



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

Kalitheerthalkuppam, Puducherry - 605107.

Standard Operating Procedure
for
STUDENT ADMISSIONS IN ENGINEERING
AND MANAGEMENT PROGRAMS

Approved in the Governing body meeting held on **May 23, 2022**



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

Ref. No: MIT/Notification/2021-22/ 01


Date: 25.05.2022

NOTIFICATION

In pursuance of the approval passed in the Governing Body meeting held on **May 23, 2022**, it is hereby notified that Manakula Vinayagar Institute of Technology has published Standard Operating Procedure (SOP) for Student Admissions in Engineering and Management programs.

This SOP would serve as a detailed guideline to be observed and followed with immediate effect.

Dr. S. Malarkkan


Principal

25.5.22
PRINCIPAL
MANAKULA VINAYAGAR
INSTITUTE OF TECHNOLOGY,
KALITHEERTHALKUPPAM,
PUDUCHERRY - 605 107.

PREFACE

Our Institute, Manakula Vinayagar Institute of Technology is affiliated to Pondicherry University, approved by AICTE and Accredited by NBA. It adopts an open and transparent process for admitting students to pursue Engineering or Management programmes.

The institute deutes an admission cell to look upon all the admission related activities. The cell brings out the Admission Brochure, which would be displayed on the website and given as handouts to all prospective stakeholders visiting the campus. It gives the guidelines for the candidate seeking admissions in the Institute.

A separate Admission Portal has been managed to track number of students submitting applications to each programme, withdrawals, fee Payment, etc., related to admissions in the college.

In order to undergo the admission activity without any hassles, the Standard Operating Procedures (SOP) has been put forth, to ensure the admission of candidates, aspiring to pursue Engineering and Management programmes in the Institute.

STANDARD OPERATING PROCEDURE FOR STUDENT ADMISSIONS IN ENGINEERING AND MANAGEMENT PROGRAMS OFFERED BY MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY, PONDICHERRY

1. Objective

The main objective of this SOP is to guide the process of Student Admissions in Engineering and Management Programs offered by the Institute.

2. Responsibility

- Administrative Office
- HoDs
- Admission Cell

3. Procedure

Admission to various Full time UG/PG programmes offered by the Institute shall be made in accordance with the provisions laid down by the Government of Pondicherry and Pondicherry University. It would be done once in a Academic year through counseling by Centralized Admission Committee (CENTAC) and Common Entrance Test for Pondicherry Private Engineering Colleges (CETPPEC). The admission rules framed by the Institute from time to time will be applicable for all admissions and the decisions taken by the Institute shall be final.

Sl. No	Activities	Responsibility
1	Selection of faculty members to be put in charge of the admission process.	Principal, HoDs
2	Facilitating Candidates seeking Admissions	Admission Cell
3	Scrutiny of documents for admission & registration process as per the eligibility criteria.	Admission Cell
4	Collection of copies of relevant certificates and directions relating to payment of fees.	Admission Cell
5	Intimation of orientation program for students.	First year coordinator

4. Standard Operating Procedures for Admission Cell

The Institute follows the Pondicherry (UT) government rules and regulations for the admission of UG and PG students as per the stipulations of Pondicherry Central University.

It is constituted with Principal as Chairperson and Senior faculty members from each department.

- a. The admission cell will be responsible for facilitating admissions of various programmes offered by the Institute.
- b. The Admission Cell shall
 - i. Notify the admission schedule / Calendar to all the prospective stakeholders
 - ii. Give publicity about all academic programmes run by the Institute through advertisements in leading newspapers and other media publicity.
 - iii. Supply adequate number of Publicity materials, prospectus and application forms to all active admission centers located at vulnerable regions before the starting of each academic year.
 - iv. Maintain statistics of students admitted in each programme and report to Principal on daily basis.
 - v. Attends Admission Enquiries and track record of prospective online / Offline inquiries turned to admissions and initiate required follow ups.
 - vi. Admission Cell members have to handle admission enquiries and general counseling to the prospective candidates applying for any programme offered by the Institute.
- c. The eligible candidates seeking admission in the institute should approach the admission Cell of the college.
- d. The admission cell checks the marks and certificates of the candidates and ensures that the student fulfills the admission criteria. Forms complete in all respects are sent to Administrative Office. Then the candidate would pay the fees and considered to have admitted provisionally to the college.

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

- Attested Xerox of Xth, XIIth Admit & Marksheet
- Copies of Coloured Passport Size Photograph
- Original School Leaving Certificates (SSLC & HSC)

- Original Affidavits as prescribed by AICTE (Anti Ragging)
- Identity Proof (as applicable)

5. Procedures Submission of Application Form:

The application for admission would be received from candidates through both online /offline mode, however submissions of late applications are permitted through offline mode.

A Candidate applying to join any Engineering or Management program can;

- Download the application form from the website and submit the filled in application form along with Application fee to the Institute in person.
- Obtain the application forms from the regional admission centers and submit it, through the Admission Center Coordinators.
- Have the application form directly from the institute and submit them, directly through the Admission cell.

