



(Accredited with 'A' Grade by NAAC)

FACULTY OF ENGINEERING & TECHNOLOGY

**M.E. / M.Tech. / M.Pharm.
Degree Programmes**

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 Now, the Annamalai University Act, 1928 has been repealed and replaced by the Annamalai University Act 2013 (Tamil Nadu Act 20 of 2013).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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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
- 65% of the eligible students are recruited on an average since 2004.
- 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 programmes are offered by Faculty of Engineering & Technology, Annamalai University.

Post Graduate Programmes Offered

a) M.E /M.Tech Degree Programmes

The following P.G. Programmes are offered during the year **2016-17**.

- 1) M.E. Environmental Engineering (Full-Time) and (Part-Time)
- 2) M.E. Water Resources Engineering and Management (Full-Time) and (Part-Time)
- 3) M.E. Structural Engineering (Full-Time) and (Part-Time)
- 4) M.E. Construction Engineering and Management (Full-Time)
- 5) M.E. Thermal Power Engineering (Full-Time)
- 6) M.E. Energy Engineering and Management (Full-Time)
- 7) M.E. Manufacturing Engineering (Full-Time)
- 8) M.E. Nano Materials and Surface Engineering (Full-Time)
- 9) M.E. Power System Engineering (Full-Time)
- 10) M.E. Smart Energy Systems (Full-Time)
- 11) M.E. Embedded Systems (Full-Time)
- 12) M.E. Communications Systems (Full-Time)
- 13) M.E. Process Control and Instrumentation (Full-Time)
- 14) M.E. Rehabilitative Instrumentation (Full-Time)
- 15) M.E. Microelectronics & MEMS (Full-Time)
- 16) M.E. Chemical Engineering (Full-Time) and (Part-Time)
- 17) M.E. Computer Science and Engineering (Full-Time) and (Part-Time)
- 18) M.Tech. Industrial Biotechnology (Full-Time)
- 19) M.Tech. Food Processing Technology (Full-Time)
- 20) M.Tech. Industrial Safety Engineering (Full-Time) and (Part-Time)
- 21) M.E. Welding Technology

b) MASTER OF PHARMACY PROGRAMMES

- 1) Master of Pharmacy (Industrial Pharmacy)
- 2) Master of Pharmacy (Quality Assurance)
- 3) Master of Pharmacy (Pharmacology)

Duration of the Programme

The duration of all the courses offered is two academic years comprising of Four semesters for Full-Time and Three academic years comprising of Six semesters for Part-Time (M.E. / M.Tech. / M.Pharm.).

II. Fee & Scholarship

2.1 Tuition Fee

The details of Tuition Fee to be paid by the candidate are as follows

S. No.	Name of the Programme	I Installment (To be paid at the time of admission) (Rs)	II Installment (Rs)	Total Fee per annum (Rs)
1.	M.E./M.Tech. All Branches (Except M.E. Power System, Process Control and Instrumentation, Computer Science, Rehabilitative Instrumentation, Smart Energy Systems, Embedded Systems, Communication Systems, Microelectronics & MEMS) (Full-Time)	29,350/-	25,700/-	55,050/-
2.	M.E. Power System, Process Control and Instrumentation, Computer Science, Rehabilitative Instrumentation, Smart Energy Systems, Embedded Systems, Communication Systems, Microelectronics & MEMS (Full-Time)	33,350/-	29,700/-	63,050/-
3.	M.E. Computer Science	33,850/-	27,700/-	61,550/-
4.	M.E. / M.Tech. (All Other Programmes) (Part-Time)	30,010/-	24,175/-	54,185/-
5.	M.Pharm. (All Branches)	52,850/-	49,200/-	1,02,050/-

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 available. Candidates are advised to stay in the Hostel. The room rent and establishment charges are as given below:

Name of the Programme	Hostel Name	Caution Deposit (₹)	Annual Hostel & Mess Charges (₹)	Total Fee per annum (₹)
M.E. / M.Tech.	Travancore Hostel (for Men)	5,000/-	40,000/-	45,000/-
M.Pharm.	E.T.G.J. Hostel (for Ladies)			

* 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

The students of Annamalai University can avail the Government Scholarships subject to eligibility.

