



FACULTY OF ENGINEERING & TECHNOLOGY

B.Voc. DEGREE PROGRAMME

PROSPECTUS: 2016 – 17
(Information & Instructions to Candidates)

University website: www.annamalaiuniversity.ac.in

Annamalai University

Annamalai University, one of the largest unitary, teaching, and residential Universities in Southern Asia, was established and incorporated in the year 1929 as per the Annamalai University Act 1928 (Tamil Nadu Act 1 of 1929). Now, the Annamalai University Act 1928 has been repealed and replaced by the Annamalai University Act 2013 (Tamil Nadu Act 20 of 2013). His Excellency the Governor of Tamil Nadu is the Chancellor of the University.

Established in 1929, Annamalai University, accredited with 'A' Grade by NAAC in 2014 is one of India's largest public residential universities with 10 Faculties and 49 departments of study. Annamalai University is one of the first institutions in the country to offer courses in Engineering and Technology. The University has initiated several innovative teaching programmes over the years and has been a pioneer in distance education. Annamalai University has a commendable track record in projects and publications and has been awarded the PURSE Programme by the Department of Science and Technology. Nineteen departments are supported by UGC-SAP, Sixteen by DST-FIST and two departments have attained the status of Centre of Advanced Study. The University has been rated Seventeenth in the country among the Top 100 institutions of Higher Education and Second in the State by SCImago Institutional Ratings. Annamalai University has joint research and innovation partnerships with 24 institutions across the USA, Europe, Australia, Japan, and the UK. The list of partners includes prestigious institutes like Karolinska Institute, John Hopkins University, and University of Michigan amongst others. Two of the most notable international collaborations in which Annamalai University is the Co-ordinating Institute include the Indo-EU FUNCFOOD Project and the 21st Century Indo-US Knowledge Initiative. There are several ongoing research projects with international foundations and industrial players like Bayer, CavinKare, Dow Agrosiences, Bill & Melinda Gates Foundation, HCL, L&T, Accenture, and Huawei.

The University Library, named after the eminent scholar, statesman and former Vice-Chancellor Dr. Sir C.P. Ramaswami Aiyer, serves as knowledge hub for the students and the staff. Quite a good number of journals can be accessed through the Infonet facility. ScienceDirect is subscribed through which 340 journals can be accessed.

The sports complex of the University spreads over several acres, houses facilities for sports and games. Tennis court complex, basketball complex, volleyball complex, athletic standard track, cricket field & nets, football field, hockey field and a wooden floored indoor stadium are a few worth mentioning.

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**The UGC has approved to start B.Voc.
programmes under Skill Development
Scheme from the academic year 2014-15
vide its order number D.O.No.F.2-
286/2014. Dated 17.06.2014**

I. FACULTY OF ENGINEERING & TECHNOLOGY

The Faculty of Engineering and Technology (FEAT) was established in the year 1945, as the Second Engineering College of the then composite Madras State. The FEAT proudly celebrated its Golden Jubilee in the year 1996 and Diamond Jubilee in the year 2005.

FEAT has nine departments namely Civil, Civil and Structural, Mechanical, Manufacturing, Electrical and Electronics Engineering, Electronics and Instrumentation, Chemical Engineering, Computer Science and Engineering, and Pharmacy.

Activities in FEAT

- Academic programmes leading to the award of Bachelor, Master, and Doctoral degrees along with Diploma and Certificate Programmes in selected fields.
- Research programmes for Students, Faculty, and Professional staff.
- Special programmes, conferences, seminars, short term programmes, and consultancy services.
- Collaborative research programmes in co-ordination with government/ non-governmental organizations.
- Extension services

Memorandum of Understanding (MoU)

The Faculty of Engineering has entered into MoU with:

- Tennessee Technological University, (TTU), USA to enable academic exchange of the staff and students between Annamalai University and TTU under the Indo-US, Knowledge Initiative Award from University Grants Commission, New Delhi.
- Ball State University of USA.
- Fukui University of Japan to enable the academic exchange of the Staff and Students between Annamalai University and the Fukui University.
- University of Technology, Sydney, Australia, for promotion of technical collaborations.
- The Department of Civil and Structural Engineering, FEAT has entered into a MoU with CSIR, Structural Engineering Research Centre (SERC) for Collaborative Research in the field of Structural Engineering.
- The Department of Manufacturing Engineering has signed MoU with Kumamoto University, Japan and National Institute of Interdisciplinary Science & Technology, (NIIST) for Collaborative Research in Materials Processing.
- Department of Pharmacy, FEAT has entered into a MoU with University of Michigan Center for Global Health, USA and Western University of Health Sciences, California USA for promotion of Academic & Research Collaboration in the area of Pharmacy Practice.
- The Department of Electronics and Instrumentation Engineering has entered into a MoU with Herriot Watt University, Edinburgh, U.K. for staff and student exchange and collaborative research in the area of Biomedical Engineering.