6. Modes of Admission

- Admissions to various Full time UG /PG Programmes will be done once in a Academic year through
 - Counseling by Centralised Admission Committee (CENTAC) – **University Quota** and
 - Common Entrance Test for Pondicherry Private Engineering Colleges (CETPPEC) / PGCET organized by **Pondicherry Linguistic Minority Engineering Colleges Welfare Association – Management Quota.**
- The Institute admits 50% students through Government Quota and 50% Management Quota. In case, the number of admissions allotted through CENTAC, is less than the Quota allocated, the lapsed seats would be filled by the Institute with approval of the University.
- The Institute would fill the seats in the Management Quota on “Merit” Cum “first-come-first served basis”, who satisfy the minimum eligibility criteria.

7. Programs Offered By the Institute

The Institute offers following Undergraduate and Post Graduate Programmes

Under Graduate Programmes (Four Years)

- 1 [B.Tech – Electrical & Electronics Engineering \(EEE\)](#)
- 2 [B.Tech – Electronics & Communication Engineering \(ECE\)](#)
- 3 [B.Tech – Computer Science & Engineering \(CSE\)](#)
- 4 [B.Tech – Information Technology \(IT\)](#)
- 5 [B.Tech – Mechanical Engineering \(MECH\)](#)
- 6 [B.Tech – Robotics and Automation](#)
- 7 [B.Tech – Food Technology](#)
- 8 [B.Tech CSE – \(IoT and Cyber security including Block chain Technology\)](#)
- 9 [B.Tech. – Artificial Intelligence and Machine Learning](#)

Post Graduate Courses (Two Years)

- 1 [M.Tech Electronics & Communication Engineering](#)
- 2 [M.Tech Computer Science & Engineering](#)
- 3 [Master of Business Administration \(MBA\)](#)

8. Eligibility and Age Limit

8.1. Eligibility for Under Graduate Engineering Programmes

Eligibility for admission to the first year of B.Tech Courses

A pass in the higher Secondary examination of the (10+2) curriculum (academic stream) prescribed by the Government of Tamil Nadu or any other examination equivalent there to with minimum of 45% marks (40% marks for OBC/ MBC and SC/ST candidates) in aggregate of subjects- Mathematics, Physics and any one of the following optional subjects: Chemistry /Biotechnology/Computer Science/Biology (Botany & Zoology) or an examination of any University or Authority recognized by the Executive Council of the Pondicherry University as equivalent thereto.

Age Limit

The upper age limit is 21 years on 1st July of the academic year (Relaxation up to three years for candidates belonging to OBC / BCM / MBC / EBC and BT communities and five years for candidates belonging to SC / ST communities

Admission to the third semester of B.Tech course (under lateral entry)

The minimum qualification for admission is a pass in three year diploma or four year sandwich diploma course in engineering / technology with a minimum of 45 % marks (40% marks for OBC/MBC and SC/ST candidates) in aggregate in the subjects covered from 3rd to final semester or a pass in B.Sc. degree from a recognized University as defined by UGC, with a minimum of 45 % marks (40% marks for OBC/MBC and SC/ST candidates) and passed XII standard with Mathematics as a subject.

Age Limit (Lateral Entry)

For Lateral Entry admission to second year of degree programme, candidates should not have completed 24 years as on 1st July of the academic year under consideration. In the case of SC/ST candidates, the age limit is relaxable by 3 years for both the cases.

8.2. Eligibility for admission in Post Graduate Engineering Programmes

M.Tech. Electronics & Communication Engineering

Candidates for admission to the first semester of four semester M.Tech (Electronics and Communication Engineering) should have passed B.E /B.Tech in Electronics and Communication Engineering / Communication Engineering / Telecommunication Engineering / Electronics and Telecommunication Engineering through regular course of study from an AICTE approved institution or an examination of any University or authority accepted by the Pondicherry University as equivalent thereto, with at least 55% marks in the degree examination or equivalent CGPA.

Note:

Candidates belonging to SC/ST who have a mere pass in the qualifying examination are eligible.

There is no age limit for M.Tech. programmes.

M.Tech. Computer Science & Engineering

Candidates for admission to the first semester of four semester M.Tech. (Computer Science and Engineering) should have passed B.E / B.Tech in Computer Science and Engineering / Information Technology or MCA through regular course of study from an AICTE approved institution or an examination of any University or authority accepted by the Pondicherry University as equivalent thereto, with at least 55% marks in the degree examination or equivalent CGPA.

Note:

Candidates belonging to SC/ST who have a mere pass in the qualifying examination are eligible.

There is no age limit for M.Tech. programmes.

8.3. Eligibility for admission in Post Graduate Management Programme

MBA (Business Administration)

Graduate of any discipline under 10 + 2 + 3 Systems of any recognized University with a minimum of 50% marks in part III in the case of Arts Science degree / minimum of 50% marks in applicable years of study of Engineering or other professional UG degrees. For SC/ST candidates, just a pass is required.

In view of the above, Manakula Vinayagar Institute of Technology, Puducherry aims at:

- To guide the process of Student Admissions in Engineering and Management Programs offered by the Institute.

Sd/-

Dr. S.Malarkkan

Principal



MIT-Manakula Vinayagar
Institute of Technology

