Admission Procedure / Policy

Annamacharya University is sponsored by the Annamacharya Educational Trust (AET), Rajampet. It is a private university established in 2024 under the brownfield category. It is governed by the Andhra Pradesh Private Universities (Establishment and Regulations) Act No. 3 of 2016 and G.O.Ms.No.13, Higher Education (UE) Department, dated 13.03.2024, as approved by the Government of Andhra Pradesh. The admission policy and broad guidelines for admission into different programmes offered by Annamacharya University is described below, whereas, a detailed admission procedure for individual UG, PG and Ph.D. programmes can also be obtained from University website https://annamacharyauniversity.edu.in

Admission policy:

1. To ensure the admission of students based on their performance in entrance examinations, identifying their academic competence and potential, so that the alumni may play a meaningful role in nation-building and social reconstruction.
2. To promote and maintain a multicultural ethos and cosmopolitan environment by admitting students from diverse ethnic and linguistic backgrounds, with special emphasis on encouraging students from various rural and socio-economic sections. In line with the admission policy of Annamacharya University Rajampet, the highest priority is given to merit in student admissions.

The admissions criteria are clearly laid out and made available on the university website well in advance of the admissions schedule. To decide policy matters and oversee the admission process, a separate "Admissions Cell" is constituted. Additionally, an "Admissions Advisory Committee," with the Vice-Chancellor as

Chairman, is formed to provide guidelines for the functioning of the Admissions Cell. All admissions at Annamacharya University are managed by the Deputy Director of Admissions, nominated by the Governing Body, to ensure the smooth conduct of the admission process.

Preparation of draft information brochure giving the rules and regulations relating to admission into various programmes offered by the University.

- ➢ Preparation of draft admission application forms.
- ➢ Identification and fixing of test centers.

The Deputy Director (Admissions) in general looks into the activities with regard to admissions of the students into the Annamacharya University and therefore shall be responsible for the following activities.

Responsibilities of the Deputy Director, Admissions:

- ➢ Identify promotional activity staff, finalize target regions, and set goals for the next academic year's admissions.
- ➢ Identify potential junior colleges and establish contacts for outreach.
- ➢ Prepare promotional materials (e.g., prospectuses, leaflets, application forms) needed for marketing activities.
- ➢ Convene admission committee meetings periodically to finalize intake capacity, fee structures, fee waivers, reservation policies, and eligibility criteria for all programs.
- ➢ Release admission notifications for undergraduate (UG), postgraduate (PG), and Ph.D. programs.
- ➢ Finalize and release advertisements for print and electronic media.
- ➢ Convene periodic meetings with promotional activity staff to review the status of received applications.
- ➢ Finalize admission test centres and conduct entrance exams for UG, PG, and Ph.D. program admissions.
- ➢ Determine qualifying marks or ranks in the admission tests for UG, PG, and Ph.D. programs.
- ➢ Announce the results of UG, PG, and Ph.D. entrance examinations.

- ➢ Conduct counseling sessions and facilitate the admission of students into UG, PG, and Ph.D. programs.
- ➢ Provide academic flexibility during the admission process, if applicable (e.g., program changes, transfer options).

(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 1st semester tuition fee.

2. Admissions Committee

The Admissions Committee is composed of the following:

1. Vice Chancellor – Chairman
2. Dean, Academics
3. Deans / Heads of the Department, Various Schools
4. Deputy Director, Admissions – Member Secretary

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

Admissions Procedure for B.Tech.

The eligibility criteria for admission into engineering undergraduate programmes offered at Annamacharya University shall be as prescribed by Statutes and Ordinances of the University and Higher Education Department, the Government of Andhra Pradesh. The criteria are given below:

- ➢ The candidate shall be an Indian National / NRI.
- ➢ The candidate should have completed 17 years of age as on 31st December of the academic year for which the admissions are being conducted.
- ➢ The candidate should have passed the qualifying examination (10+2) or equivalent as on the date of admission recognized by Board of Intermediate, Andhra Pradesh.
- ➢ Seats in each programme in the University are classified into two categories i.e.,

Brownfield and **Greenfield**. Further under brownfield category seats are filled through two categories, i.e., **Category – A** and **Category – B** as per the GOs of Andhra Pradesh.

BROWNFIELD CATEGORY:

The existing institution is converted into a brownfield university. The admission of students into the existing approved intake will be regulated by the admission rules and seat-sharing policies applicable to the University, as defined under Section 2(4-A) of the Andhra Pradesh Private Universities (Establishment and Regulation) Act, 2016. This means that 70% of the seats in the existing courses at the university will be filled through the convener of EAPCET. In this category, the seats are filled through Convener quota / Category – A and Management Quota / Category – B.

