



# VIGNAN UNIVERSITY

## GENERAL INSTRUCTIONS

- Each applicant should submit only one application.
- Please refer to the item wise instructions before filling up the form.
- Forms must be filled in applicant's own handwriting.
- Use only BLACK or BLUE Hi-Tech point type pen to fill up the form.
- Applicants must paste their most recent colour photograph (not older than 3 months) in the appropriate place. Do not pin or staple the photograph.
- Square boxes provided in the form are only for writing the alphabets in capitals or numbers. The alphabet or number should be written in any one box. Wherever codes are given, fill the boxes in the application form with the appropriate codes.
- Over writing, striking off or erasing in the form may lead to rejection of application and should be avoided. Any discrepancy in the statement and / or submission of incomplete forms will not be considered for admission.
- Keep a photocopy of the filled application for future reference. Application number must be quoted in all future correspondence.
- Applicants who are required to submit photocopies of marks memos, relevant certificates or any other document must ensure that :
  - The photocopies are taken on A4 size paper only.
  - The print is clear, legible and readable.
  - Both sides are photocopied if the original marks card is printed on both sides.
  - Application number must be written at top right corner of all the photocopies.
- Do not fold the FORM. Do not staple or clip the FORM with any other enclosures. Keep it loose. All marks cards and certificates, if any, must be stapled together. Demand Draft/s must be kept loose.
- Application/Admission Test fee once remitted shall not be refunded under any circumstances.
- Address for dispatch of filled in Application along with DD is :  
Director Admissions  
Vignan University  
Vadlamudi,  
Guntur (Dist.) - 522 213 (A.P)  
Ph : +91-863 2118487 / 88  
+91 94410 21705

## FORM FILLING INSTRUCTIONS

1. **Name of the Applicant** - Write your name in CAPITAL LETTERS as it appears in your 10<sup>th</sup> standard marks memos. Leave one blank box between adjacent words. Your name should not exceed 30 characters including the blank spaces. Do not use any prefixes like Dr., Mr., Mrs., Miss/Ms. etc.

For example : Mr. CHENNAMANENI PRASADA RAO

C	H	E	N	N	A	M	A	N	E	N	I		P	R	A	S	A	D	A		R	A	O
---	---	---	---	---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	--	---	---	---

2. **Date of Birth** - Enter the date, month and year of your birth as recorded in 10<sup>th</sup> standard marks memos in DD/MM/YY format only. When the number of date or month is a single digit, zero should be prefixed.

For example . 17<sup>th</sup> April 1993

1	7	0	4	9	3
DATE		MONTH		YEAR	

3. **SEX** - Tick the appropriate box only.

For example for Male as :

MALE FEMALE

4. **COURSE (M.TECH)** **CODE**

Machine Design	31
Energy Engineering	32
Industrial Pollution Control Engineering	33
Communication & Signal Processing	34
Embedded Systems	35
Digital Electronics & Communication Systems	36
Power Electronics & Drives	37
Computer Science & Engineering	38
Information Technology	39
VLSI	40
Bio - Technology & Bio-Process Engineering	41

5. **NAME OF THE PARENT / GUARDIAN** - Write the name of your parent or guardian.

For example : Mr. CH. SRINIVASA RAO should be written as

C	H		S	R	I	N	I	V	A	S	A		R	A	O								
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6. **ADDRESS FOR CORRESPONDENCE** - Write the complete postal address including PIN CODE to which communications are to be sent. Also write the telephone number with STD code and e-mail address, if any.

For example the address.  
PLOT NO. 38, PHASE III  
MAHATMA GANDHI MARG  
PARADISE CIRCLE,  
HYDERABAD

Write as shown below (use the three lines given to fill up the information appropriately).

P	L	O	T		N	O		3	8		P	H	A	S	E	-	I	I	I							
---	---	---	---	--	---	---	--	---	---	--	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--

M	A	H	A	T	M	A		G	A	N	D	H	I		M	A	R	G								
---	---	---	---	---	---	---	--	---	---	---	---	---	---	--	---	---	---	---	--	--	--	--	--	--	--	--

P	A	R	A	D	I	S	E		C	I	R	C	L	E		H	Y	D	E	R	A	B	A	D		
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7. **DISTRICT** - Fill up the District name as :

For example, Hyderabad District should be written as:

H	Y	D	E	R	A	B	A	D																		
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8. **STATE** - Refer to the table given below for state codes.

For example the state Karnataka should be written as :

1	7
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STATE CODE	STATE NAME
01	Andaman & Nicobar (U.T)
02	Andhra Pradesh
03	Arunachal Pradesh
04	Assam
05	Bihar
06	Chandigarh (U.T)
07	Chhattisgarh
08	Dadra & Nagar Haveli (U.T)
09	Daman & Diu (U.T)
10	Delhi
11	Goa
12	Gujarat
13	Haryana
14	Himachal Pradesh
15	Jammu & Kashmir
16	Jharkhand
17	Karnataka
18	Kerala

STATE CODE	STATE NAME
19	Lakshadweep (U.T)
20	Madhya Pradesh
21	Maharashtra
22	Manipur
23	Meghalaya
24	Mizoram
25	Nagaland
26	Orissa
27	Pondicherry (U.T)
28	Punjab
29	Rajasthan
30	Sikkim
31	Tamil Nadu
32	Tripura
33	Uttar Pradesh
34	Uttaranchal
35	West Bengal
36	International

9. **PIN CODE** - Fill up with the appropriate 6- digit Pin code :

For example, the Pin Code 576104 should be written as :

5	7	6	1	0	4
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10. **STD CODE** - Fill up the STD code in the boxes provided. Use zero prefixed to the STD code.

For example, the STD Code for Guntur 0863 should be written as :

0	8	6	3		
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**24. WORK EXPERIENCE** - Write the number of completed years and months of experience, if any.  
Leave the box unfilled, if not applicable.

**25. PG DIPLOMA, IF ANY** - Write the course name of the postgraduate diploma passed. Leave the box unfilled, if not applicable.

**26. DECLARATION** - Candidates and the Parent/ Guardian must sign with date the declaration to authenticate the information provided by them. Unsigned applications will not be accepted.

**ENVELOPE ADDRESSED TO :**

**DIRECTOR ADMISSIONS**

Vignan University

Vadlamudi,

Guntur - 522 213 (A.P)

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