Scholarships Sanctioned By the Government of Tamil Nadu

- 1) **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).
- 2) **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].
- 3) **SC/ST Communities** 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.**
- 4) **Other State Scholarship:**
 - i. Other State Scholarships for SC/ST/BC/OBC/EBC students.
 - ii. Puducherry State Scholarships only for Puducherry SC/ST Students.
 - iii. "ISHAN UDAY" Scholarship for Northern Eastern Region Students.
- 5) **Minority Scholarship:** Minority Scholarship award on the basis of merit cum means for minority community students.
- 6) **Higher Education Special Scholarship:** In addition to the Post Metric Scholarship, Higher Education Special Scholarship is awarded to the hostel students belonging to SC/ST and Converted Christian community and the number of scholarship is limited by the Government. The Annual income from all sources should not **exceed ₹ 2,00,000/- per annum.**
- 7) **BC/MBC/DNC Scholarship:** The Scholarship will be awarded to the Students belonging to **BC/MBC/DNC** communities whose Parent's/ Guardian's income from all sources should not **exceed ₹ 2,00,000/- per annum.**
- 8) **Fee Concession to Blind Students:** Under rule 92 (TNER), Full Tuition fees concession is granted to blind Students belonging to all communities whose parents/Guardians annual Income should not exceeds **₹ 24,000/-.**

Note: For all Scholarship, Income Certificate taken after April 2016 should be produced.

Fellowship / Scholarship sanctioned by various Funding Agencies

1. UGC Scheme for award of Post Graduate Scholarship for professional courses for SC/ST candidates.
2. Post Graduate Indira Gandhi Scholarship for single girl Child: This is only for the Candidate who happens to be single Girl child of the family (having no brother or sister) and who has taken admission in regular full time Master Degree course in recognised University or a Post Graduate College in conventional basic subject.

Note: This advertisement of the above Research Schemes will be published in all leading news papers and also the Guidelines available on the respective Website of the funding agencies.

2.4 Stipend

Candidates who have passed the GATE examination will be eligible to get a stipend from AICTE. The continuation is depending on the performance in M.E./M.Tech./M.Pharm. Examination.

III. Eligibility Criteria

3.1 Eligibility For M.E./ M.Tech. Degree Programmes (Full Time & Part-Time)

Candidates, who have passed the Bachelors Degree Programme of this University or any other University recognised as equivalent thereto by this University, are eligible for admission to the Masters Programmes.

i) M.E. Environmental Engineering

B.E./B.Tech. Civil Engg. / Civil and Structural Engg. / Environmental Engg. / Mechanical Engg. / Industrial Engg. / Chemical Engg. / Biochemical Engg. / Biotechnology / Industrial Biotechnology / Chemical and Environmental Engineering (offered by Tamil Nadu Agricultural University, Coimbatore) / M.Sc. Applied Chemistry / Environmental Chemistry / Biotechnology / Environmental Science Graduates.

ii) M.E. Water Resources Engineering and Management

B.E./B.Tech. Civil Engg. / Civil and Structural Engg. / Environmental Engg. / Agricultural and Irrigation Engineering / Geo Informatics / Mechanical Engg. / B.Tech. Energy and Environmental Engineering Graduates.

iii) M.E. Structural Engineering

B.E. Civil Engg. / Civil and Structural Engineering Graduates.

iv) M.E. Construction Engineering and Management

B.E. Civil Engg. / Civil and Structural Engineering Graduates.

v) M.E. Thermal Power Engineering

B.E./B.Tech. Mechanical/ Manufacturing/ Production Engineering Graduates.

vi) M.E. Energy Engineering and Management

B.E./B.Tech. Mechanical / Manufacturing / Production / Chemical Engineering Graduates.

vii) M.E. Manufacturing Engineering

B.E Manufacturing / Production / Industrial / Metallurgical / Mechanical Engineering Graduates.

viii) M.E. Welding Technology

B.E./B.Tech.(Mechanical / Production / Manufacturing / Metallurgy / Automobile / Aeronautical / Marine Materials Science Engineering.

