	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	PROCEDURE FOR ADMISSION PROCESS		
	Issue No : 01	Revision No: 01	Doc. No: EOMS-MITS/PRO/ AP/01
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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:

- Allotment Order
- Joining Report
- Receipt of Certificate Form
- Hall Ticket
- Rank Card
- 6th to 10th Study Certificates
- Inter Marks Memo
- Inter TC & Study Certificates
- UG-PC (**for PG Admission only**)
- UG TC & Study Certificates (**for PG Admission only**)
- Mother's Bank Pass Book Xerox
- Aadhaar Card
- Others/Caste/Income/Ration Card

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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 AND ENGINEERING (ARTIFICIAL INTELLIGENCE)		
	COMPUTER SCIENCE AND ENGINEERING (DATA SCIENCE)		
	COMPUTER SCIENCE AND ENGINEERING (CYBER SECURITY)		
	COMPUTER SCIENCE AND TECHNOLOGY		
	COMPUTER SCIENCE AND ENGINEERING (ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING)		
	CIVIL ENGINEERING		
	ELECTRONICS & COMMUNICATION ENGG		
	MECHANICAL ENGINEERING		
	ELECTRICAL AND ELECTRONICS ENGINEERING		
PG Programmes	MBA	As per AP state Govt Norms from time to time	2 Years
	MASTERS IN COMPUTER APPLICATIONS (MCA)		2 Years
	M.Tech COMPUTER SCIENCE AND ENGINEERING		2 Years
	M.Tech VLSI DESIGN AND EMBEDDED SYSTEMS		2 Years