



# VIT<sup>®</sup>

**Vellore Institute of Technology**  
(Deemed to be University under section 3 of the UGC Act, 1956)

## INFORMATION BROCHURE



## ADMISSION TO SCIENCE AND HUMANITIES PROGRAMME -2020-21

## 1. INTRODUCTION

VIT is emerging as a benchmark for the continuous journey towards excellence among the institutions of higher education in the field of technology in the country. Its values of equality, transparency and healthy collaboration have been ably guided by the leadership of its founder **Dr. G. Viswanathan**, renowned for his principled life devoted to public service.

The ubiquitous sense of joy and enthusiasm observed in the campus bears testimony to the positive learning and living experiences enjoyed by every student at VIT. Ours is a place where opportunities for holistic learning as well as recreation are maximized and distractions are minimized.

VIT Students get to feel the taste of a borderless world through a heterogeneous group of students from across the globe, who have made VIT as their institution of choice.

## 2. PROGRAMMES OFFERED

### UNDERGRADUATE PROGRAMMES (3 YEAR)

#### IN VELLORE

BCA (Bachelor of Computer Applications)  
 B.Com. (Bachelor of Commerce)  
 BBA (Bachelor of Business Administration)  
 B.Sc. Multimedia and Animation  
 B.Sc. Computer Science  
 B.Sc. Catering and Hotel Management

#### IN CHENNAI

B.Sc. Fashion Design  
 BBA Honours (2+2) programme in collaboration with RIT

#### IN AMARAVATI (AP)

BBA (Option: 2 years from VSB + 2 Years from UMD; Degree from UMD)  
 BBA (Option: 3 years from VSB)  
 BBA Business Analytics

#### IN BHOPAL (MP)

BBA (Bachelor of Business Administration)  
 B.Com. (Bachelor of Commerce)  
 B.Sc. Computer Science with specialization in Data Analytics

## 3. ELIGIBILITY

**(a) Only candidates who have the following credentials shall be eligible for admission.**

- Candidates who have studied in regular, full time and formal education alone are eligible to apply
- Candidate should be Resident Indian National
- Candidates should have born on or after **01.07.2000**
- Candidates who have secured an overall aggregate of 60% (except for B.Sc. Catering and Hotel Management) and and above in their 10+2 or equivalent examination of Central/State Govt. are eligible to apply

- Candidates who have secured an overall aggregate of 50% (except for B.Sc. Catering and Hotel Management) and above in their 10+2 or equivalent examination of Central/State Govt. are eligible to apply for the following categories:
- Candidates belonging to SC/ST Community
  - Candidates hailing from Jammu & Kashmir/ Ladakh and the North Eastern states of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura.

**(b) Course-wise Eligibility**

PROGRAMMES	ELIGIBILITY
<b>B.Sc. Computer Science</b>	A pass in any stream with minimum <b>overall aggregate of 60% and with Mathematics</b> as one of the subjects in the qualifying Examination / in Higher Secondary Examination (10+2) conducted by the State / Central Board of Secondary Education or its equivalent examination.
<b>BCA</b>	A pass in any stream with minimum <b>overall aggregate of 60% and with Mathematics</b> as one of the subjects in the qualifying Examination / in Higher Secondary Examination (10+2) conducted by the State / Central Board of Secondary Education or its equivalent examination. <b>(Business Mathematics is also considered eligible for admission)</b>
<b>B.Sc. Multimedia and Animation</b>	A pass in any stream with <b>minimum overall aggregate of 60%</b> in the qualifying Examination / in Higher Secondary Examination (10+2) conducted by the State / Central Board of Secondary Education or its equivalent examination (or) A pass in Diploma (10+3) in any stream with <b>minimum overall aggregate of 60%</b> in the qualifying Examination from a recognized board
<b>B.Com. (Bachelor of Commerce) / BBA (Bachelor of Business Administration)</b>	A pass with minimum <b>overall aggregate of 60% and with Commerce or Accountancy or Mathematics</b> as one of the subjects in the qualifying examination / in Higher Secondary Examination (10+2) conducted by the State / Central Board of Secondary Education or its equivalent examination
<b>B.Sc. Catering and Hotel Management</b>	A pass in any stream in Higher Secondary Examination (10+2) conducted by the State / Central Board of Secondary Education or its equivalent examination.

