the V-SAT through rank cards.
- prepare and dispatch admission letters.
- implementation of closing dates of admissions to various programmes.
- schedule reporting dates of the admitted students.
- prepare the budget proposal.
- prepare admission report including the statistics regarding application forms distribution, dispatch of hall tickets, rank cards, counseling letters, conducting of counseling, application amount received, expenditure incurred per each admission etc.
- analyze the profiles of admitted students (merit / gender / financial status / family background etc.,)

It meets not less than twice in a year and also as and when required.

#### **5. Admissions Advisory Committee: Policy body**

There shall be an Admissions Advisory Committee constituted and chaired by the Vice-Chancellor.

The Committee is vested with authority to frame policies with regard to admissions such as admission test, intake capacity, new programmes, fee structure, scholarships etc., These policies will be implemented by the Admissions Committee.

#### **The composition of the Committee shall be:**

Vice Chancellor	... Chairman
Registrar	... Member
One BoM Member (Internal)	... Member



Two Deans	... Members
Two Heads of the Departments	... Members
Finance Officer	... Member
Dean- Admissions	... Convener

The Committee shall meet at least twice in a year and also as and when required. The members of committee will be finalized by the convener as per the agenda points.

*Powers and Functions of the Committee:*

The Committee shall have the following powers and functions:

- Approval of admission information brochure / prospectus giving clearly all the rules and regulations relating to admission procedure.
- Finalization of application forms for admission into various programmes.
- Framing of modalities for conducting the admission tests.
- Finalization of intake capacity, fee structure (as recommended by the fee fixation committee) and scholarships for various UG and PG programmes.
- Finalization of test centers.
- Fixation of remuneration for paper setters, examiners, and all the staff involved in conduct of examinations.
- Approval for announcing of admission test results.
- Fixation of counseling / admission schedule for all the programmes.
- Review of reservation policy.
- Approving annual budget estimates for admissions.
- Review and advice on any other matters relating to admissions.

DEAN - ADMISSIONS  
VIGNAN'S FOUNDATION  
FOR SCIENCE, TECHNOLOGY AND RESEARCH  
(Deemed-to-be-University)  
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