



University

(Accredited with 'A+' Grade by NAAC)

FACULTY OF MARINE SCIENCES

POST GRADUATE DEGREE PROGRAMMES / DIPLOMA PROGRAMMES

PROSPECTUS: 2025 – 2026

(Information & Instructions to Candidates)

University website: www.annamalaiuniversity.ac.in

Annamalai University

In the early 1920s, to serve the downtrodden and to promote Tamil Literature, Rajah Sir S.R.M. Annamalai Chettiar founded Sri Minakshi College and Sri Minakshi Tamil 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) amidst a rural environment serving all the disadvantaged districts of Tamil Nadu.

Subsequently, Annamalai University Act, 2013 (Tamil Nadu Act 20 of 2013), came into force from September 25, 2013, after obtaining the assent of His Excellency, the President of India. The Act of 2013 has been amended by enactment of Act No. 32 of 2021 to render the University as an affiliating University. Consequently the Colleges situated in the districts of Villupuram, Cuddalore, Kallakurichi and Mayiladuthurai have been affiliated to Annamalai University.

Accolades

Annamalai University, accredited with 'A+' Grade (3.38 CGPA) by NAAC in 2022, is one of India's largest public residential universities with 8 Faculties and 57 departments/centres/divisions of study. Sprawling over 950 Acres of land, the University does yeoman service in taking education to the door steps of the people who are otherwise far from access to centres of higher learning. The University has initiated several innovative teaching programmes over the years that are progressive & human resource centric; Offering 'current-cum-next-gen' academic and research programmes that are global & national in character. A systematic introduction of Learning Outcome Based Curricula (LOBE) that bear remarkable relevance to the UNO's Sustainable Development Goals (SDG) is the hall mark of Universities Curriculum design. Besides, Annamalai University has been a pioneer in distance education.

Research & Partnership

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. Ten departments are supported by UGC-SAP, Ten by DST-FIST and two departments have attained the status of Centre of Advanced Study. 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, University of Michigan and Leibniz University amongst others. Though located in a rural environment the University is bringing out high quality research and extension as reflected by higher citation related metrics and higher societal impact brought out by popular articles and news flashes.

There are several ongoing research projects in collaboration with international foundations and industrial players like Bill & Melinda Gates Foundation, United States Agency for International Development (USAID), Department of Science and Technology (DST), Department of Biotechnology (DBT), The Ministry of Environment and Forests (MoEF), Ministry of Earth Science (MoES) etc.

Institutional Social Responsibility Activities of the University includes, Hospital on Wheels, Free Medical and Dental Camps in Villages, Lifestyle & Hygiene Awareness, Rural & Urban Health Centres through the Faculty of Medicine and Dentistry which is attached with a 1400 bedded hospital. The Faculty of Agriculture carries out extension activities like Agripreneurship Development Programme, Sustainable Livelihood Projects for Tsunami affected people and Training Farmers in Integrated Farming.

CONTENTS

I.	Faculty of Marine Sciences	1
П.	Fee & Scholarship	3
Ш.	Eligibility Criteria	5
IV.	Allocation of Seats	6
V.	Mode of Selection	7
VI.	Code of Conduct	7
VII.	General Instructions	8

FACULTY OF MARINE SCIENCES At a Glance

The Centre of Advanced Study (CAS) in Marine Biology under the Faculty of Marine Sciences is premier and pioneering Marine institute in India. This is the one and only Centre of Advanced study in Marine Biology in this country since 1963. This Centre was started in 1957 with the model of Marine Biological Stations of Woods Hole, USA. Conforming to the mandates of our University, the Centre has been actively engaged in teaching, research and extension in the frontier areas of marine science. This Centre has been recognised for its Excellence National facility in research by UGC, MHRD, MoES DBT, & DST Government of India.

