



B.Voc. Degree Programmes
2014-2015

INFORMATION AND INSTRUCTION TO CANDIDATES

University website: www.annamalaiuniversity.ac.in

This brochure of information and instruction to candidates is published for enlightening those who intend to apply for admission to B.Voc Degree Programmes of the Annamalai University during 2014-2015.

The contents covered are subject to change from time to time and the University may make such changes without notice.

The University will provide additional information in response to enquiries from individuals and institutions.

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AT A GLANCE

Admission to B.Voc Degree Programmes for the Academic Year 2014-2015

IMPORTANT DATES

Issue of Application Commences From : **18.07.2014**
Last Date for Issue of Application Form : **13.08.2014**

- Application Form along with Information and Instruction to the Candidates will be available at the University Cash Counter at Annamalainagar, Chidambaram
- Cost of Application Form : For SC/SCA /ST ₹ 200/- Others ₹ 400/-
- Application can also be obtained by sending Demand Draft for ₹ 250/- (including ₹ 50/- towards postage) for SC/SCA/ ST and ₹ 450/- for others (including ₹ 50/- towards postage) drawn in favour of **“The Registrar, Annamalai University”**, obtained from any Bank payable at **Chennai**.

Last Date for Receipt of the Filled in Application

14.08.2014

For details, please refer our University website

www.annamalaiuniversity.ac.in

ABOUT THE 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 Now, the Annamalai University Act, 1928 has been repealed and replaced by the Annamalai University Act 2013 (Tamil Nadu Act 20 of 2013).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.

The University is located at Annamalainagar, adjacent to Chidambaram town, the abode of Lord Nataraja, the Cosmic Dancer. The sprawling and scenic campus, spread over an extensive area of about 800 acres has the Faculties of Arts, Science, Indian Languages, Engineering and Technology, Education, Fine Arts, Agriculture, Medicine, Dentistry and Marine Sciences.

This University has, since its inception, aimed at imparting education in all fields of knowledge to thousands of students from across the country and abroad. Located in a rural setting in coastal district of Cuddalore in Tamil Nadu, the University has played a pivotal role in providing access to higher education to thousands of youth from economically and socially disadvantaged classes. In this respect, this University's service to the nation is tremendous.

In past 85 years, the University has grown into a premier institution of higher learning and research. This is evident from the reports of Ministry of Science and Technology ("Measures of Performance of Universities in India: An analysis of the Publication Output in Science and Technology" published by CSIR – National Institute of Science Technology and Development Studies, New Delhi – 2011, p.102) that ranks Annamalai University in the ninth position within the top ten Universities, among 600 and odd Universities in India, regarding the overall science publication output. In respect of Environmental Science, the University is ranked second, in Energy fourth, in Engineering Sciences fifth and in Biological Sciences eighth.

The Scimago (Scopus) survey for ranking Universities, Educational Institutions and sponsoring agencies across the world has rated Annamalai University to be 22nd in India, next to DRDO (Defense Research and Development Organisation) and to be 7th among Indian Universities (Scimago Institutions Ranking Scimago Research Group, 2012. Data source: Scopus. <http://www.scimagoir.com>). The popular journal in India *careers 360* has ranked Annamalai University to be second among four star rated universities of Tamilnadu. This survey has only 10 Universities in India ranked above Annamalai University (India's Outstanding Universities, Careers 360 March, 2014. www.carreers360.com, p.16-19).

All the ten faculties enjoy reputation across the globe for their distinguished record of effective teaching at the higher level, continuing research and development of human resources. Numerous infrastructures have been created to cope up with the voluminous increase in enrolment of students in various on-campus programmes. New laboratory facilities in terms of space and equipment have been provided to cater to the needs of the learners and researchers. Video conferencing, Edusat, campuswide network with 1750 access points, high tech class rooms are some of the facilities added.

An Internal Quality Assurance Cell is in vogue to monitor the quality of academic results. The departments of study conduct national and international seminars, symposia, workshops and conferences to expose teachers and students of the University to world class teaching and research. Students Progression Cell has been created to coach students for taking Indian Civil Services Examinations. In keeping with the national policy of public health, the concept of 'No Smoking Zone' has been put into practice. A Student Welfare Cell, for on-campus students, has been set up to promote personality development.