Placement and Training Cell

Salient features of the Activities in Placement & Training Cell, Faculty of Engineering and Technology, Annamalai University.

- Training programmes on soft skills
- Arranging In-Plant training for students
- Student's placements through campus interview
- Placements abroad

Companies that offered placements for the students of Faculty of Engineering and Technology, Annamalai University through the Placement & Training Cell are:

Indian Organizations:

- M/s. HCL Technologies, Chennai
- M/s. L & T – ECC, Chennai
- M/s. Accenture, Bangalore
- M/s. Orchid Chemicals & Pharmaceuticals Ltd, Chennai
- M/s. Hexaware Technologies, Chennai
- M/s. CCCL, Chennai
- M/s. Petrofac Ltd, Chennai
- M/s. NOCL, Cuddalore
- M/s. Vedhanta – Sterlite, Tuticorin
- M/s. iGate, Bangalore
- M/s. CVR Labs Pvt. Ltd., Chennai
- M/s. UCAL Fuel Systems, Pondicherry
- M/s. Delphi TVS, Chennai
- M/s. Appollo Hospitals, Chennai
- M/s. Dalmia Cements, Trichirapalli
- M/s. Tamilnadu Petroproducts Ltd., Chennai
- M/s. Ritemed Pharma Retail Ltd., Chennai

Foreign Organizations:

- M/s. DEUTCHE BABCOCK AL JABER WLL (Qatar)
- M/s. ETA Engineering Pvt. Ltd.
- M/s. Foxconn (China)
- M/s. Sinmax PTE Ltd.
- M/s. Rotary Engineering, Singapore
- M/s. Promosys

Choice Based Credit System (CBCS)

From the academic year 2000-2001, Choice Based Credit System is in vogue in the Faculty for all Under-graduate and Post-graduate programmes. These programmes offer a package of certain core courses and some elective courses that allow for effective interaction among students from different disciplines. The novelty of the programme consists of inter-disciplinary curriculum with a pronounced inclination towards industry oriented needs.

1.1 Branches of Study

The following B.Voc. Degree Programmes are offered by Faculty of Engineering and Technology, Annamalai University.

No.	Programme	Department	Intake of Students
1.	Hospital Instrumentation and Management	E & I	50
2.	Catering Technology and Hotel Management	Chemical	50

1.2 Duration of the Programme

The duration of all the programmes offered is three academic years comprising of six semesters.

II. FEE & SCHOLARSHIP

2.1 Tuition Fee

The details of Tuition Fee to be paid by the candidate are as follows. The fee can be paid in two installments

Sl.No.	Branch	I Installment (₹)	II Installment (₹)	Total Fee per Annum (₹)
1.	Hospital Instrumentation and Management	10,000/-	10,000/-	20,000 /-
2.	Catering Technology and Hotel Management	10,000/-	10,000/-	20,000 /-

Note : The first installment has to be paid at the time of admission

2.2 Hostel Fee

Annamalai University is a residential University. Adequate Hostel Accommodation is Compulsory. Candidates are advised to stay in the Hostel. The room rent and establishment charges are as given below:

Sl. No.	Hostel Name	Caution Deposit (₹)	Annual Hostel & Mess Charges (₹)	Total Fee (₹)
1.	Travancore Hostel (Boys Hostel)	5000/-	45000/-	50,000/-
2.	E.T. Golden Jubilee Hostel (Womens Hostel)	5000/-	40000/-	45,000/-
3.	SC/SCA/ST Students (any hostel)	5000/-	14000/- *	19,000/-

* This fee has to be paid by the students at the time of joining the hostel and would exclusively cover the room rent and establishment charges. The mess charges which are in addition could be adjusted through the scholarship amount.

2.3. Scholarship

i. Application Fee Concession to SC/ST and Converted Christian Students:

Entrance/Course Application fees concession is granted to students belonging to SC/ST Community and Converted Christian by the Government Tamil Nadu (G.O. No. 111. 22.09.1998).

ii. Tuition Fee Concession to SC/ST and Converted Christian Students:

Full Tuition fee concession is granted to students belonging to SC/ST community and converted Christian under the rule 92 of Tamil Nadu Education Rules by the Government of Tamil Nadu [92-TNER].

iii. SC/ST Community students whose Parent's/Guardian's income from all sources should **not exceed ` 2,50,000/- per annum, and Converted Christian (converted from SC/ST) ` 2,00,000/- per annum.**

III. ELIGIBILITY CRITERIA

General

Candidates satisfying the eligibility conditions given below as on the last date of submission of application are eligible to apply. The candidates passing the qualifying examination after the last date of submission of application shall not be considered.