**(c) ADDITIONAL INFORMATION**

It is the responsibility of the candidates to ascertain whether they possess the requisite qualifications for admission. Having been called for the test / counselling does not necessarily mean acceptance of the eligibility. If found ineligible at any point of time, the admission accorded will be cancelled as per the Norms.

#### 4. ADMISSION PROCEDURE

Selection is based on merit. Marks secured in higher secondary school board examination.

- There is NO ENTRANCE EXAMINATION
- Notification on issue of application will be given on our website
- Candidates who have studied in Regular, Full time and Formal Education are alone eligible to apply
- Admission will be done on Merit basis for which the merit list will be prepared based on marks obtained in qualifying examination
- The candidates short-listed based on their merit will be called for the counselling
- The fact that a candidate has qualified and has been called for the counselling does not guarantee admission to him / her. This depends upon the cut-off fixed on the merit list and the availability of seats
- The result will be published on our website

#### 5. COST OF THE APPLICATION FORM

The cost of application is Rs. 500/-. **The application cost is non-refundable.**

Candidates can apply online at [www.vit.ac.in](http://www.vit.ac.in) through the Net banking /Credit card/ Debit card/ Paytm mode.

#### 6. ONLINE APPLICATION FORM

Candidates can apply online at [www.vit.ac.in](http://www.vit.ac.in) through Netbanking/ Debit card/ Credit card / Paytm mode. **There is NO printed OMR application form, candidates are requested to apply only through Online mode. It is mandatory to send the hardcopy of the application form with necessary enclosures.**

**Steps to be followed while filling online application form**

- Click on New applicant page and register Yourself with relevant information
- Verify your registered mobile number for the OTP received from VIT.
- Once OTP is validated, a password will be sent to your registered email address. (Keep this email id and password till the completion of the admissions)
- Fill the application form through online. The cost of the online application is Rs.500/- and it is non-refundable
- Pay the application fee Rs.500/- through online mode using netbanking/ Debit card / Credit card/ Paytm mode
- Enclose required documents along with the application form and send the hardcopy to the address of **Director(UG Admission), Vellore Institute of Technology, VIT, Vellore-632014, Tamil Nadu**
  - Copy of Age proof certificate
  - Copy of XII Hall Ticket (for result awaited candidates)
  - Copy of XII Markstatement (of all appearances)
  - Copy of Community Certificate (For SC/ST candidates)
  - Copy of Nativity Certificates (For candidates hailing from Jammu & Kashmir/Ladakh and North Eastern States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura)

#### (a) IMPORTANT INSTRUCTIONS FOR COMPLETING THE ONLINE APPLICATION FORM

- ☞ It is mandatory to send the Hardcopy of the application form with the necessary enclosures within the prescribed date and time.
- ☞ Candidates are required to provide correct email id and mobile number, as all our initial communications will be forwarded based on the details provided on the application form.

