

**Annamalai**  **University**

(Accredited with 'A' Grade by NAAC)

CELEBRATING 90<sup>th</sup> YEAR OF ACADEMIC EXCELLENCE

**FACULTY OF ENGINEERING & TECHNOLOGY**

**B.E. (Part-Time) / B.Pharm. (Lateral Entry) /**

**D. Pharm Programmes**

**PROSPECTUS: 2020 – 2021**

(Information & Instructions to Candidates)

University website: [www.annamalaiuniversity.ac.in](http://www.annamalaiuniversity.ac.in)

# Annamalai University

In the early 1920s Rajah Sir S. R. M. Annamalai Chettiar founded Sri Minakshi College, Sri Minakshi Tamil College and Sri Minakshi Sanskrit College at Chidambaram. In 1928, Rajah Sir S.R.M. Annamalai Chettiar agreed with the local Government to handover the above said institution for establishing a University. Thus, on 01.01.1929 Annamalai University was established as per Annamalai University Act 1928 (Tamil Nadu Act 1 of 1929).

“**The NIRF-2020**” by the Ministry of Human Resource Development (MHRD) has ranked the University in the band 101 - 150 in the University Category. In the Pharmacy Category the ranking is 12th in India. In the Medical Category the ranking is 35th.

“**The Times Higher Education World University Ranking - 2020**” has ranked Annamalai University in 1000+ for Overall category. In the Subject category Ranking, 2020, the University is ranked in the band of 501-600 for Life Sciences and 600+ for Pre-clinical, clinical & Health Subjects. 800+ in the Physical Sciences and Engineering subject.

“**The QS World University Ranking - 2020**” has ranked Annamalai University in the band of 291 - 300 in Asia Ranking and 39 in India Ranking.

“**The CWTS Leiden Ranking 2019** has ranked the University at 23rd based on the number of publications and 7th based on the proportion of publications.

The **SCImago Institutional Ranking**” (2019) has ranked 9th in Tamil Nadu and 29th among the top 212 ranked institutions for Higher Education in India. **International Comparative Performance of India's Research Base** (2009-14) has rated the University as the top Indian Institute in Pharmacology, 17th among the top 30 Indian Universities in Publications. The **Global Exposure, Indian Science Ascending**, has ranked the University as 11th among the top 20 Indian Institutions in International Collaborations.

Annamalai University is one of the largest unitary, teaching, and residential Universities in Southern Asia comprising of 10 Faculties and 49 departments of study. This University has played a pivotal role in providing access to higher education to thousands of youth cutting across the social spectrum, especially from economically and socially disadvantaged classes. In this respect, this University's service to the nation is tremendous.

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 ten departments namely Civil Engineering, Civil and Structural Engineering, Mechanical Engineering, Manufacturing Engineering, Electrical and Electronics Engineering, Electronics and Instrumentation Engineering, Chemical Engineering, Computer Science and Engineering, Electronics and Communication 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.

### 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.

### Programmes Offered

The following programmes are offered by Faculty of Engineering & Technology, Annamalai University.

#### a) B.E. Degree Programmes (Part-Time)

- i) Electronics and Instrumentation Engineering
- ii) Electronics and Communication Engineering
- iii) Chemical Engineering
- iv) Computer Science and Engineering

#### Duration of the Programme

The duration of all the above programmes offered comprise of seven semesters.

**Note: B.E. Degree Programme (Part-Time) will be run based on the number of aspirants.**

#### B) BACHELOR OF PHARMACY (B.PHARM.) DEGREE PROGRAMME (LATERAL ENTRY)

##### Duration of the Programme

The duration of the above course offered is **three years comprising of six semesters.**

**NOTE:** STUDENTS WITH D.PHARM QUALIFICATION WILL BE ADMITTED DIRECTLY TO SECOND YEAR B.PHARM (LATERAL ENTRY) PROGRAMME.

