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PART - I

General Information about (BBM + MBA) 5 years MBA Integrated Programme

1. Duration - 5 years course

BBM - 3 years

MBA - 2 years

2. Eligibility Criteria for Admission:

- ▶ Admission to BBM + MBA Integrated programme will be through a written Test V-MAT '12. (Vignan's Management Aptitude Test - V-MAT is a written test to be conducted across A.P.).
- ▶ Candidates born on or after 1st July, 1991 and a pass in Intermediate or its equivalent (MPC/BiPC/MEC/ CEC) with minimum 60% aggregate marks are eligible to appear for the admission test.

Note: Candidates appearing / appeared for Qualifying Examination and awaiting results can also apply.

3. Entrance Test Pattern.

English, Reasoning and Aptitude Test for 2 hours carrying 100 marks.

4. Admission Procedure

- ▶ The admission will be on the basis of the performance in the written test conducted by Vignan University.
- ▶ The merit position of the candidate for admission will be based on the score obtained in V-MAT '12, provided if he/she gets the required minimum marks in the qualifying examination as per the eligibility criteria. Admissions will be purely on merit and by following the reservation policy applicable to Vignan University.
- ▶ A common merit list will be prepared based on the performance in the written test and they will be called for the counseling to be held at the Vignan University premises at Vadlamudi, Guntur District through a common ranking.
- ▶ It is the responsibility of the candidates to ascertain whether they possess the requisite qualification for admission. Having been called for the written test/counseling does not necessarily mean acceptance of the eligibility/admission.
- ▶ The admission offered to a candidate who has been provisionally admitted to the programme will stand cancelled if he/she does not submit the relevant documents in original pertaining to admission (such as Marks Statements, Transfer Certificate, Conduct Certificate etc.) to the Director-Admissions before the date stipulated in the admission offer.
- ▶ Admissions to the programme will, however, be subject to verification of facts from the original certificates/documents of the candidates. In case any discrepancy is noticed even at a later point of time after admission, the management reserves the right to cancel the admission and such a decision shall be final and binding on the candidate.

5. V-MAT '12 Written Test and Admission Schedule :

IMPORTANT DATES TO REMEMBER	
1. Issue/download of application forms :	20 th November 2011 onwards
2. Last date for receipt of filled in applications :	25 th April 2012
3. Test Date & Time :	6 th May 2012 : 10.00 A.M. to 12.00 NOON.
4. Publication of V-MAT'12 result :	25 th May 2012
5. Counseling of merit listed candidates for admission :	11 th to 15 th June 2012 Venue : Vignan University, Vadlamudi, Guntur – 522 213 (A.P) Ph : +91 863 2118487, 88

Note : The changes in the above schedule, if any, due to unavoidable circumstances will be informed to the candidates.

6. V-MAT '12 Question Paper Pattern

- ▶ The question paper will be in English and consists of 3 sections (English, Reasoning and Aptitude)
- ▶ The questions are of multiple choice and objective type. Each question has 4 options. Choose the right option and mark it on the OMR sheet.
- ▶ Each correct answer carries one mark.
- ▶ There is no negative marking.

S.No	Details
1	English - 25 Marks
2	Aptitude - 50 Marks
3	Reasoning - 25 Marks
	Total 100 questions (100 Marks)

7. V-MAT '12 Rules

- ▶ Candidates should report to the respective centre 30 minutes prior to the commencement of the test.
- ▶ Candidates must bring their hall ticket with them.

Note : Use of calculators, log tables and slide ruler, watches with facilities of calculator, pagers and cellular phones are strictly prohibited for the test. Candidates should not bring any material with them except the Hall Ticket, Pen, H.B. Pencil and eraser.

General Instructions

The test centre Co-ordinator is authorized to dismiss a candidate from the test for any of the following reasons:

- ▶ Creating disturbance.
- ▶ Attempting to take the test on behalf of someone else.
- ▶ Talking to other test taker(s).
- ▶ Use of calculators, slide rules, pagers, cell phones, concealed microphones, wireless devices or any other material that may aid in answering questions.