- ☞ At the time of online payment transaction, if the amount is debited please do not try new application. Please wait for 48 hrs and try for the payment once again in the same registered email id. If the amount is not debited, you can try the payment again. VIT will not be responsible for any delay in the payment error updation process.
- ☞ Ensure that your application is complete in all respects. An incomplete application or an application filled in a language other than English will be summarily rejected.
- ☞ An Incomplete application form shall not be considered and no correspondence shall be made in this regard.
- ☞ Any Application received after the last date will not be accepted. Any delay in receiving the application by the candidate will not be considered a valid reason for late submission. The Institute will not take any responsibility for any postal delay, irregularity or loss in postal transit.
- ☞ Candidates are required to upload the Photo and Signature with the following dimensions:
  - Photograph Image: Size should be between 10 Kb and 200 Kb with the dimension of 3.5 CM X 4.5 CM.
  - Signature Image: Size should be between 10 Kb and 200 Kb with the dimension of 3.5 CM X 1.5 CM.
  - Selfie photo is not allowed.
- ☞ Candidates are required to Enclose the below mentioned documents along with the application form and send the hardcopy of the application with enclosures to **Director (UG Admission), OFFICE OF UG ADMISSION, Vellore Institute of Technology, Vellore-632014, Tamil Nadu**, through post within the prescribed date. Application form received after the due date will not be considered.
  - Copy of Age proof certificate
  - Copy of XII Hall Ticket (fore result awaited candidates)
  - Copy of XII Markstatement (of all appearances)
  - Copy of Community Certificate (For SC/ST candidates)
  - Copy of Nativity Certificates (For candidates hailing from Jammu & Kashmir/Ladakh and North Eastern States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura)

## 7. SELECTION PROCESS

- ☞ The Selection is based on the merit performances in higher secondary school of examination
- ☞ The candidates short-listed based on their merit will be called for the counselling
- ☞ The fact that a candidate has qualified and has been called for the counselling does not guarantee admission. This depends upon the cut-off fixed on the merit list and the availability of seats

## 8. DECLARATION OF RESULTS

The names of candidates shortlisted for counselling will be displayed on our website [www.vit.ac.in](http://www.vit.ac.in).

## 9. COUNSELLING PROCEDURE

- The candidates qualified for counselling based on the merit list, should attend the counselling as per the schedule
- The candidate should produce the documents in original for verification, along with one-set of photocopies and a Demand Draft in favour of "Vellore Institute of Technology" payable at Vellore while reporting for the counselling
- The Counselling fee is non-refundable. It will be adjusted in the Tuition fees once the candidate joins the Institute
- Only after verification of documents, the candidates will be allowed to participate in the counselling process. Authentic records pertaining to identification, age, marksheet of the qualifying examination and the state of eligibility will be checked. If a candidate fails to produce any of these documents, he/she will not be considered for admission
- The provisional admission will stand cancelled, in case if the candidate does not fulfill the eligibility as per norms

## 10. SUBMISSION OF DOCUMENTS FOR VERIFICATION AT THE TIME OF ADMISSION

The following documents in originals are required to be submitted for verification at the time of Admission

- Provisional Admission Letter (photo copy)
- Any Age proof certificate (photo copy)
- Qualifying examination mark statements of all attempts
- Transfer Certificate / School Leaving Certificate
- Migration Certificate (if issued by the board)
- Community Certificate (For SC/ST candidates)
- Nativity Certificate (Jammu & Kashmir/Ladakh and North Eastern state Candidates only)
- Recent Passport size colour photos – 4 nos
- Affidavits towards Academics and Hostel on Rs.20/- non-judicial Stamp Paper. (Format available in [www.vit.ac.in](http://www.vit.ac.in))
- Physical Fitness Certificate (Format available in [www.vit.ac.in](http://www.vit.ac.in))
- Student Profile (Refer [www.vit.ac.in](http://www.vit.ac.in) for the Link)
- Two photocopies of all original documents (except Affidavits & Physical Fitness Certificate and Student Profile)

All the above mentioned documents shall be handed over to the Admissions Office at the time of admission failing which the provisional admission accorded will stand cancelled.

## 11. FEES STRUCTURE

Please refer our website [www.vit.ac.in](http://www.vit.ac.in) for fee details

## 12. REFUND OF FEES

The refund will be made as per the norms of the UGC. All refundable deposits will be returned, after deductions if any, at the time of completion of the course or on cancellation of admission as per the Norms.

Refund will be made only after submission of original fee receipt, Provisional Admission letter and No Dues Certificate.