Category – A Seats (70% of seats)

These seats shall be filled through counselling as per the rank secured by a candidate in the Common Entrance Test (EAPCET) conducted by the Government of Andhra Pradesh and as per other admission criteria laid down in the GOs.

Category – B Seats (30% of seats):

These seats shall be filled by the University through AUET and the GOs issued by the Government of Andhra Pradesh from time to time. Annamacharya University Entrance Test (AUET) is conducted across India for those seeking admission to Engineering programmes offered by Annamacharya University. The eligibility criteria for appearing for AUET, the format, and other details will be specified in the application form and will be determined by the Office of the Director, Admission, Annamacharya University for the respective year of admissions.

GREENFIELD CATEGORY:

Furthermore, the admission rules for the brownfield university regarding any additional intake, new courses, or additional courses approved after conversion shall follow the regulations applicable to a greenfield university.

The university shall reserve 35% of seats in engineering, science, and other programs for the Government Quota and admit students in accordance with the rules prescribed for any additional intake in existing programs, as per the Andhra Pradesh Private Universities (Establishment and Regulation) Act, 2016.

Category – A Seats (35% of seats)

These seats shall be filled through counselling as per the rank secured by a candidate in the Common Entrance Test (EAPCET) conducted by the Government of Andhra Pradesh and as per other admission criteria laid down in the GOs.

Category – B Seats (65% of seats):

These seats shall be filled by the University through AUET and the GOs issued by the Government of Andhra Pradesh from time to time. Annamacharya University Entrance Test (AUET) is conducted across India for those seeking admission to Engineering programmes offered by Annamacharya University. The eligibility criteria for appearing for AUET, the format, and other details will be specified in the application form and will be determined by the Office of the Director, Admission, Annamacharya University for the respective year of admissions.

Admission into Second Year (Lateral Entry Scheme)

A candidate shall be admitted into the third semester (II year I semester) based on the rank secured by the candidate in the Engineering Common Entrance Test (ECET) by the Government of Andhra Pradesh and based merit in diploma in polytechnic.

Authority for Admission:

Any matter related to admission to the B.Tech., programme, the decision of the Office of the Deputy Director, Admissions, is final.

Revoking / Cancellation of Admission:

All students admitted provisionally to any program must submit copies of their original mark sheets, provisional certificates, and any other documents required by the Director of Admissions by the last date specified in the Academic Calendar of Annamacharya University.

The Registrar, based on the recommendation of the Director of Admissions, may cancel the admission of any student who fails to submit the prescribed documents by

the specified date or does not meet other stipulated requirements. Additionally, the Registrar may cancel the admission later if it is discovered that the student provided false information, suppressed information, misrepresented facts, or forged documents while seeking admission or thereafter, and report the matter to the Vice Chancellor.

Admission Procedure-B.Sc. (Hons)-Agriculture

A candidate for admission into the B.Sc. (Hons) Agriculture program must have passed the Intermediate Examination of the Board of Intermediate Education, Government of Andhra Pradesh. Diploma in agriculture (2 years) and any other state with Physics, Chemistry and Biology as optional courses or the ranks obtained in the Annamacharya University common entrance test/ EAMCET/ ICAR central or state level tests or any other Examination Recognized by the Annamacharya University.

Rule of Reservation: As per the Andhra Pradesh State Private Universities Act from time to time.

- Admissions to various programmes are, however, subject to verification of facts from the original certificates/documents of the candidates. In case any discrepancy is noticed even at a later point of time after admission, the management reserves the right to cancel the admission, and such a decision shall be final and binding on the candidate.

Admissions Procedure for PG and PhD

- Admissions are based on the performance in GATE / MAT / CAT / PGECET / AURAT.
- Merit list of the candidates for admissions is based on the rank obtained in GATE / MAT / CAT / PGECET / AURAT, provided he / she gets minimum prescribed aggregate marks in the qualifying examination. Admissions are purely on merit and by following the reservation policy. Merit list is prepared based on performance in the entrance test and candidates are called for counseling at the Annamacharya University premises at Rajampet, Anamaya District.

- Admissions to various programmes are subject to verification of facts from the original certificates/documents of the candidates. In case any discrepancy is noticed even at a later point of time after admission, the management reserves the right to cancel the admission, and such a decision shall be final and binding on the candidate. No person shall be admitted into Ph.D. programme unless he/she has passed a postgraduate degree of any recognized University and fulfills the eligibility criteria as per the prescribed rules.
- The programmes offered by the University for which the Ph.D. admission test shall be held along with the eligibility conditions are made available on the website.
- Applications for admission to various programmes are made available in the University and students are allowed to download the same from the University website with application cost.
- Applications are registered only if accompanied by a demand draft of the prescribed fee.
- At the time of admission, every student shall submit the marks statement of the qualifying examination, rank card of the entrance test, transfer certificate, conduct certificate, study certificate from the institution where he/she studied last along with provisional certificate, (applicable for PG and Ph.D. admissions) as a proof of passing the qualifying examination and a migration/transfer certificate in case of a candidate who obtained his/her degree from other Universities.
- No student shall be eligible to take an examination for any of the degree courses offered in the University unless he/she has cleared all the dues to the University and hostels.