Timing & Breaks

- ▶ The test is of 120 minutes duration.
- ▶ No break is permitted during the test.

8. Application Forms

Issue: Application Forms will be issued from 10th November 2011 onwards. There are two modes of registration as under (for details visit our website www.vignanuniversity.org/admissions).

i. Direct

Candidates can obtain applications by post from the University Office on payment of Rs. 800/- (for boys), Rs. 600/- (for girls) by DD drawn in favour of Vignan University, payable at Guntur or in person from any of Vignan Schools or Offices at Guntur (Ph. 0863-2231326), Hyderabad (Ph. 9866399664), Rajahmundry (Ph. 9866399925), Visakhapatnam (Ph. 9052544736) and Vijayawada (Ph. 0866-6593777).

ii. Download

Application form can be downloaded from the university website : www.vignanuniversity.org. The filled application alongwith the DD for Rs. 800/- (for boys), Rs. 600/- (for girls) drawn in favour of Vignan University, payable at Guntur should be sent to reach the address given below before the last date specified. Candidates should write their name and address on the reverse of DD.

The completed applications should be sent to the following address so as to reach before the last date specified :

Director- Admissions
Vignan University
Vadlamudi, Guntur - 522 213 (A.P)
Ph : +91 863 2118487, 88

Receipt of Application Forms

- ▶ Last date for receipt of filled-in application at the University office is 25th April 2012.
- ▶ Applications received after the due date will not be accepted.
- ▶ Candidates are advised to retain a photo copy of the filled in application for future reference.
- ▶ The University will not be responsible for any postal delay, loss in postal transit or any irregularity beyond the control of the University.

9. Information at different stages

Candidates will be informed about the status of the application as under :

Receipt of Application	Through e-mail (info@univignan.org) using the application number about 10 days after dispatching the application.
Hall Ticket	Mentioning Registration Number / Application Number and the Test Centre after processing the application.

10. Test Centres for V-MAT '12

The list of V-MAT '12 Test Centres along with their corresponding codes is given under 'Instructions to fill up the application form'.

Important: The Test Centre, once allotted to the candidates, shall not be changed under any circumstances. While every effort will be made to allot a centre in the Test City opted by the candidate, the university reserves its right to allot a centre other than that of the candidate's choice.

11. Hall Ticket

Important Information

- ▶ The Hall Ticket will be issued only to those eligible candidates who have submitted their application forms complete in all respects, on or before the last date as specified.
- ▶ The Hall Ticket will contain name, photograph, signature, address, address of the Test Centre allotted and test schedule.
- ▶ Hall Tickets will be dispatched through certificate of posting/speed post.
- ▶ The Hall Ticket once received should be carefully examined by the candidate. If any discrepancy is noticed, it should immediately be brought to the notice of the Director-Admissions, Vignan University.
- ▶ No candidate will be permitted to take the test without a valid Hall Ticket. The Hall Ticket should be presented to the invigilators for verification.
- ▶ The hall ticket can be downloaded from website www.vignanuniversity.org, one week prior to V-MAT'12 test date.
- ▶ Candidate must not tamper with the Hall Ticket or alter any entry made therein after it has been authenticated.
- ▶ The Hall Ticket is not transferable to any other person. Impersonation is a legally punishable offence.
- ▶ The Hall Ticket is an important document. It should be preserved and produced at the time of counseling and admission.

12. Hall Ticket not received due to application being incomplete

Vignan University does not take any responsibility to inform candidates who have sent an incomplete application. Candidates are advised to double check that the application form is complete in all respects before posting.

13. Duplicate Hall Ticket

In case a candidate fails to get a Hall Ticket 7 days before the scheduled date for V-MAT'12, he / she should report the same immediately to the Director-Admissions and if he/she does not receive the Hall Ticket before the examination date, he/she would have to meet the University Representative one day before the examination at the test centre with a photocopy of the application form, DD and two attested passport size photographs, identical to the one affixed in the application form. Enquiries pertaining to the Hall Ticket without mentioning application number will not be entertained under any circumstances.