ix) M.E. Nano Materials and Surface Engineering

B.E./B.Tech. Mechanical / Manufacturing / Production / Metallurgical / Material Science / Automobile / Chemical Engineering Graduates.

x) M.E. Power System Engineering

B.E. Electrical and Electronics Engineering Graduates.

xi) M.E. Smart Energy Systems

B.E. Electrical and Electronics / Electrical and Instrumentation Engineering Graduates.

xii) M.E. Embedded Systems

B.E. Electronics and Instrumentation / Electrical and Electronics / Instrumentation and Control / Electronics and Communication / Information Technology / Computer Science Engineering Graduates.

xiii) M.E. Communications Systems

B.E. / B.Tech / AMIE Electronics & Communication Engineering/ Electrical and Electronics / Electronics and Communication / Instrumentation and Control Engineering Graduates.

xiv) M.E. Process Control and Instrumentation

B.E. Electronics and Instrumentation / Electrical and Electronics / Electronics and Communication / Instrumentation and Control Engineering Graduates.

xv) M.E. Rehabilitative Instrumentation

B.E. Electronics and Instrumentation / Electrical and Electronics / Electronics and Communication / Biomedical Engineering / Mechatronics / Instrumentation and Control Engineering Graduates.

xvi) M.E. Microelectronics & MEMS

B.E. Electronics and Instrumentation / Electrical and Electronics / Electronics and Communication / Instrumentation and Control Engineering / Mechatronics Graduates.

xvii) M.E. Chemical Engineering

B.E. Chemical Engineering Graduates.

xviii) M.E. Computer Science and Engineering

B.E./B.Tech. Computer Science and Engineering / Electrical and Electronics / Electronics and Instrumentation / Electronics and Communication/ Information Technology / Instrumentation and Control Engineering Graduates.

xix) M.Tech. Industrial Biotechnology

B.E. Chemical / Biotechnology / Biochemical / Leather Technology / B.Pharm or M.Sc. (Biotechnology / Biochemistry / Microbiology / Industrial Chemistry / Chemistry / Zoology / Biology / Genetics) Graduates.

xx) M.Tech. Food Processing Technology

B.E. Chemical / Biotechnology / Biochemical / Agricultural Engg. / B.Sc.(Agri.) / B.Pharm or M.Sc. (Biotechnology / Biochemistry / Microbiology / Botany / Nutrition / Biology / Genetics) Graduates.

xxi) M.Tech. Industrial Safety Engineering

B.E. / B.Tech. in all branches of Engineering.

3.2 Eligibility for M.Pharmacy Courses

Candidates who have passed Bachelor of Pharmacy Degree Programme with not less than 50% of marks, of this University or any other University recognised as equivalent thereto by this University, are eligible for admission to the Master of Pharmacy Programmes. **For SC/SCA/ST candidates, the eligibility is a pass in the B.Pharm. Degree Programme.**

IV. Allocation of Seats

Reservation of Seats

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

Among the above reservations, 3% seats have been included for differently abled persons as per norms laid down by the Government of Tamil Nadu.

V. Mode of Selection

Entrance Examination

An entrance examination followed by an interview will be conducted for all the eligible candidates on **17-07-2016 at Annamalaiagar only**.

FOR PART-TIME PROGRAMMES

NOTE:

- The Part-Time Programmes will be conducted only when sufficient numbers of applications are received.
- The admission is restricted to those working or residing within a radius of 90 km from Annamalai University Campus. The application should be sent through their employers.

