VELS



INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)

(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)

PALLAVARAM, THALAMBUR, PERIYAPALAYAM, THIRUVANMIYUR - CHENNAI

ADMISSION POLICY

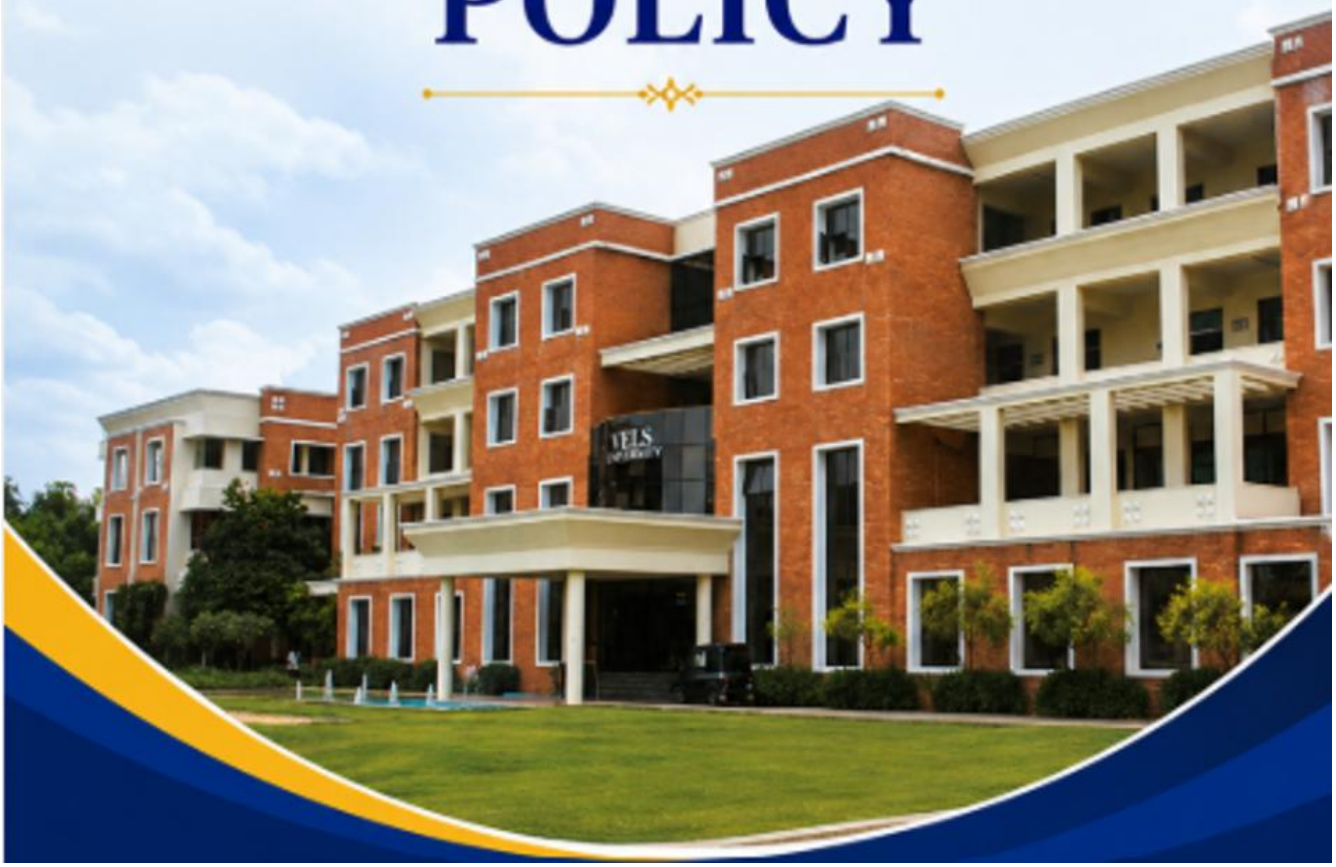


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1. INTRODUCTION

The University status was conferred to Vels Group of Institutions, by the Ministry of Human Resource Development, Govt. of India. As a logical consequence of this, the Founder-Chairman **Dr. Ishari K. Ganesh** has become the President/Chancellor and now he leads the implementation of strategic plan that aims to shape the institute's future growth. He visualizes an institution which will be globally more competitive and internationally recognized institution.