#### C) DIPLOMA IN PHARMACY (D.PHARM.) PROGRAMME

##### Duration of the Programme

The duration of the above course offered is **two years.**

## II. FEE STRUCTURE

### 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.	B.E. Part-Time - (All Branches)	28,525/-	17,775/-	<b>46,300/-</b>
2.	B.Pharm. (Lateral Entry)	20,680/-	15,700/-	<b>36,380/-</b>
3.	D.Pharm. <b>(Yearly fee only)</b>			<b>16,380/-</b>

**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.	Name of the Programme	Hostel Name	Caution Deposit (Rs.)	Annual Hostel & Mess Charges (Rs.)	Total (Rs.)
1.	B.Pharm. (Lateral Entry) / D.Pharm.	Travancore Hostel (Men)	5,000/-	45,000/-	50,000/-
		E.T.G.J Hostel (Women)			
2.	SC/SCA/ST Students	(any hostel)	5000/-	19000/- #	24,000/-

# This fee has to be paid by the students at the time of joining the hostel and would exclusively cover Admission Fees, Establishment, Room rent, Electrical and Misc. Charges only – Except Mess charges (Lumpsum Mess charges of Rs. 22000/- will be adjusted from their Scholarship amount)

## 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.E. (PT) / B.Pharm (Lateral Entry) D.Pharm Programmes subject to the production of proof of such registration.

### 3.1 Qualifying Examinations and Eligibility

#### Diploma Programmes Eligible for the B.E. (Part-Time) Programmes offered in FEAT (from 2020-2021)

Sl.No.	Branches of Study	Eligible: A Pass in Diploma Programme (FT / PT / SW)
1.	Civil and Structural Engineering.	<ol style="list-style-type: none"> <li>i. Civil Engineering</li> <li>ii. Civil Engineering(Architecture)</li> <li>iii. Environmental Engineering and Pollution Control (Full-Time)</li> <li>iv. Architectural Assistantship</li> <li>v. Civil Engineering (Rural Tech.)</li> <li>vi. Civil and Rural Engineering</li> </ol>

Sl.No.	Branches of Study	Eligible: A Pass in Diploma Programme (FT / PT / SW)
2.	Mechanical Engineering	i. Mechanical Engineering ii. Mechanical and Rural Engineering iii. Mechanical Design and Drafting iv. Production Engineering v. Production Technology vi. Automobile Engineering vii. Automobile Technology viii. Metallurgy ix. Mechatronics Engineering x. Machine Tool Maintenance and Repairs xi. Tool and Die making xii. Tool Engineering xiii. Tool Design xiv. Foundry Technology xv. Refrigeration and Air Conditioning xvi. Agricultural Engineering xvii. Agricultural Technology xviii. Marine Engineering xix. Mechanical Engineering(Production) xx. Mechanical Engineering(Tool &Die) xxi. Mechanical Engineering (Foundry) xxii. Mechanical Engineering(R & A.C.) xxiii. Electronics(Robotics) xxiv. Mining Engineering xxv. Agricultural Engineering and Farm xxvi. Equipment Technology
3.	Electronics and Communication Engineering	i. Electronics and Communication Engineering ii. Computer Technology iii. Computer Science and Engineering iv. Information Technology v. Computer Engineering vi. Computer Networking vii. Electronics(Robotics) viii. Mechatronics Engineering
4.	Electronics and Instrumentation Engineering	i. Instrumentation and Control ii. Electronics and Instrumentation iii. Electrical and Electronics iv. Electronics (Robotics) v. Computer Science and Engineering vi. Information Technology vii. Mechatronics Engineering viii. Electronics and Communication Engineering

Sl.No.	Branches of Study	Eligible: A Pass in Diploma Programme (FT / PT / SW)
5.	Chemical Engineering	i. Petrochemical Engineering ii. Chemical Engineering iii. Environmental Engineering and Pollution Control iv. Leather Technology (Footwear) v. Leather Technology vi. Plastic Technology vii. Polymer Technology viii. Sugar Technology ix. Textile Technology x. Chemical Technology xi. Ceramic Technology xii. Petro Chemical Technology xiii. Pulp & Paper Technology xiv. Petroleum Engineering
6.	Computer Science and Engineering	i. Electronics and Communication Engineering ii. Computer Technology iii. Computer Science and Engineering iv. Information Technology v. Computer Engineering vi. Computer Networking vii. Electronics(Robotics) viii. Mechatronics Engineering

**FT - Full Time; PT - Part Time; SW - Sandwich**

- a) Minimum Experience as on 01-07-2020: 2 years after passing Diploma Course Examination.
- b) The admission is restricted to those working or residing within a radius of 90 km from Annamalainagar. The application should be sent through their employers.

**However the advance copy with all documents complete in all respects should be received before the last date. The application through proper channel is to be received before entrance test.**

### **3.1.2 BACHELOR OF PHARMACY (B.PHARM.) PROGRAMME (LATERAL ENTRY)**

Candidates who have obtained Diploma in Pharmacy with an aggregate of not less than 50% marks in the first and second year D.Pharm examinations from this University or any other University or Board recognized as equivalent thereto by this University.