With a view of preparing the students for a bright career and to impart right attitudes and specific skills, the placement cells are functioning in three different locations, one to cater the needs of the students of Faculty of Engineering & Technology, the second to cater the needs of the students of Faculty of Agriculture and the third, in the Department of Business Administration, for the students of Arts, Science, Education and Fine Arts. These cells advise students with regard to the choice of careers and higher studies. They help students to undergo in-plant training during semester holidays and also find suitable placement through campus interviews. Seminars and training Programmes on Entrepreneurial Development and Career Guidance are held periodically.

The 1200 bedded teaching hospital with a built-up area of about 6,00,000 sq.ft. provide basic as well as specialised healthcare services to various sections of the community in and around the campus.

Students can opt to enrol themselves in extracurricular activities such as NSS, NCC, Blue Ribbon club and YRC. A sports pavilion with modern infrastructure is available for the students.

The University Library named after the eminent scholar, statesman and former Vice-Chancellor Dr. Sir C.P. Ramaswami Aiyer, is a knowledge resource centre for the students and the staff. The Library is equipped with INTERNET connectivity and CD NETWORK station. Quite a good number of journals can be accessed through the Infonet facility. Science Direct is subscribed through which 340 journals can be accessed.

The University has Memorandum of Understanding with many foreign Universities on research collaboration and exchange of students and staff as well. There are sufficient numbers of hostels for the convenience of the students to pursue their studies on campus. Wi Fi facilities are available in the hostels.

FACULTY OF ENGINEERING AND TECHNOLOGY

With the objective and a dynamic vision to support contemporary Engineering, 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. The FEAT has nine departments of study namely Civil, Civil & Structural, Mechanical, Manufacturing, Electrical, Electronics & Instrumentation, Chemical Engineering, Computer Science & 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:

- 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.
- Kumamoto University, Japan for Collaboration in the area of “Materials Processing using Explosives” and to promote academic exchanges.
- National Institute for Interdisciplinary Science & Technology, (NIIST) Kerala for Collaborative research in ‘Light Alloys’.
- Tennessee Technological University, (TTU), USA to enable academic exchange of the staff and students between Annamalai University and TTU under the OBAMA-SINGH Indo-US, Knowledge Initiative Award from University Grants Commission, New Delhi.
- CSIR, Structural Engineering Research Centre (SERC) for collaborative research in the field of Structural Engineering.

Placement and Training Cell

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

- 1) Training programmes on soft skills,
- 2) Arranging in-plant training for students,
- 3) Pre-final year students’ placements through campus interview,
- 4) 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:

1.	M/s. HCL Technologies, Chennai	10.	M/s. L & T – ECC, Chennai
2.	M/s. Accenture, Bangalore	11.	M/s. M.S. DASTUR, & Co, Chennai
3.	M/s. Hexaware Technologies, Chennai	12.	M/s. CCCL, Chennai
4.	M/s. Sundaram Fastners (TVS Group)	13.	M/s. NOCL, Cuddalore
5.	M/s. Vedhanta – Sterlite, Tuticorin	14.	M/s. Huawei, New Delhi
6.	M/s. Mahendra & Mahendra	15.	M/s. UCAL Fuel Systems, Pondicherry
7.	M/s. Delphi TVS, Chennai	16.	M/s. Appollo Hospitals, Chennai
8.	M/s. Dalmia Cements, Trichirapalli	17.	M/s. Ritemed Pharma Retail O.Ltd. Chennai
9.	M/s. Tamilnadu Petroproducts Ltd., Chennai	18.	And many more

Foreign Organizations:

1.	M/s. DEUTCHE BABCOCK AL JABER WLL (Qatar)	4.	M/s. ETA Engineering Pvt. Ltd.
2.	M/s. Foxconn (China)	5.	M/s. Sinmax PTE Ltd.
3.	M/s. Rotary Engineering, Singapore	6.	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 novelties of the programmes consist of inter-disciplinary curriculum with a pronounced inclination towards industry oriented needs.

2. INFORMATION AND INSTRUCTION TO CANDIDATES

2.1 APPLICATION

2.1.1 Application Number is the Registration Number of the B.VOC Three Year Degree Programmes, 2014-15; hence you have to write this number in all the enclosures.

2.1.2 Procedure for registration of application

(a) In Person

Candidates can obtain the application forms **in person** from **Cash Counter, Administrative Office, Annamalai University** by paying a registration fee of ₹ 400/- by cash (₹ 200/- for SC/SCA/ST candidates belonging to Tamil Nadu).