The Institution is governed by Governing Board or otherwise known as Board of Management and this is the highest statutory body of this Institution. The members of this Board are drawn from various agencies. The Board has members representing University Grants Commission, Govt. of India, Industry, Eminent persons outside Academia, Senior Academic persons and senior officials of the Institution. The President/Chancellor is the Chairman of the Board and the board meets periodically to frame policies and programmes for the growth and improvement of VISTAS.

1.1. INSTITUTIONAL CONTEXT - VISION AND MISSION

Vision

To make the Institute an **epitome of excellence** in higher education by effectively providing high quality education and rigorous training to students in multiple streams of choice with ample scope for all round development to make them excel in their profession for betterment of the society.

Mission

- Effectively **imparting knowledge** and inculcating **innovative thinking**.
- Facilitating **skill enhancement** through Add-on courses and **hands on training**.
- Doing original, socially relevant, **high quality research**.
- Facilitating appropriate **co-curricular, extracurricular and extension activities**.
- Instilling the **spirit of integrity, equity, professional ethics and social harmony**.

Core Values

- VISTAS students and scholars should be well-founded on the pursuit of knowledge through, teaching and learning research, with fellowships required on the basis of intellectual merit, ability and the potential for excellence.
- Perspectives, arising from diverse knowledge background, that re-define our identities, deepen scholarly inquiry and enrich path breaking newer knowledge horizon.
- Cherish the key values of academic freedom, creative and innovative thought, ethical standards and integrity, accountability and social justice, nurturing open mind and open society.
- Foster inquiry-led and evidence-based approach to creative knowledge; facilitate a vibrant academic ambience to the nurture the intellectual climate.

1.2. Ensures Challenging and Conducive Learning Environment and Industrial Connectivity

- Academic Freedom
- Curriculum for Applied Learning.
- Project Based Learning (PBL) and Research assignments.
- Problem solving approach to earning
- Team approach to innovation and creativity
- Emphasis on Higher Order Thinking
- Fun filled Academic Engagement
- Extensive industry involvement promoting innovation
- Individual Mentoring and guidance from faculty
- Modern class rooms and Labs
- State-of-the art hardware, software and digital learning management systems
- Industry links with firms across multiple domain
- Visiting faculty and invited experts for Guest Lectures from industries for every subject
- Four weeks of compulsory Industrial Training (Internship) for students

1.3 All courses are approved by statutory bodies

- UGC - University Grants Commission
- AICTE - All India Council for Technical Education
- PCI - Pharmacy Council of India
- BCI - Bar Council of India
- NCTE - National Council for Teacher Education
- DG Shipping - Directorate General of Shipping

1.4 Status of Accreditation

- NAAC A++ Grade
- Category 1 Institution by UGC

1.5 Infrastructure

- Wi-fi enabled campus
- Smart class rooms
- AICTE Idea lab
- State of art of Laboratories
- Video conferencing facilities
- Common Instrumentation Research Lab worth of 12 Crores
- Central Library
- Basketball ground, Football ground and Cricket ground
- Gym and Swimming Pool
- Spicy Kitchen Canteen
- Ladies and Gents hostel
- Transport etc....

2. ADMISSION PROCEDURE

The eligibility for admission to various programmes, conduct of the entrance test and the syllabi for the test including the model papers are distributed to all the candidates in the form of admission information brochure. Applications are available on the Institution website and in person.

- Admissions for various academic programmes are organized on all India basis.
- Admission notification is published in all the leading newspapers at both regional and national level.
- Publicity of the admission process is made by publishing the institutional prospectus, online in the institutional website www.vistas.ac.in and by circulating the prospectus and brochures to the students and the public.
- Necessary information about the departments common facilities in the department, Institution and other facilities are made available in the Institution website
- Registration of candidates for the eligible courses.
- Conduct of Entrance examinations (for Professional courses).
- For the all the Professional courses admissions are based on marks scored in Entrance examination and qualifying examinations giving equal weight to both the examinations.
- Preparation of Rank list.
- Medical Examinations (Maritime Studies).
- Provisional selection based on merit (as per Central Govt. reservation norms).
- Interview cards to applicants.
- Issue of admission cards and payment of fees.

The Entrance test is being conducted every year on an All-India basis mainly with the objective of attracting bright and meritorious students from different parts of the country. Admissions are purely based on merit and by following the rule of reservation.

The Admission policy clearly indicates the method of arriving at the merit list for admission into various programmes offered by the Institution.

Reservation policy is adopted to help the social and economically backward communities, and differently-abled candidates. Students are provided with concessions and scholarship from the Institution reserve fund apart from scholarships provided by Govt. Agencies. Athletes and Sports persons are admitted as per norms and they are given free education including Hostel fee.