14. Counseling Procedure for Allocation of Seats

- ▶ The date / time for counseling will be intimated to the candidates either by post or through SMS or E-Mail and will also be published in the university website : www.vignanuniversity.org/admissions.
- ▶ Change of date / time of counseling is generally not permissible. If a candidate fails to appear personally for counseling on the date and time specified, he/she will forfeit his candidature for the allotment of seat on that day. However, he / she is eligible to appear for subsequent counseling depending on the availability of seats.
- ▶ The candidates should produce the documents listed below in original along with one set of photocopies while reporting for counseling. Candidates will not be allowed to participate in the counseling process without these documents.

15. Required Documents in Original during Counseling

- ▶ Counseling call letter.
- ▶ V-MAT'12 Hall Ticket.
- ▶ V-MAT'12 Rank card.
- ▶ 10th class marks memo as proof of date of birth.
- ▶ Marks sheet of qualifying examination.
- ▶ Cast certificate (if applicable)

Candidates will be allowed to participate in the counseling process only after verification of the documents. Authentic records pertaining to identification, age, marks sheet of qualifying examination, and other eligibility criteria, will be checked. If a candidate fails to produce any of these documents, he/she will not be considered for counseling.

- ▶ The candidate will be offered a seat based on his / her rank in the merit list and availability of seats.
- ▶ After allotment of a seat in a branch and acceptance of the same by the candidate he / she will remit the prescribed tuition fee and admission fee either by cash or DD drawn in favour of Vignan University payable at Guntur.

16. Submission of Documents on Admission

The following documents in original are required to be submitted at the time of admission.

- ▶ V-MAT'12 Hall Ticket.
- ▶ V-MAT'12 Rank card.
- ▶ Provisional letter of admission offer.
- ▶ Qualifying examination mark sheets.
- ▶ 10th Class marks memo.
- ▶ Transfer Certificate / Migration Certificate.
- ▶ Caste Certificate (if applicable).
- ▶ Conduct Certificate.

All the above referred documents shall be handed over to the Admission Office on or before the date prescribed by the University, failing which provisional admission accorded will stand cancelled.

17. Discontinuance / Withdrawal from the Programme

A candidate who desires to leave the institution after joining the programme will have to submit a NO DUES certificate issued by the competent authorities. This should be accompanied by the application for withdrawal and the original fee receipt.

The original certificates will be returned only on production of NO DUES certificate in the prescribed form, obtained from the Administrative Office.

18. General Discipline

All candidates admitted to the university shall follow code of conduct, pay the requisite tuition fee and other charges by the due dates, attend their classes regularly and abide by the rules and regulations of the university. If at any point of time, the conduct of a candidate is not satisfactory or is of a suspicious nature, the management reserves the right, to make him / her vacate the hostel or expel him / her from the university without assigning any reason thereof.

RAGGING IN ANY FORM IS FORBIDDEN. IF ANY ONE IS INVOLVED IN RAGGING HE/SHE CAN BE RUSTICATED FROM THE UNIVERSITY.

Note : Vignan University reserves the right to alter any date or activity schedule announced or add, alter or delete information contained under various headings owing to administrative / operational reasons. The university also reserves the right to alter any of the terms of admission with due notice to the candidates.

19. Tuition Fee

Admission Fee (1st year only) (non refundable)	Tuition Fee per year	
	1 st Semester	2 nd Semester
Rs. 10,000/-	Rs. 25,000/-	Rs. 25,000/-

20. Hostel Fee

Rs. 60,000/- + Rs. 5,000/- (Registration Fee) for A/C rooms & Rs. 55,000/- + Rs. 5,000/- (Registration Fee) for Non A/C rooms.

Study Loans

The admitted candidates are eligible to apply for a study loan towards tuition fee, hostel fee, transport and purchase of books in all Nationalised Banks including UCO bank situated on campus at Vadlamudi.