### (a) SUBMISSION OF 'NO DUES' CERTIFICATE

A student once enrolled for a course is expected to complete the same. He/ She cannot withdraw from VIT without informing the Registrar in writing. Otherwise he / she will be liable to pay fees for the period and his / her name remains on the rolls.

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

The certificates will be issued only on production of 'NO DUES' Certificate in the prescribed form, issued by the Admissions Office.

## 13. HOSTEL ACCOMMODATION

Separate hostel accommodation is available for boys and girls. Candidates should report to the hostel within 7 days from the commencement of classes, failing which, the hostel allotment will be cancelled automatically and fees paid will stand forfeited.

Hostel accommodation will be provided only to those candidates whose residence is beyond 100 kms radius from the Campus. Single room accommodation will not be available for first year undergraduate students.

For details regarding Establishment Charges, Mess, etc., please visit [www.vit.ac.in](http://www.vit.ac.in)

## **14. GENERAL DISCIPLINE**

All candidates admitted to VIT, shall maintain good conduct, pay the requisite tuition fees and other charges by the due date, attend their classes regularly and abide by the rules and regulations of the Institute. If at any point of time, the conduct and character of a candidate is not satisfactory or is of a suspicious nature, the Management reserves the right, without assigning any reason, to make him / her vacate the hostel or expel him/her from VIT.

Initial admission applies only to the first semester. Admitted students are expected to maintain registration until the completion of the course, to the satisfaction of the Institute. All students have to comply with the rules and regulations that are already in force or may be amended from time to time by the competent authority during the period of study.

### **(a) GENERAL INSTRUCTIONS**

The date of commencement of classes will be mentioned in the provisional admission letter. No communications will be sent separately to the candidates regarding this. Candidates are advised to visit the Institution website for updates on changes, if any.

Candidates should report to classes within 7 days from the date of commencement of classes, failing which, the admission granted will be cancelled automatically and the fees paid will stand forfeited.

### **(b) MEASURES FOR PREVENTION OF RAGGING AT THE INSTITUTION LEVEL**

Ragging is totally prohibited in the institution, and anyone found guilty of ragging and / or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these regulations as well as under the provisions of any penal law for the time being in force.

Ragging juniors in any form is forbidden. If any one is found ragging his/her juniors, he/she will be rusticated from the Institute.

It is mandatory that candidates and parents who are attending counselling to sign an undertaking according to the information given in (as per UGC Regulations-2009, [www.ugc.ac.in](http://www.ugc.ac.in)) Annexure - I, II, III & IV on Rs. 20/- non-judicial bond paper. Format is also available on [www.vit.ac.in](http://www.vit.ac.in)

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**ANNEXURE I**  
**CERTIFICATE TO PROVE NATIVITY**

(For candidates hailing from Jammu and Kashmir /Ladakh and the North Eastern states of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura)

Certified that Mr. / Ms. \_\_\_\_\_ an applicant for admission to B.Tech. Degree programme in the year \_\_\_\_\_, son / daughter of Shri. / Smt \_\_\_\_\_ residing \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_ District of \_\_\_\_\_ State, is a native of \_\_\_\_\_ State.

Signature of Tahsildar or Revenue Authority

Name :

Designation :

Place :

Date :

**Office Seal**

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**ANNEXURE II**  
**THE FORM OF CASTE CERTIFICATE FOR SC / ST**

Certified that Mr. / Ms. \_\_\_\_\_ an applicant for admission to B.Tech. Degree programme in the year \_\_\_\_\_, son / daughter of Shri. / Smt \_\_\_\_\_ residing \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_ District of \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste / Tribe, \_\_\_\_\_

which is recognized as a Scheduled Caste / Scheduled Tribe under the Constitution (Scheduled Castes) Order 1950 / The Constitution (Scheduled Tribes) Order, 1950, as amended by the Scheduled Castes and Scheduled Tribes Orders Amendment Act, 1976.