2.1 ADMISSION PROCEDURES FOR INDIAN STUDENTS

1. Admissions to all the courses are based on merit and personal interview by the selection committee of the Institution.
2. The selected candidates should report to the Directors of Schools / Heads of the Departments on the specified date and time with all the original certificates.
3. The Candidate and his / her parent / guardian should submit a declaration in the prescribed form at the time of admission.
4. The original certificates submitted at the time of admission will be returned only after the verification by the authorities concerned.
5. Candidates are advised to take enough number of photocopies of mark sheets and other Certificates before submitting them to the Institution at the time of admission.
6. After admission, if any student wishes to discontinue in the middle of the course, he / she shall pay the entire fee payable for the complete course of study, before being relieved from the Institution.
7. The admitted students should obey the rules and regulations in force, and the Institution reserves the right to dismiss a student in case of non-compliance.
8. The Institution is not responsible for any accident to the students due to careless handling of equipment / chemicals.
9. Candidates who have passed any qualifying exams, other than the Higher Secondary course examination conducted by the Government of Tamil Nadu, should obtain an Eligibility certificate from VISTAS by remitting the prescribed fee along with the said application form (For UG Degree).

2.1.1 Procedure for Admission for M.Phil. and Ph.D. Programmes

Applications are invited on All India Basis. A Common Entrance Test is conducted in the discipline of Arts, Science, Commerce, and Management and in any other disciplines followed by an interview with regard to their research interest / area by the concerned School / Department.

The concerned Heads of the Schools / Departments shall arrange to evaluate the entrance test papers of the individuals and the marks secured shall be tabulated along with the marks secured in the interview and the eligible candidates shall be allotted to the supervisors based on the number of vacancies available, field of specialization and the research interest of the candidate as indicated during the interview. The National / State level reservation policies are being followed for the selection of candidates for the Doctoral Programme. The Institution strictly follows the guidelines given by UGC in 2009.

2.1.2 Reservation of seats for SC/ST/OBC and differently abled candidate

The reservation policy of the Central government is followed by VISTAS and the policy of state government is also implemented. Admission brochures and posters display these reservations.

SC / ST: The Institution is following the government norms for admitting students belonging to the SC / ST communities. A 22% reservation is made in the total number of seats available for the SC / ST categories.

OBC: They are included in the reserved category. Concessions are made available to genuine students.

2.1.3 Persons with varied disabilities

Due consideration is given for the physically challenged candidates during admissions. Differently abled students are provided with infrastructure facilities like wheel chairs and ramps at different places. Scribe facility for physical challenged is provided in the university examinations.

2.1.4 Economically weaker sections

Although there is no reservation for economically weaker section, the Institution authorities are giving fee concession and scholarships for the students belonging to economically weaker in addition to Govt. scholarships.

2.1.5 Admission – Sports Quota

Students who have already participated in Inter-state and Inter-university sports and games competition are selected under the Sports Quota and are offered free education including Boarding and Lodging.

2.2 ADMISSION PROCEDURE – NRI and OVERSEAS STUDENTS

Foreign / NRI Students who wish to study at VISTAS are required to fulfil the admission procedures, complete relevant admission forms, provide all necessary documents and pay the Processing, Eligibility and Tuition Fees.

For admission to specific program, the requirement of subjects studied shall be same for National / Foreign Students / NRI as prescribed in the Admission Prospectus.

2.2.1 Eligibility for Admission to Graduate Programs

For any discipline, applicant must have completed 12 years of formal schooling. Students meeting the eligibility criteria as prescribed in the admission prospectus would be considered for admission. The age limit for students seeking admission to undergraduate and postgraduate programmes shall be as prescribed by the respective programme-specific regulatory bodies. Evidence of required academic performance must be in the

form of certified English transcripts listing all the courses with grades or marks earned. Transcripts in languages other than English are not acceptable.

2.2.2: Eligibility for Lateral Entry

Candidates seeking admission through lateral entry into the regular B.E./B.Tech. programme should have completed a Diploma in Engineering/Technology in the relevant branch from a recognized institution with the prescribed minimum marks as per university norms. Eligible candidates are admitted directly into the second year/third semester of the regular B.E./B.Tech. programme based on the regulations prescribed by the institution and the competent authority.