- ▶ For more information contact UCO Bank, Vadlamudi, (Ph : 0863 - 21 18495).

PART - II

Instructions to fill up the Application Form

General Instructions

- ▶ Read the following instructions carefully before filling in the application form. Requests for corrections will not be entertained later. Refer to the specimen copy enclosed in this brochure.
- ▶ The application form should be filled by the candidate in his/her own handwriting. Candidates should send only the original application form and may retain a xerox copy.
- ▶ The application form will be machine-processed. Hence take utmost care in writing with black ballpoint pen in the boxes wherever provided.
- ▶ Do not scribble, cut, tear or erase the application form. Do not put any stray marks anywhere on the application form.
- ▶ The photograph, signature and address of the applicant are to be machine-scanned. So paste a recent colour photograph of good quality with light colour background. Sign in the prescribed place using only a black ballpoint pen.
- ▶ Note that your name, your parent's / guardian's name and your date of birth should be exactly the same as given in your 10th Class marks memo / Higher Secondary School examination certificate.
- ▶ The application must be complete in all respects. An incomplete application or application filled in a language other than English will be rejected.
- ▶ Candidates are advised to retain with them a photocopy of the filled-in application for future reference and quote the application number in all correspondence.

Instructions for Filling the Application Form (for downloaded applications)

- Carefully read the V-MAT '12 Instruction Guide before you proceed to fill the form.
- Read and understand all the instructions and eligibility criteria for admission before proceeding to fill the form.
- You are advised to take a print out of these instructions so that you can refer to the same while filling the form.
- Once you confirm the data entered, you will not be allowed to change the same.
- After downloading the form, you should take two copies of the printout. Once you take the printout of the form, affix your photograph, fill the application form, sign and attach the Demand Draft for Rs. 800/- (for boys), Rs. 600/- (for girls) drawn in favour of "Vignan University" payable at Guntur and send one copy of the same by registered post /speed post to the following address. You should keep the second copy with you for your reference.

Director - Admissions
Vignan University
Vadlamudi, Guntur - 522 213
Ph. No. : +91 863 2118487, 88

Item wise Instructions for Filling the Application Form

- NAME OF THE APPLICANT** - Write your name in CAPITAL LETTERS as it appears in your 10th class marks memo. Leave one blank box between adjacent words. Do not use any prefixes like Mr., Mrs., Miss/Ms. etc.
For example : Mr. CHENNAMA PRASADA RAO should be written as

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

- DATE OF BIRTH** - Enter the date, month and year of your birth as recorded in 10th class marks memo in DD/MM/YY format only. When the number or date or month is a single digit, zero should be prefixed.

For example : 17th April 1994 will be entered as

1	7	0	4	9	4
DATE		MONTH		YEAR	

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

MALE

FEMALE

4. **Test Centre.** Refer to the table given below for test centre codes. you can give any two choices as per priority. You may be allotted any one of them.

For example, an applicant with Hyderabad as the first choice and Vijayawada as second choice should write as:

22	27
----	----

Test Centres

TEST CENTRE	CODE
Guntur	21
Hyderabad	22
Kurnool	23
Rajahmundry	24
Tirupati	25

TEST CENTRE	CODE
Vignan University	26
Vijayawada	27
Visakhapatnam	28

5. **RELIGION** : Write the religion

H	I	N	D	U					
---	---	---	---	---	--	--	--	--	--

6. **CATEGORY** : Tick Mark the appropriate box only.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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BC SC ST PH Others

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

For example : Mr. CH. GOVINDA RAO

C	H		G	O	V	I	N	D	A		R	A	O	
---	---	--	---	---	---	---	---	---	---	--	---	---	---	--

8. **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 is :

PLOT NO. 38, PHASE III
MAHATMA GANDHI MARG
PARADISE CIRCLE
HYDERABAD - 500104
ADDRESS FOR CORRESPONDENCE (DO NOT REPEAT NAME)

DOOR / HOUSE No.