### 3.1.3 DIPLOMA IN PHARMACY (D.PHARM.) PROGRAMME

- i) A pass in Higher Secondary Examination or an equivalent examination with Physics and Chemistry, along with  
Biology (or) Botany & Zoology (or) Mathematics.
- ii) A pass in B.Sc. Degree with Physics, Chemistry, and Biology/Mathematics subjects either at the Higher Secondary level or at the graduate level.

### 3.2 Age Limit for B.Pharm (Lateral Entry) and D.Pharm Programmes

Candidates should have completed **17 years of age as on 31-12-2020**.

## 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 rules and regulations of the Government of Tamil Nadu.

## V. MODE OF SELECTION

### a) B.E. Programmes(Part-Time)

The selection of the candidates will be based on the Entrance Examination and Interview. The syllabus for the Entrance Examination will be at the Diploma Level. Entrance Examination will be intimated by post.

### B) BACHELOR OF PHARMACY (B.PHARM.) PROGRAMME (LATERAL ENTRY)

Selection of candidates will be made on the basis of the performance of the candidates in the qualifying examination only.

### C) DIPLOMA IN PHARMACY (D.PHARM.) PROGRAMME

The selection will be based on the marks obtained in the qualifying examination only. Rank list will be prepared based on the percentage of total marks obtained by the candidate in Higher Secondary course conducted by the Tamil Nadu State Board / any other equivalent Board.

## VI. COUNSELLING PROCEDURE (D.Pharm. only)

### Special Reservation for Differently abled Candidates:

- i. 5% of the total number of seats available is reserved for the Orthopaedically Physically Disabled candidates as per norms laid down by the Government.
- ii. **Admission to Special Reservation Categories**  
Candidates who are applying for the special reservation categories of seats should satisfy the rules stipulated for admission. Allocation of these Special Reservation seats will be followed as per horizontal reservation.  
If vacancy arises it will be reverted to the general counselling in the respective communities.
- iii. In the **first** instance in the reservation of seats, candidate with disability of lower limbs between **50% to 70%** shall be considered and in case candidates are not available in that category then candidates with disability of lower limbs between **40% to 50%** may be considered. The other conditions for admission into Para Medical Programme will be applicable as in the case of general category.

- iv. The candidates are required to produce a certificate from the District Medical Board of the area concerned constituted for the purpose of assessing the nature and the extent of disability **in the format prescribed in the Annexures-I (a) & I (b). Certificate in any other format will be summarily rejected. (Format available in Para Medical Prospectus page No. 26 & 27)**
- v. **The certificate must have been obtained within three months prior to submitting the application for seeking admission under this category. If the certificate has been obtained earlier, the application will be rejected.**
- vi. The Medical Certificate issued by District Medical Board of the area concerned for this purpose is subject to the confirmation by the Expert Committee constituted by the University at the time of Counselling.
- vii. The Candidate seeking admission under this category should produce a **full sized photograph** exhibiting the deformity.
- viii. Candidates with any other disability other than the locomotory disability of the lower limb will not be considered for admission into D.Pharm. Programme under this special category. Such applications will be summarily rejected without any intimation to the candidate. **Both upper limbs, Vision, Hearing should be normal.**  
**The decision of the University in this regard will be final.**
- ix. Counselling will be held at the Administrative Office, Annamalai University, Annamalainagar, Chidambaram.
- x. Counselling Schedule will be available on the website. Candidates will be called for counselling in the order of their merit.
- xi. Counselling for the special category will be held before the general counseling.
- xii. **Counselling Fee:** Candidates have to pay a Counselling fee of ` 500/- ( ` 250/- for SC/SCA/ST Candidates) by cash or DD in favour of **“The Registrar, Annamalai University”** payable at Chennai at the time of counselling. The counselling fee is not refundable.
- xiii. Candidates who fail to attend the counselling at the specified date and time in a particular phase of counselling will forfeit their right to admission on that phase.
- xiv. Eligible candidates who have applied may appear for counselling according to their merit list, one hour before the counselling session along with their original certificates for verification, irrespective of receipt of individual communication.
- xv. The date, time and venue for counselling will be intimated to the candidates, through leading dailies and Annamalai University website. No change of date/time of counselling is permissible. University authorities are not responsible for any postal delay; or non-receipt of intimation for counselling. Candidates who do not attend counselling will forego the claim for admission.