Signature of Competent Authority

Name :

Designation :

Place :

Date :

**Office Seal**

**Authorities empowered to issue Scheduled Caste / Scheduled Tribe Certificate**

District Magistrate / Additional District Magistrate / Collector / Deputy Collector / Deputy Commissioner / 1st Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner.

Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate

Revenue Officer not below the rank of Tahsildar

Sub-Divisional Officer of the area where the candidate and / or his family normally resides



**ANNEXURE III**  
**CERTIFICATE OF PHYSICAL FITNESS**

<b>Name :</b>		<b>Application no.</b>	
Gender :	Date of Birth :	Age (in years) :	Blood Group :
Identification Marks			
History of Allergy if any			
History of Medical illness if any			
History of Hospitalization / previous Surgery if any			
History of Current Medication for any illness			
Vaccinate now for :		Chicken Pox :	
Hepatitis A:		Hepatitis B:	
Typhoid :		TT :	
Cholera :		Others if any:	

Pulse		Min	Height		cms
BP		Mm/ Hg	Weight		Kgs
Bodily Infirmary		BMI			
Communicable Disease		Build			
Pallor	Icterus	Clubbing	Cyanosis	Lymphadenopathy	Oedema
Tonsils		Glands		Teeth	
C V S	Heart Sounds			Murmurs	
R S	Breath Sounds			Added Sounds	
G I S	Liver		Spleen		Any Mass
C N S	Cranial Nerves		Motor System		Sensory System
G.U.S (Male)	Hydrocele		Piles		Phymosis
G.U.S.(Female)	Menstrual History				
Skin					
Hearing		Vision (NV/DV) Normal / Corrected (Power)		Colour Vision	
Other Findings / remarks if any.					

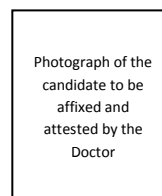
\_\_\_\_\_  
(Signature of the candidate)

\_\_\_\_\_  
(Signature of the Parent)

I do hereby certify that I / We have examined Mr. / Ms. \_\_\_\_\_, a candidate for student under VIT, \_\_\_\_\_ Campus and whose signature is given above, and cannot discover that he / she has any disease, communicable, otherwise or constitutional affection or bodily infirmity except that his / her weight is in excess of / below the standard prescribed or except \_\_\_\_\_

I also certify that he / she has been vaccinated and had booster against Hepatitis A, B, TT, Typhoid, Chicken pox & Measles

Name of the Doctor :  
Signature of the Doctor :  
Designation :  
Date & Place :  
Seal with Reg.No. :



**IMPORTANT DATES** (Tentative)

Details	UG Science and Humanities programmes
Last date for filling online Application form	First week of June, 2020
Last date for submission of Application with enclosures	First week of June, 2020
Publication of the shortlisted candidates	Second week of June, 2020
Tentative date for Counselling	Third week of June, 2020
Last date for the payment of fees	Third week of June, 2020

Commencement of Classes (Tentative)

- All UG Programmes - First week of July, 2020

**For Admission details contact:**

Director (UG Admission)

VIT, Vellore – 632 014, Tamil Nadu, INDIA

Phone: +91-416-220 2020

Fax: +91-416 224 5544

Email: ugadmission@vit.ac.in

Website: www.vit.ac.in

- All admissions are subject to discipline and conduct of the candidate.
- The admissions are done in transparent manner on merit basis only.
- Please do not pay any money to Consultants / Brokers / Intermediaries. There is neither a MANAGEMENT QUOTA nor CAPITATION FEE at VIT. VIT does not accept cash.

**Legal Jurisdiction**

All Suits and actions arising out of or relating to VIT shall be instituted within the jurisdiction of courts at Vellore, Tamil Nadu only. The Registrar of VIT shall be the legal person in whose name the Institute may sue or be sued.

VIT – A place to learn; A chance to grow