- i. Candidate should be a Citizen of India.
- ii. Overseas citizens of India who are registered under section 7A of the Citizenship Act 1955 (Central Act 57 of 1955) are eligible to apply for B.Voc Degree Programmes subject to the production of proof of such registration.

3.1 Qualifying Examinations and Eligibility

A pass in HSC (Academic)/HSC (Vocational) from Tamilnadu State Board or its equivalent.

Note:

- When the candidates produce grade certificates, they have to produce the actual marks also. Otherwise only the minimum marks applicable to the grades in the subjects will be taken into account.

IV. ALLOCATION OF SEATS

Reservation

Reservation of seats for candidates belonging to ST/SC/SCA/MBC/BC/ BCM/OC communities will be made as per rules and regulations of the Government of Tamil Nadu.

V. MODE OF SELECTION

The selection of candidates will be based on the overall percentage of marks secured in the qualifying examination.

VI. CODE OF CONDUCT

The following code of conduct shall be observed by the students who are admitted.

- i. The students should conduct themselves in an exemplary manner so as to be model for other students.
- ii. All students will have to strictly adhere to the rules and regulations of the University.
- iii. RAGGING: The candidates should not indulge or participate in any kind of ragging. If they are found to have indulged in ragging in the past, or noticed later, the candidates will be removed from the roll of the institution at whatever stage of study and criminal action will be taken against the candidates.
- iv. **If any student is involved in ragging or any other anti- social activities, he/she will be expelled and criminal proceedings will be launched against him/her.**
- v. The students should be present during all working days and sincerely apply themselves to studies.
- vi. The students should attend the classes regularly and punctually and should fulfil the attendance requirement of 75% as prescribed by the University, to be eligible to appear for the University Examinations.
- vii. The campus is "Tobacco Free" and "Liquor Free". Any violation of this will result in dismissal from the program.
- viii. Use of mobile phones and other electronic gadgets are not permitted in the class rooms, examination, halls, faculty premises, university organized functions/programs/ extracurricular and co-curricular activities.
- ix. The students are forbidden from using motorized vehicles, including powered two wheelers, inside the campus.
- x. Dress Code: Students need to wear formal dress largely covering them like Sarees /Churidhar with dupatta for ladies and Trousers, Pant & Shirt for men.

VII. GENERAL INSTRUCTIONS

7.1. Application

Procedure for registration of application is downloaded from the University website www.annamalaiuniversity.ac.in/adm

PROCEDURE FOR REGISTRATION OF DOWNLOADED APPLICATION

7.2 General Instructions for Applicants

- i. Downloaded Application Number is the Registration Number of the Annamalai University B.Voc. Admissions 2016.
- ii. The Candidates seeking admission should Register and apply only through downloaded by logging on to www.annamalaiuniversity.ac.in/adm

- iii. The guidelines for registration are available on the Annamalai University Website Portal.
- iv. The downloaded application Number should be quoted in all future correspondence.
- v. The filled in downloaded application should be downloaded and sent with all the enclosures either by speed / Registered post or in person to

**THE REGISTRAR
ANNAMALAI UNIVERSITY
ANNAMALAINAGAR
CHIDAMBARAM
CUDDALORE DISTRICT
TAMIL NADU
PIN- 608 002**

and should reach on or before 30.06.2016 - 5.30 p.m.

- vi. Acknowledgement will be sent to the registered e-mail on receipt of the filled in downloaded application by post together with a demand draft for B.Voc for SC/SCA/ST ` 200/- Others ` 400/- which is drawn in favour of **The Registrar, Annamalai University, payable at Chennai.**
- vii. The candidates shall ensure that the completed downloaded application form with all particulars and enclosures reaches the Annamalai University within the date and time specified. Applications received by Speed post/courier or any other means, after the last date & time will not be accepted irrespective of the date of booking.
- viii. The University shall not be responsible for any delay in the receipt or for the loss in transit of application form etc.,
- ix. Request for extension of time for submission of documents called for, after the specified date and time will not be entertained.
- x. Any supporting documents received after the due date or application without required documents/particulars will not be entertained.
- xi. Photocopy/ Fax copy of the application will not be accepted.
- xii. Both upper limbs, vision and hearing should be normal for all candidates (including for candidates applying under orthopaedically physically disabled category).
- xiii. The candidates are directed to enclose the following certificates along with the downloaded application:

Photocopy of

1. 10th Mark Sheet
2. HSC / Equivalent Mark Sheet
3. Transfer Certificate
4. Permanent Community Certificate Card for ST, SC, SCA, MBC & DNC, BC and BCM (permanent card / electronic form / digitally e-Certificate).

