

**Alva's Institute of Engineering & Technology,
Moodbidri**



POLICY & SOP ON ADMISSION

VERSION 1.0

June 2013

Document Number: AIET/ADMSN - 02

Change history:

Sl. No.	Date	Section No.	Change Description	Reason for Change	Section Revision No.	Current Document Version No.
1	14 Jun 2013	--	--	--	1.0	1.0

Date of release by IQAC: 14 Jun 2013

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Date: 05 Jun 2013	Date: 07 Jun 2013	Date: 12 Jun 2013

POLICY ON ADMISSION

1. PURPOSE:

The policy is issued to provide a framework for Admissions Procedure to be followed for UG, PG and Doctoral Programs at Alva's Institute of Engineering & Technology (AIET) affiliated to Visvesvaraya Technological University (VTU), Belagavi.

2. Definitions

"AICTE" means All India Council for Technical Education is a statutory body which governs all aspects of Technical Education in India.

"VTU" means Visvesvaraya Technological University is the affiliating University for technical educational Institutions in the state of Karnataka. It gives us guidelines in carrying out the academic programs and examinations activities. Finally the degree is awarded to the graduates by VTU.

"KEA" means Karnataka Examination Authority is responsible for conducting common entrance examinations for admissions to UG and PG Courses in Karnataka state.

"CET", "DCET" and "PGCET" - CET stands for Common Entrance Test for Pre-University Students of Science stream. DCET stands for Diploma Common Entrance Test which is conducted for Students completing diploma course by Directorate of Technical Education (DTE). PGCET stands for Postgraduate Common Entrance Test for the admission to Post Graduate Courses.

"VTU-ETR" means Visvesvaraya Technological University Entrance Test for Research (Doctoral) program

"UG Course (BE)" means Undergraduate Course (Bachelor of Engineering) in various disciplines of Engineering.

"PG Course (M. Tech. and MBA)" means Postgraduate Courses (Master of Technology and Master of Business administration).

"Ph.D." means Doctor of Philosophy in various disciplines

"JEE" means Joint Entrance Examination

3. SCOPE:

Alva's Institute of Engineering and Technology (AIET) is a self-financed institute under the auspices of Alva's Education Foundation (AEF). The AIET is approved by All India Council for Technical Education (AICTE), New Delhi, affiliated to Visvesvaraya Technological University (VTU), Belagavi, and recognized by Government of Karnataka. The students can be admitted to First year UG courses (BE), second year UG courses (Lateral entry), First year PG courses (M. Tech. & MBA courses) and Doctoral (Ph.D.) courses as per the guidelines laid down by AICTE and affiliating University.

4. ADMISSION NOTIFICATION

4.1 UG courses

As per the Government of Karnataka and AICTE admission and eligibility criteria, Karnataka Examination Authority (KEA) issues the notification to conduct the entrance test (Common Entrance Test – CET).

For Diploma students, lateral entry for direct admission into second year UG (BE) courses Karnataka Examination Authority (KEA) issues the notification to conduct the entrance test (Diploma Common Entrance Test – DCET).

4.2 PG courses

As per the Government of Karnataka and AICTE admission and eligibility criteria, Karnataka Examination Authority (KEA) issues the notification to conduct the entrance test (Post Graduate Common Entrance Test – PG CET).

4.3 Doctoral courses

As per the Government of Karnataka and AICTE admission and eligibility criteria, VTU issues the notification to conduct the entrance test (VTU-ETR – Entrance Test for Research).

5. SEAT ALLOTMENT

The following table depicts the seat quota allotment for AIET

SL. No.	PROGRAM	APPROVED SEAT DISTRIBUTION (%)		
		CET/ PG CET	COMED-K	MANAGEMENT
1.	UG	45	25	30
2.	PG	50	-NA-	50
3.	Ph.D.	Admission of eligible candidates for Doctoral course (Ph. D.) is granted, provided the department is recognized as a Research Centre and has approved research supervisors.		