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

STREET NAME

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

LOCALITY / MANDAL

P A R A D I S E C I R C L E

TOWN / CITY

H Y D E R A B A D

STATE

A P

DISTRICT

H Y D E R A B A D

PINCODE

5 0 0 1 0 4

STD CODE

0 4 0

TELEPHONE NUMBER

2 5 3 4 5 4 6

MOBILE NUMBER

9 9 0 0 3 3 4 4 5 5

EMAIL ID

P A R S U . C H E N N A @ G M A I L . C O M

9. **PHOTOGRAPH** - Paste your recent passport size colour photograph (not older than three months) at appropriate place. Do not staple or pin the photograph.
10. **SIGNATURE OF APPLICANT** - Sign at the given place.
11. **DETAILS OF CLASS X** - Write the Year, Board and State from where you have passed class X.
12. **X CLASS EXAMINATION DETAILS** - Write maximum marks, marks obtained and percentage for all subjects put together.
13. **DETAILS OF INTERMEDIATE OR EQUIVALENT** - Write the group, college and campus last attended, place, year of pass, Board and State from where you have passed or appeared for Intermediate or equivalent examination.
14. **SUBJECT WISE MARKS - INTERMEDIATE EXAMINATION OR EQUIVALENT** - Tick the group in the box provided and write the name of the subject, Maximum marks, Marks obtained and the percentage. Also write the total maximum marks, total marks obtained and the percentage for all subjects put together. If the final result is not declared at the time of filling this application form, enter the Jr. Inter /11th class marks.
15. **APPLICATION FEE DETAILS:** Application can be obtained either by paying cash or submission of DD.
DEMAND DRAFT: DD Amount Rs. 800/- (for boys), Rs. 600/- (for girls) drawn in favour of Vignan University, payable at Guntur.
Write the DD number, date, amount, issuing bank & branch name . Also write your full name and address on the reverse of the DD.
16. **DECLARATION** - Candidate 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)

Ph : +91 863 2118487, 88

SAMPLE APPLICATION FORM

APPLICATION NUMBER



VIGNAN
UNIVERSITY
Foundation for Science, Technology & Research
(Estd u/s 3 of UGC Act of 1956)
Building young India

PHOTOGRAPH

Paste your recent passport size colour photograph not older than 3 months. Do not
— pin or staple —

INTEGRATED BBM+MBA

V-MAT '12

READ DETAILED INSTRUCTIONS GIVEN SEPARATELY BEFORE FILLING THE APPLICATION FORM

- NAME OF THE APPLICANT (AS IT APPEARS IN CLASS X OR EQUIVALENT MARKS CARD)

SIGNATURE OF APPLICANT

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

- DATE OF BIRTH

SEX (TICK)

TEST CENTRE

1	7	0	4	9	4
DATE		MONTH		YEAR	

<input checked="" type="checkbox"/>	<input type="checkbox"/>
MALE	FEMALE

2	2	2	7
CHOICE 1		CHOICE 2	

- RELIGION

CATEGORY (TICK)

H	I	N	D	U									
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BC	SC	ST	PH	Others

- NAME OF THE PARENT / GUARDIAN

C	H		G	O	V	I	N	D	A		R	A	O							
---	---	--	---	---	---	---	---	---	---	--	---	---	---	--	--	--	--	--	--	--

- ADDRESS FOR CORRESPONDENCE

DOOR / HOUSE No.