(b) By Post

Candidates can also obtain the application forms by post from the **Registrar, Annamalai University**, by sending a requisition letter along with a DD drawn in **favour of "The Registrar, Annamalai University"** payable at **Chennai**. ₹ 250/- for SC/SCA/ST candidates belonging to Tamil Nadu and ₹ 450/- in the case of others which includes postal charges.

PAYMENT BY ANY OTHER MODE WILL NOT BE ACCEPTED.

2.2 PROGRAMMES OFFERED

The following B.Voc programmes are offered by FEAT, Annamalai University.

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

2.2.1 Duration of the Programme

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

3. ELIGIBILITY

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.

3.1. Candidate should be a Citizen of India.

3.2. 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.

3.3 Qualifying Examinations and Eligibility

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

Note:

- (i) 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.

4. MODE OF SELECTION - General

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

5. FEE DETAILS

The details of fee to be paid by the candidate are given below.

Sl.No.	Branch	Tuition Fee / Annum (₹) for the year 2014-15
1.	Hospital Instrumentation and Management	30,000 /-
2.	Catering Technology and Hotel Management	30,000 /-

6. HOSTEL

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:

S. No.	Hostel Name	Caution Deposit (₹)	Annual Hostel & Mess Charges (₹)	Total (₹)
1.	E.T. Golden Jubilee Hostel (Boys Hostel)	5000	45000	50000
2.	Rose Hostel (Ladies Hostel)	5000	40000	45000
3.	SC/SCA/ST Students (any hostel)	5000	14000 *	19000

* 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.

7. SUBMISSION OF FILLED IN APPLICATION

7.1 The application along with all the enclosures tied up should reach

THE REGISTRAR

ANNAMALAI UNIVERSITY

ANNAMALAINAGAR

CHIDAMBARAM

CUDDALORE DISTRICT

TAMIL NADU

PIN- 608 002

on or before 14.08.2014 at 5.30 p.m.**7.2 The candidates are directed to enclose the following certificates along with the application:**

- i. 10th Mark Sheet
- ii. HSC / Equivalent Mark Sheet
- iii. Transfer Certificate
- iv. Permanent Community Certificate
Card for ST, SC, SCA, MBC & DNC, BC and BCM.
- v. HSC Hall Ticket
- vi. At the time of admission, the candidate and the parent/Guardian (in case both the parents are not alive) should execute a joint declaration.

7.3 Candidates are advised to post the completed 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. GENERAL INSTRUCTIONS FOR APPLICANTS

- i. The tuition fee shall not be refunded if a candidate discontinues in the middle of the programme and resultant vacancy is not filled up.
- ii. If the candidate discontinues the programme without attending any classes and the resultant vacancy is filled up, the tuition fees and caution deposit will be refunded after deducting a service charge of ₹ 2,000/-.
- iii. Tuition fees for each academic year (irrespective of result of University Examination) 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.
- iv. Tuition 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 are not returnable till the end of the Programme. Before the certificates are submitted for admission, 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.

9. CODE OF CONDUCT

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

- a. The students should conduct themselves in an exemplary manner so as to be model for other students.
- b. All students will have to strictly adhere to the rules and regulations of the University.
- c. **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.
- d. **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.**
- e. The students should be present during all working days and sincerely apply themselves to studies.
- f. 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.
- g. The campus is "Tobacco Free" and "Liquor Free". Any violation of this will result in dismissal from the program.
- h. 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.
- i. The students are forbidden from using motorized vehicles, including powered two wheelers, inside the campus.
- j. **Dress Code:** Students need to wear formal dress largely covering them like Sarees/Churidhar with dupatta for ladies and Trousers, Pant & Shirt for men. Use of T.Shirts/Jeans and other modern outfits should be avoided during working hours and formal functions.

10. 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.

- a. **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.

- b. **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.
- c. **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.
- d. **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.
- e. **Personal File:** Students while admitted in this University must open a personal file to maintain all academic records such as challan for remittance of tuition fee, exam fee, instrument fee, condonation fee etc. till completion of his/her studies.
- f. **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.
- g. **How to get Certificate:**
 - i. 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 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 a) a copy of letter where he/she has applied for b) a copy of remittance challan and c) any other documents, whenever any lapse of the original submitted to University (or) loss in transaction.
 - ii. 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.
 - iii. 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, beyond this period.

REGISTRAR

ANNAMALAI UNIVERSITY