2.2.3: Eligibility for Admission to Post Graduate Programs

For any discipline, applicant must have completed 12 years of formal education at the school level followed by a Bachelor's Degree of at least 3 years duration. Students meeting the eligibility criteria as prescribed in the Admission prospectus would be considered for admission. However, the admission to post graduate courses is rather restricted and the applicant should have an excellent academic record to stand a fair chance for admission.

2.2.4. Eligibility for Admission to Working Professionals

Candidates seeking admission to the B.Tech. (Working Professional) programme must have passed a minimum three-year diploma or two-year lateral entry diploma examination in Engineering/Technology with at least 45% marks (40% for reserved category candidates) in any branch of Engineering and Technology. Alternatively, candidates with a B.Sc. degree from a recognized university with Mathematics at the 10+2 level, or candidates from B.Voc./D.Voc. streams in the same or allied sector, are also eligible.In addition, applicants must possess a minimum of one year of full-time/regular work experience in a registered organization related to the relevant field after completion of the diploma. Candidates should also have studied Mathematics, Physics, and Chemistry at the diploma level, satisfy physical fitness requirements, and have their workplace or residence within a 75 km radius of the University campus.

2.2.5. Procedure for Applying and seeking Equivalence Certificate

Admission Application Form of Foreign / NRI students must have an Equivalence Certificate from the Association of Indian Universities (AIU), www.aiuweb.org

The students are advised to send the following documents to the Association of Indian Universities for obtaining Equivalence Certificate:

1. Degree/Certificate together with the year-wise Academic Transcript duly authenticated by the Indian Embassy in the Country or its concerned Foreign Mission in India.
2. Accreditation status of the University/Institute which the student has last attended.
3. Copies of the academic Certificates from Higher Secondary onwards (where necessary)

The Service Charge for issue of Equivalence Certificate as applicable is payable through Demand Draft in favour of "Association of Indian Universities, New Delhi".

The onus of Certification for Equivalence from AIU is on the candidate and application will be considered only after the Equivalence Certificate is submitted.

Provisional Offer of Admission will be given to short listed applicants subject to confirmation based on the following:

1. If the student is eligible for the said program and if the seat is available for the course applied for, then a provisional eligibility letter will be issued.
2. This provisional eligibility cum admission letter will enable the student to obtain a Student Visa from the Indian Mission in his/her home country.
3. Only on the production of a Student Visa, endorsed to VISTAS, the student will be given the final admission to the course of his/her choice, provided a seat in that particular course is available at that point of time.
4. The student has to bear in mind that the student needs to come and report within the time frame stated in the Provisional Admission letter.
5. Student visa endorsed to VISTAS for joining full time Course. No other endorsement will be accepted. The visa should be valid for the prescribed duration of the course
6. Submission of Medical Test Report within a week from the date of admission from a Registered Medical Practitioner OR a Medical Practitioner nominated by VISTAS.
7. Adequate Medical Insurance Cover.
8. All Foreign / NRI students will be required to register themselves with the concerned District Foreigners Registration Officer / Foreigners Regional Registration Officers, within 14 days of your first arrival in India.

The following documents are required at the time of registration with the Foreigners Registration Officer:

- Photocopy of Passport and visa
- Four Photographs
- Details of Residence in India
- HIV / AIDS Test Report from one of the WHO recognized Institutions
- Provisional Admission Letter from VISTAS in support of your student visa.

2.2.6 Criteria and Weightages for Admission

Selection of candidates is done on the following basis:

VEE2024 (Entrance Exam)	- 50
Previous academic records /work experience	-50

2.2.7. Results of Admission under Management seats/Vacant seats

Composition of selection team for admission under Management Quota with the brief profile of members (This information be made available in the public domain after the admission process is over)

- Controller of Examinations, VISTAS
- Dean-Management, VISTAS
- HOD of the Department.
- Senior faculty of the Department.

3. V-SAT

3.1 ABOUT V-SAT

The VELS SCHOLARSHIP ADMISSION TEST (V-SAT) is an online Scholarship test for students who have completed +2 or are awaiting results in the year 2024. The test will be of 45 min duration and will be an aptitude test comprising Quantitative aptitude, Verbal ability and analytical/logical reasoning. The test will be conducted online between 2nd July and 7th July. Candidates can choose their preferred date and slot between 9am & 5pm and take the test online.

V-SAT aims to identify 500 meritorious students in the order of merit and offers 100% Scholarship in Tuition fee to join any of the 100+ courses available at VISTAS.

Merit Scholarships of upto 75% of the tuition fee are also offered to all the other participants who attempt the test and in the order of their merit.