Admission into Ph.D. programmes:

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

- *Engineering & Technology stream:* Civil Engineering, Computer Science and Engineering, Electronics & Communication Engineering, Electrical & Electronics Engineering, Mechanical Engineering.
- *Science stream:* Mathematics, Physics, Chemistry
- *MCA*
- *Management stream*
- *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 master's degree in business management or any master's degree with relevant experience. However, a candidate with an inter-disciplinary requisite qualification may be considered for admission with the approval of the concerned department and Department Research Committee (DRC).
- Candidates must have obtained a minimum of 60% aggregate marks in the qualifying degree; however, deserving / exceptional cases may be referred to DRC.

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 (2 marks / Journal paper & 1 marks for conference paper up to maximum 5% marks), written test (15% marks) and interview (25% marks). Eligible candidates must 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 admissions section and Registrar respectively. The same approved selection list shall be sent to the Dean, R&D and Departments for further course of action.
- ➢ Candidates will be admitted into the Ph.D. program after payment of prescribed fees and completion of all the admission procedures.
- ➢ Admitted candidates will report to the concerned department. DRC of the respective department appointed by HoD. will allot Research Supervisor for each candidate on mutual consent.

3. Admission Section

The admissions office will be headed by the Deputy Director, Admissions at the University.

Responsibilities of Office Staff

a. 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 cities, international admissions and work in association with media center and is assisted by a coordinator.

b. Shall look after preparation and conduction of entrance examinations, counseling and admissions to all UG and PG 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 Sr. Assistant and Jr. Assistant. The financial transactions of the Directorate of Admission will be taken care of by a qualified accountant.

4. Functions of Admissions Office

- ➢ Preparation of draft information brochure giving the rules and regulations relating to admission into various programmes offered by the University.

- ➢ Preparation of draft admission application forms.
- ➢ Identification and fixing of test centers.
- ➢ 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 etc.
- ➢ Preparation of draft budget estimates to be placed before Admissions Advisory committee for approval.
- ➢ Implementation of entrance test / admissions schedule as well as the procedure approved by the Admissions Advisory Committee.
- ➢ Such other functions may be entrusted by the Vice-Chancellor from time to time.

5. Admissions Committee-Role:

The role of the Admissions Committee is essentially operational in nature based on the policy framework 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.
- ➢ Decide about test dates and centers, 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 application forms.
- ➢ Issue hall tickets to all applicants.
- ➢ Tabulate results of admission tests
- ➢ Prepare merit list.
- ➢ Invite the candidates for counseling and admission to UG, PG and PhD programmes.

- ➢ Schedule reporting dates of the admitted students.
- ➢ Prepare and dispatch admission letters.
- ➢ Decide closing dates of admissions to various programmes.
- ➢ Prepare the budget proposal.
- ➢ prepare admission report including the statistics regarding application forms distribution, applications, amount received, admission letters sent, etc.
- ➢ Analyze the profile of admitted students (merit / gender / financial status / family background etc.,)

6. Admissions Advisory Committee:

There shall be an Admissions Advisory Committee constituted and chaired by the Vice Chancellor. The Committee is vested with authority to frame policies regarding admissions such as admission test, intake capacity, new programmes, fee structure, fee waivers etc., These policies will be implemented by the Admissions Committee.

The composition of the Committee shall be:

1. Vice Chancellor - Chairman
2. Registrar - Member
3. One BoM Member (Internal) - Member
4. Two Deans - Members
5. Two Heads of the Departments - Members
6. Finance Officer - Member
7. Dean- Admissions – Member Secretary

The Committee shall meet at least twice a year.

Powers and Functions of the Committee:

The Committee shall have the following powers and functions:

- ➢ Preparation of program admission brochure / prospectus giving clearly all the rules and regulations relating to admissions.
- ➢ Finalization of application forms for admission into various programmes.
- ➢ Preparation of modalities for conducting the admission tests.

- ➢ Finalization of fee structure for various programmes.
- ➢ Finalization of test centers.
- ➢ Furnishing guidelines to various authorities such as chief superintendents, observers, invigilators and special squads, software and hardware experts etc., for smooth conduct of entrance examinations.
- ➢ Fixation of remuneration for paper setters, examiners, and all the staff involved in conduct of examinations.
- ➢ Approving annual budget estimates for admissions.
- ➢ Fixation of examination / admission schedule for all the programmes.
- ➢ Decision to conduct the modalities of entrance examination.
- ➢ Review and advise on any other matters relating to admissions.

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