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

M	A	H	A	T	M	A		G	A	N	D	H	I		M	A	R	G		
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LOCALITY / MANDAL

P	A	R	A	D	I	S	E		C	I	R	C	L	E						
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TOWN / CITY

STATE

H	Y	D	E	R	A	B	A	D	
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DISTRICT

PINCODE

H	Y	D	E	R	A	B	A	D					
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5	0	0	1	0	4
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STD CODE

TELEPHONE NUMBER

MOBILE NUMBER

0	4	0		
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2	5	3	4	5	4	6
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9	9	0	0	3	3	4	4	5	5
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- EMAIL ID

P	A	R	S	U	.	C	H	E	N	N	A	@	G	M	A	I	L	.	C	O	M
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ACADEMIC DETAILS

1. X Class
 Year of Pass :

2	0	1	0
---	---	---	---

 Board :

S	T	A	T	E															
---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 State :

A	N	D	H	R	A															
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P	R	A	D	E	S	H														
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Marks & Percentage

TOTAL MARKS	MARKS OBTAINED	% OF MARKS
600	480	80%

2. INTERMEDIATE or equivalent Group : _____
 College last attended : _____
 Campus : _____ Place : _____
 Year of Pass :

2	0	1	2
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 Board :

S	T	A	T	E																
---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 State :

A	N	D	H	R	A																
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P	R	A	D	E	S	H															
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SUBJECT WISE - INTERMEDIATE EXAMINATION *

SUBJECT	MAXIMUM MARKS	MARKS OBTAINED	% OF MARKS
English	200	176	88%
Sanskrit	200	192	96%
Maths-A/Botany/Civics			
Maths-B/Zoology/			
Physics/Economics			
Chemistry/Commerce			
Physics Practical			
Chemistry Practical			
Botany Practical			
Zoology Practical			
TOTAL	1000	933	93.3%

Note : * If the final result is not declared at the time of filling this application form, enter Jr. Inter / 11th Class marks

DECLARATION : I hereby declare that all the particulars stated in this application are true to the best of my knowledge and belief. I have read and understood all provisions of the admission procedure and agree to abide by them. In the event of submission of fraudulent, incorrect or untrue information or suppression or distortion of any fact like educational qualification, marks etc., I understand that my admission is liable for cancellation. Further I understand that my admission is purely provisional subject to the fulfilment of the eligibility criteria.

SIGNATURE OF PARENT/ GUARDIAN _____
SIGNATURE OF APPLICANT

APPLICATION FEE DETAILS : CASH : OR DD :

PAYMENT MODE	NUMBER	DATE	AMOUNT	ISSUING BANK NAME	BRANCH
DD DETAILS	190598	11-12-2011	800/-	SBI	Vijayawada

CASH RECEIVED BY : Mr./Ms. **R. Vinay Kumar** Signature _____ Place _____

ACKNOWLEDGEMENT

Name of the Applicant : S/o / D/o
 Received Application for Admission to 5 years Integrated BBM+MBA Programme.

Place : Hyderabad
Date : 15-12-2011

Signature of official with seal
 Vignan University / School / College / Office



APPLICATION FORM

APPLICATION NUMBER

--



VIGNAN UNIVERSITY

Foundation for Science, Technology & Research
(Estd u/s 3 of UGC Act of 1956)

Building young India

PHOTOGRAPH

Paste your recent passport size colour photograph not older than 3 months. Do not
— pin or staple —

READ DETAILED INSTRUCTIONS GIVEN SEPARATELY BEFORE FILLING THE APPLICATION FORM

INTEGRATED BBM + MBA

V-MAT '12

- NAME OF THE APPLICANT (AS IT APPEARS IN CLASS X OR EQUIVALENT MARKS CARD)

SIGNATURE OF APPLICANT

- DATE OF BIRTH

SEX (TICK)

TEST CENTRE

DATE	MONTH	YEAR

MALE	FEMALE

CHOICE 1	CHOICE 2

- RELIGION

CATEGORY (TICK)

--	--	--	--	--	--

BC	SC	ST	PH	Others

- NAME OF THE PARENT / GUARDIAN

--	--

- ADDRESS FOR CORRESPONDENCE

DOOR / HOUSE No.

--	--

STREET NAME

--	--

LOCALITY / MANDAL

--	--

TOWN / CITY

STATE

--	--

--	--

DISTRICT

PINCODE

--	--

--	--

STD CODE

TELEPHONE NUMBER

MOBILE NUMBER

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- EMAIL ID

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