3.2 Terms and Conditions

- ✓ Vels Scholarship Admission Test (V-SAT) is organized by Vels Institute of Science, Technology and Advanced Studies (VISTAS), Deemed to be University, Pallavaram, Chennai.
- ✓ Candidates should meet the necessary age and eligibility requirement for the Programme / Courses concerned.
- ✓ Only Limited number of seats in each Programme / Course is reserved for V-SAT Scholarship. If more than the reserved number of the students opts for the same course, the courses will be allotted to students based on the V-SAT Ranking and mark scored, subject to availability. The remaining students will be given the option to choose from other available Courses/Programmes.
- ✓ In case of a tie between more than one candidate, priority shall be given to the time taken for completion of V-SAT test, or as per the discretion of the authorities of VISTAS.
- ✓ After the written examination, shortlisted candidates should attend a Personal Interview.
- ✓ Based on the rankings, V-SAT rank holders can avail 10%, 25%, 50%, 75% & 100% scholarship in the tuition fee. Scholarship is applicable only on the tuition fee payable and all other fees will have to be paid by the candidate.
- ✓ The V-SAT scholarship candidates selected should submit Identity card, proof of age, Aadhar, Community Certificate etc., as required.
- ✓ Selected students have to enroll in the Programme/Course within the stipulated period of time prescribed in the selection order, In case of any delay, selection offer

will be automatically cancelled.

- ✓ Aspirants who want to pursue their higher education in VISTAS are advised to directly approach the Admission office at Pallavaram or visit velsuniv.ac.in, for all relevant information. All disputes are subject only to the jurisdiction of the courts in Chennai.
- ✓ The decision of the authorities of VISTAS shall be final and binding on the ranking of all the test participants of V-SAT and no correspondence in this regard will be entertained.

3.3 WHO CAN APPLY

- ➢ Students who have completed or awaiting results for

  Standard XII – State Board / CBSE / Diploma / ISC/ IGCSE / Others

- ➢ https://vsat.vistas.ac.in/#home

3.4 Pattern of the Entrance Examination

All Questions will be of **Multiple Choice Question (MCQ)**

- ➢ Each part has equal weight age of questions with each question carrying four mark.
- ➢ One-negative marks for wrong answers.
- ➢ The Question paper will be in English only

4. SUBMISSION OF DOCUMENTS ON ADMISSION

The following documents in **original** are required to be submitted at the time of Admission:

1. Qualifying examination mark statements of all attempts
2. Transfer Certificate/School Leaving Certificate
3. Migration Certificate(if issued by the board)
4. Conduct Certificate
5. Community Certificate
6. Provisional Admission Letter. (photocopy)
7. Recent Pass port size colour photos 4 nos.
8. Physical Fitness Certificate for Maritime Courses.
9. 2 sets of photo copies of all original documents.

4.1. Refund of Fee

Refund will be made as per the norms of UGC. The admission and registration fee is Non-Refundable. Request for Cancellation of Admission and refund of fees may be considered as per the following norms.

i) If a student applies for cancellation prior to the commencement of classes, then, the tuition fee will be refunded. Registration and admission fees are not refundable.

ii) If a student discontinues in the middle of a course, he / she shall be required to pay the tuition fee for the remaining period of the programme.

iii) The management may sympathetically consider the application to discontinue and on their discretion may order for the payment of tuition fee for the semester during which the student has last attended and permit to issue to TC.

iv) Refund will be made only after submission of original fee receipt, Provisional Admission Letter and No Dues Certificate. The refund will be made through account transfer to the account number mentioned on the student profile. Therefore, provide the correct account number details on the profile. In case of refund through DD, the DD will be made only in the name of candidate.

4.2. Procedure for Withdrawal

4.2.1. **Before Commencement of Program:** Application for withdrawal from the program is to be sent to the Admission Office.

4.2.2 After Commencement of Program:

Application for withdrawal from the program is to be submitted to the Registrar through the respective department. The application will be processed within 15 days. There shall not be any fee at the time of submitting application.

A candidate who desires to leave the Institute after joining the programme will have to submit a 'NO DUES' Certificate from his / her respective school of study at VISTAS to get back the certificates. This should be accompanied by the application for withdrawal duly signed by the Parent/Guardian and the original fee receipt and provisional admission letter (e-mail request will not be considered).

The certificates will be issued only on production of 'NODUES' Certificate in the prescribed form, obtained from the Admissions Office.

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