5. HSC Hall Ticket
6. Nativity Certificate – if applicable
7. First Graduate Certificate and First Graduate Joint Declaration (only in electronic form / digitally signed e-Certificate) Form – if applicable

All originals are to be produced at the time of admission.

Note : *Candidates appeared for HSC / Equivalent examination in March 2016 must produce Original Mark Sheet and TC at the time of counseling. However, downloaded copy of mark sheet should be enclosed, others to enclose a copy of Mark Sheet and TC.*

- xiv. Candidates are advised to post the completed downloaded application well-in advance before the due date and time. If it is sent by post it is advisable to send by Registered post / Speed post to ensure proper delivery.

7.3 Important Conditions for Applicants

- i. The candidates who have joined a programme and wish to discontinue, should **pay the tuition fee in full up to the year of study.**
- ii. If the candidate discontinues the programme before commencement of classes and the resultant vacancy is filled up, the fees paid by the candidate including the caution deposit will be refunded after deducting a service charge of ` **2,000/-**.
- iii. Fees for each academic year should be paid well before the due date, failing which a fine as prescribed by the University will be charged. The Candidate shall not be permitted to appear for the University Examination without clearing the Fee arrears.
- iv. Fees for the entire program together with arrears, if any, shall be payable by the student before Transfer Certificate is issued. However, the Special Fees for the remaining period of the program shall be waived.
- v. Caution deposit shall be refunded on application after adjustment towards any dues from the student. Application for refund of caution deposit should be submitted within one year of completing the course.
- vi. No certificate will be issued, unless the candidate has cleared all the arrears of fees etc., due to the University.
- vii. With regard to any dispute arising in relation to admission, examinations, remittance of fees, etc., the place of jurisdiction for the purpose of filing a suit or preferring a complaint or taking any legal proceedings against the University, will be Chidambaram Town only.

- viii. Original Certificates submitted at the time of admission will be returned before the end of second semester. In case a candidate requires the original certificates for valid reasons, he/she may apply for the same with valid proof. The candidates are advised to have with them attested copies of mark lists or other certificates that may be required for applying scholarships/bank loan etc.

7.4. General Information

The following procedures should be followed for applying/getting certificates viz. Bonafide/Course completion/Mark lists etc. with the fee prescribed by the University.

- i. **General:** Mark list for each Semester/Year during the period of study will be issued by the University and distributed through the respective departments of study. On completion of the program, Provisional Certificate and Transfer Certificate will also be distributed through the department concerned.
- ii. **Migration Certificate:** This certificate will be issued by the University Office ('K' Section) only on demand to those who have planned to undergo higher studies in any Educational Institution in India.
- iii. **Duplicate Certificate** - Mark List / Degree / Transfer Certificate: A certificate from the police department is required to be produced for the loss of certificates indicating that the certificates were actually lost beyond recovery.
- iv. **Degree Certificate:** Notification will be issued in the leading dailies during the month of September/October every year inviting application forms for obtaining Degree Certificate at the Convocation. Students shall apply for the same in the prescribed form which can be obtained from the University.
- v. **Personal File:** Students are advised to maintain a personal file containing all academic records such as challan for remittance of tuition fee, exam fee, instrument fee, condonation fee etc. till completion of his/her studies.
- vi. **Re-admission:** If any attendance deficiency during the tenure of his/her studies, candidates shall apply for re-admission through the Heads concerned along with the photocopy of his/her previous semester/year mark list(s) as proof for having appeared for the University Examinations.
- vii. **Change of Name/Date of Birth:** Candidate who wishes to change of Name, date of Birth, of his/her name should be made only during the period of study by producing a copy of "Gazette Notification" from the respective Government NO such change shall be entertained after completion for his/her studies in the University.

viii. **How to get Certificate:**

- a) Students may apply for any certificates in this University viz., Bonafide, Course Completion, Duplicate mark list, Degree Certificate and Transfer Certificate etc, either during the tenure of his/her studies on completion of the program and may obtain the same from the office or by post within a fortnight period from the date of filing application in the office. He/she should possess compulsorily. **1)** a copy of letter where he/she has applied for **2)** a copy of remittance challan and **3)** any other documents, whenever any lapse of the original submitted to University (or) loss in transaction.
- b) If candidates do not receive the certificate/s within the stipulated period, then he/she can immediately seek the assistance of the Section Head/Deputy Registrar of the 'K' Section with relevant copy of records that has been already submitted for claiming the certificates, so as to enable them to get the certificate from the office (or) necessary guidance will be provided for the same.
- c) Students admitted to various programs of the University, should get back his/her original certificates produced at the time of admission within three months either on completion of program (or) discontinuing the same in the middle of the program. The University is not responsible for any lapse or damage of the certificates, beyond this period.

REGISTRAR (i/c)
ANNAMALAI UNIVERSITY