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|  | MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE | | |
| | SOP OF ADMISSION PROCESS | | |
| | Issue No : 01 | Revision No: 00 | Doc. No: EOMS-MITS/SOP/ AP/01 |
| | Issue Date: 01/06/2023 | Revision Date: 00/00/0000 | Page 1 of 3 |

Objective: To elaborate the procedure for student admission

Responsibility:

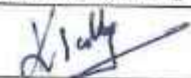

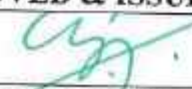
- All teaching & non-teaching staff
- HoDs
- Admission Cell

Procedure:

| Sl. | Activities | Responsibility |
|-----|---|---------------------------------------|
| 1. | Selection of faculty members to be put in charge of the admission process. | Principal, HoDs, |
| 2. | Facilitating Admission | Admission Cell |
| 3. | Scrutiny of documents for admission & registration process as per the eligibility criteria. | Admission Cell |
| 4. | Admission through counselling and Collection of copies of relevant certificate and payment of fees. | Admission Cell |
| 5. | Collection of data from enrolled student data for Identity card. | Admission Cell & System Administrator |
| 6. | Intimation of orientation program for students. | Department coordinator, Admission |

Documents to be checked at the time of Admission-by-Admission Cell:

- Original/Downloaded Admit & Rank Card
- Attested Xerox of Xth, XIIth Admit & Marksheet
- 4 Copies of Colored Stamp Size Photograph
- Medical, Eye & Blood Group Certificate
- Original Transfer Certificate
- Identity Proof (as applicable)
- Allotment order & Self joining.

| | | |
|---|---|---|
| PREPARED BY | REVIEWED BY | APPROVED & ISSUED BY |
|  |  |  |
| EOMS Team member | EOMS Team Leader | PRINCIPAL |



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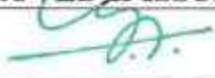
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Eligibility Criteria to be checked at the time of Admission by Admission Cell

| Programme | Branch | Eligibility | Duration |
|-------------------------------|---|--|----------|
| UG (B. Tech Programmes) | Computer Science & Engineering | As per AP state Govt Norms from time to time | 4 Years |
| | Computer Science & Engineering (Artificial Intelligence) | | 4 Years |
| | Computer Science & Engineering (Data Science) | | 4 Years |
| | Computer Science & Engineering (Cyber Security) | | 4 Years |
| | Computer Science & Technology | | |
| | Computer Science & Engineering (Networks) | | |
| | Computer Science & Engineering (Artificial Intelligence and Machine Learning) | | |
| | Civil Engineering | | |
| | Electronics & Communication Engg | | |
| | Mechanical Engineering | | |
| Electrical & Electronics Engg | | | |

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|---------------|-----|--|--|
| PG Programmes | MBA | As per AP state Govt Norms from time to time | |
| | MCA | As per AP state Govt Norms from time to time | |

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