6. ADMISSION PROCESS FOR UG AND PG COURSES

- 6.1. CET QUOTA: Based on CET, DCET, PG CET results, Karnataka Examination Authority (KEA) initiates admission process by issuing a formal counselling notification with all guidelines.
- 6.2. COMED-K QUOTA: Based on qualifying COMED-K entrance test results, admission process is initiated by COMED-K by issuing a formal counselling notification with all guidelines.
- 6.3. MANAGEMENT QUOTA: For admission through management quota, students may approach the institute with a valid score card of any qualifying entrance test (CET, COMED-K, JEE).
- 6.4. KEA conducts verification of all mandatory documents submitted by students to confirm the admission, subsequently Directorate of Technical Education (DTE) approves the same for UG and VTU verifies the same and allots the University Seat Number (USN) to each student.

7. RESERVATIONS FOR UG & PG STUDENT

The Institute follows the guidelines issued by the Government of Karnataka for reservation categories and admission under three quota which are as follows,

- 7.1. **Quota- I:** Includes SC/ST/OBC/GM categories accounting for 45% of the total seat allotted through the Karnataka Examination Authority (KEA).
- 7.2. **Quota- II:** Includes COMED-K merit students without any reservations accounting for 25% of the total seats.
- 7.3. **Quota- III:** Includes Students without any reservations in Management quota accounting for 30% of the total seats.

PRINCIPAL

STANDARD OPERATING PROCEDURE (SOP) ON ADMISSION

The Institute follows the guidelines provided by Karnataka Examination Authority (KEA), Department of Technical Education (DTE) for admission under CET, COMED-K, DCET, PG CET and Management quota. The below standard process is followed for ease of admission into the Under Graduate (UG) and Post Graduate (PG) courses.

1. Prior to the start of academic session, the admission process is initiated. The institute shall drive a campaign for admission through advertisement in newspapers, digital media, sharing of prospectus, brochure and pamphlets to the aspirants.
2. Aspirants joining under CET quota, shall follow the KEA seat allotment process and complete the admission process to First year BE course by reporting to AIET with admission slip issued by KEA.
3. Aspirants joining under COMED-K quota, shall follow the COMED-K seat allotment process and complete the admission process to First year BE course by reporting to AIET with admission slip issued by COMED-K
4. Aspirants joining under Management quota, shall approach AIET with their valid CET, COMED-K, JEE score card to complete the admission process to First year BE course. In case aspirants have not appeared in any of the former mentioned qualifying entrance tests, the institute shall conduct a Management Entrance Test and completes the admission process according to the rank list.
5. Aspirants opting to lateral entry (II year BE – III semester onwards) under DCET quota shall follow the KEA seat allotment process and complete the admission process to Second year BE course by reporting to AIET with admission slip issued by KEA.
6. Aspirants opting to join the institute for PG programs (M. Tech. & MBA) under PG-CET quota shall follow the KEA seat allotment process and complete the admission process to First year PG courses by reporting to AIET with admission slip issued by KEA.

7. Aspirants opting to join the institute for PG programs (M. Tech. & MBA) under Management quota, shall approach AIET with their valid PG-CET, GMAT, GATE score card to complete the admission process to First year PG courses. In case aspirants have not appeared in any of the former mentioned qualifying entrance tests, the institute shall conduct a Management Entrance Test and completes the admission process according to the rank list.
8. The admission section shall assist the aspirants in all aspects to complete the admission process.
9. For admission to Doctoral programs at the VTU research Centre of AIET, the aspirants shall follow the admission regulations* laid down by the Visvesvaraya Technological University, Belagavi pertaining to doctoral programs.
2011- <https://jnanashodha.vtu.ac.in/Regulations/phd2011.pdf>
2014- <https://jnanashodha.vtu.ac.in/Regulations/phd2011.pdf>
2017- <https://jnanashodha.vtu.ac.in/Regulations/Regulation.pdf>
2020- <https://jnanashodha.vtu.ac.in/Regulations/PhD2020withAnnexure.pdf>

PRINCIPAL