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 may 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 programme.
- viii. Use of mobile phones and other electronic gadgets are not permitted in the class rooms, examination halls, faculty premises, university organized functions / programmes / 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 Online from the University website www.annamalaiuniversity.ac.in/adm

PROCEDURE FOR REGISTRATION OF ONLINE APPLICATION

7.2 General Instructions for Applicants

- i. Online Application Number is the Registration Number of the Annamalai University M.E./M.TECH./M.PHARM. Admissions 2016.
- ii. The Candidates seeking admission should Register and apply only through Online by logging on to www.annamalaiuniversity.ac.in/adm
- iii. The guidelines for registration are available on the Annamalai University Website Portal.
- iv. The Online application Number should be quoted in all future correspondence.
- v. The filled in Online 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 online application by post together with a demand draft for M.E./M/TECH. for SC/SCA/ST ₹ 500/- Others ₹ 1000/- and M.PHARM for ₹ 1000/- which is drawn in favour of **The Registrar, Annamalai University, payable at Chennai.**
- vii. The candidates shall ensure that the completed online 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 Online application:
Photocopy of
 1. B.E./B.TECH./B.PHARM / Equivalent Mark Sheet
 2. Transfer Certificate
 3. Permanent Community Certificate Card for ST, SC, SCA, MBC & DNC, BC and BCM (permanent card / electronic form / digitally e-Certificate).
 4. Nativity Certificate – if applicable
- xiv. Candidates are advised to post the completed online 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.

7.2 General Instructions for Applicants

- i. The tuition fee and the caution deposit will be refunded after deducting the service charge of ₹ 1,000/-, if the candidate discontinues the programme before commencement of classes **provided the resultant vacancy is filled up.**
- ii. However, in case a candidate discontinues the programme on or after the date of commencement of classes and **the resultant vacancy is filled up, caution deposit and 75% of tuition fee will be refunded.**
- iii. The candidates who have joined a programme and wish to discontinue, should **pay the tuition fee in full up to the year of study.**
- iv. Tuition fee 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 Tuition fee arrears.
- v. Tuition fee for the entire programme together with arrears, if any, shall be payable by the student before Transfer Certificate is issued
- vi. Special fee for the remaining period of programme shall be waived.
- vii. No certificate will be issued, unless the candidate has cleared all the arrears of fees etc., due to the University.
- viii. 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.
- ix. 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.

- x. 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.

7.3 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 department 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 for calling of application forms for getting 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, 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 applied 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 or completion of the program should get 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, **3)** and any other documents etc., whenever any lapse of the original submitted to University (or) loss in transaction.

- b. If he/she does 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 on 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.

7.4 Important points and procedure for filling up application

- i. Application Number is the Registration Number for M.E./M.Tech./M.Pharm. Admissions 2016.
- ii. All the enclosures in the application should bear the Registration Number at the top right hand corner.
- iii. The Registration Number should be quoted in all future correspondence.
- iv. Online application with incomplete or insufficient particulars or without enclosures or those received after the last date mentioned will be summarily rejected without intimation to the candidate.
- v. Filled in online application without the signature of the candidate will be rejected..
- vi. No document enclosed with the application will be returned. Candidates are required to **enclose only self attested photocopies** of the following certificates along with the application.
 - 1) Mark list/Grade Certificates of the qualifying examination
 - 2) Provisional/Degree Certificate of the qualifying examination
 - 3) Passport size photograph should be affixed in the application at the appropriate space
 - 4) Community Certificate for BC/BCM/MBC/DNC/SC/SCA/ST
 - 5) Proof of Date of Birth
 - 6) Transfer and Conduct/Migration Certificate
 - 7) Certificate of extracurricular activities

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

Application filled for one programme cannot be transferred to another programme.

Note:

- Candidates belonging to Scheduled Tribe should produce Community Certificate obtained from a competent authority not below the rank of a Revenue Divisional Officer. A self attested photocopy or certified copy of the permanent community certificate card should be produced.
- Producing a false community, nativity or any other certificate, if detected later at any point of time during the course of study, will result in expulsion of the candidate and also criminal proceedings will be initiated against the candidate as well as the parents as per law.
- As number of fake community certificates are being encountered off late and in order to curb such practices, the authentication of the above certificate has to be verified and confirmed by the concerned authority, before the individual completes I year of the course. **The concerned candidate and parents should take necessary steps to that effect. Unless proof of authenticity of community certificate is received, the candidate will not be allowed to continue the II Year.**
- Community Certificate obtained from other states will not be considered and such candidate will be treated as to the **Open Category**.

REGISTRAR (i/c)

ANNAMALAI UNIVERSITY