- xvi. If a candidate could not attend the counselling on the specified date and time, he/she can attend on a subsequent time/date, during the counselling period. But the candidate will be offered a seat only if it is available, at the time in the respective category. **However such candidates cannot claim a seat as per original seniority in the merit list.**
- xvii. After allotment of all seats in various categories the applicants, who have paid the requisite counselling fee but did not get admission will be placed in the waiting list in the order of their merit and in case vacancies arise at a later stage, due to non-joining of selected candidates or for any other reasons they will be admitted in the order of merit by following the rule of reservation.

### **VII. CODE OF CONDUCT**

- i. The following code of conduct shall be observed by the students who are admitted.
- ii. The students should conduct themselves in an exemplary manner so as to be model for other students.
- iii. All students will have to strictly adhere to the rules and regulations of the University.
- iv. **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.
- v. **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.**
- vi. The students should be present during all working days and sincerely apply themselves to studies.
- vii. 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.
- viii. The campus is "Tobacco Free" and "Liquor Free". Any violation of this will result in dismissal from the program.
- ix. 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.
- x. The students are forbidden from using motorized vehicles, including powered two wheelers, inside the campus.
- xi. **Dress Code:** Students need to wear formal dress largely covering them like Sarees/ Churidhar with dupatta for ladies and Trousers, Pant & Shirt for men.

## VIII. GENERAL INSTRUCTIONS

### 8.1. Application

Procedure for registration of application is Online from the University website [www.annamalaiuniversity.ac.in/adm](http://www.annamalaiuniversity.ac.in/adm)

### PROCEDURE FOR REGISTRATION OF ONLINE APPLICATION

### 8.2 General Instructions for Applicants

- i. Online Application Number is the Registration Number of the Annamalai University B.E. (Part-Time) / B.Pharm. (Lateral Entry)/D. Pharm Admissions 2020.
- ii. The Candidates seeking admission should Register and apply only through Online by logging on to [www.annamalaiuniversity.ac.in/adm](http://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 enclosure with Online Payment Details / Demand Draft, 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 D.Pharm., B.E.(Part-Time) /  
B.Pharm. (Lateral Entry) 17.08.2020 - 5.30 p.m.**

- vi. Demand draft for **D.Pharm.** ` 400/- for SC/SCA/ST and ` 400/- for Others, **B.E.(Part-Time)/ B.Pharm.(Lateral Entry)** ` 600/- for SC/SCA/ST and ` 600/- for Others, which is drawn in favour of **The Registrar, Annamalai University, payable at Annamalainagar / 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. 10th Mark Sheet
2. +1, +2 (HSC) / Diploma Equivalent Mark Sheet
4. Transfer Certificate
5. Permanent Community Certificate Card for ST, SC, SCA, MBC & DNC, BC and BCM (permanent card / electronic form / digitally e-Certificate).
6. HSC Hall Ticket
7. Nativity Certificate – if applicable
8. First Graduate Certificate and First Graduate Joint Declaration (only in electronic form / digitally signed e-Certificate) Form – if applicable

**Note :** Candidates appeared for HSC / Equivalent examination in March 2020 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 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.

### 8.3 Important Conditions for Applicants

- i. If a student chooses to withdraw from the programme of study in which he/she is enrolled, the university concerned shall follow the following five-tier system for the refund of fees\* remitted by the student.

Sl. No.	Percentage of Refund of Fee*	Point of time when notice of withdrawal of admission is received
1.	100%	15 days or more before the commencement of classes.
2.	90%	Less than 15 days before the commencement of classes.
3	80%	15 days or less, after the commencement of classes.
4	50%	30 days or less, but more than 15 days after the commencement of classes.
5.	00%	More than 30 days after commencement of classes.

- ii. 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.
- iii. Tuition fee for the entire programme together with arrears, if any, shall be payable by the student before Transfer Certificate is issued.

- iv. Special fee for the remaining period of programme shall be waived.
- v. No certificate will be issued, unless the candidate has cleared all the arrears of fees etc., due to the University.
- vi. 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.
- 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.

#### 8.4. 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 programme, 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., Duplicate mark list, Degree Certificate, Transfer Certificate etc, either during the tenure of his/her studies on completion of the programme 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 programmes of the University, should get back his/her original certificates produced at the time of admission within three months either on completion of programme (or) discontinuing the same in the middle of the programme. The University is not responsible for any lapse or damage of the certificates, beyond this period.

**REGISTRAR (i/c)**  
ANNAMALAI UNIVERSITY