PROGRAMMES OFFERED	HIGHLIGHTS OF THE PROGRAMMES
M.Sc. Marine Biology & Oceanography	 Curriculum designed towards job market
M.Sc. Coastal Aquaculture	 Hands on training on the Sea
M.Sc. Marine Biotechnology	 Orientation towards independent research
M.Sc. OSTC	 Periodic seminars, conferences, workshops
B.F.Sc. (Bachelor of Fisheries Science)	and brain storming sessions
B.Voc. (Bachelor of Vocational in Aquaculture)	 Lectures by World Class Scientists
Diploma in Aquaculture	
Diploma in SCUBADiving	
Diploma in Marine Biology	
Funds Generated (Since 2007)	Infrastructure
 ✓ Research Projects (Completed) – 102 	 Library & ENVIS Centre
Nos Rs.18.97 Crores	 Reference Museum
 Research Projects (Ongoing) – 45 	 Aquarium & GIS Lab
Nos Rs. 27.33 Crores	 Placement Cell
Research Output	 Wi-Fi enabled Computer Lab
✓ Ph.D. Awarded - 838	 Centralised Instrumentation
✓ Research Papers - 2600	 Sea Worthy Boats Water Sparts Facilities (Keyshing)
✓ Books & Monographs - 65	 Water Sports Facilities (Kayaking) Auditorium
\checkmark Field Guide - 12	 Additionant CCTV Camera Surveillance
	 Aquaculture Pond
	 Research Laboratories
Research Collaborations	Placement and Job Opportunities
National: NIOT, Chennai; NBFGR, ICMAM, SAR,	 Colleges and Universities
NIO, Goa; RGCA, Sirkali; CIBA, Chennai; CIFE,	Aquaculture Industries
Mumbai, GUIDE, Bhuj, Gujarat; Mizoram	Seafood Industries
University, Mizoram.	Indian and Foreign Research Labs
International: National University of Singapore;	Soft skill training to make students ready for
Leibniz University of Hannover, Germany; Aachen	facing interview
University, Germany Scotland Association of	 Campus interviews
Marine Science, U.K.; Plymouth Marine	State and Central Government Agencies
Laboratory, U.K.; National University of Singapore,	-
Singapore; Lee Kong Chian Natural History	
Museum.	

CONTACT

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I. FACULTY OF MARINE SCIENCES

The Centre of Advanced Study (CAS) in Marine Biology is a reputed Marine Institute in India which is actively engaged in teaching, research and extension activities in Marine Sciences. The advantage of the Centre is the ideal location and easy access to different biotopes such as estuary, mangrove, backwaters and coastal waters. Despite being located 12 k.m. away from the main campus, the Centre made rapid strides in various facets of Marine Science. This Centre, the brain child of the Eminent Scientist (Late) Prof. R.V. Seshaiya, was established at Parangipettai during 1957 as a field laboratory for the Department of Zoology. The status of a separate department to this station was conferred in 1961. In October 1963, this department was recognized for its outstanding research contribution by the University Grants Commission (UGC) as the **Centre of Advanced Study in Marine Biology** and the Commission continues to extend generous assistance. The main laboratory building of this Centre was declared open by the first Chairman of UGC, Dr. C.D. Deshmukh. Right from the inception through the fledgling Marine Biological Station days, this Centre has been the cynosure for the scientific community world over.

Considering the remarkable research contributions made, UGC identified and recognized this Centre for implementing COSIST Programme in 1987 besides the routine plan assistance upto XI plan period. In addition, the UGC also supported the Centre under SAP from "1984 to 2009" and "2015-2020". In the year 2011, UGC recognized this Centre as the Centre with Potential for Excellence in Particular Area - Marine Biology (CPEPA). The Ministry of Environment and Forests, Government of India, established Environmental Information System (ENVIS) Centre during 1992, as one among the 76 Centres. The Centre was assigned to document the present status of coastal biodiversity along the east coast of India. The name of ENVIS was changed to Environmental Information Awareness, Capacity Building and Livelihood Programme (EIACP) as Programme Centre, Resource Partner (PC-RP) by the Ministry of Environment, Forests & Climate change, Government of India from 01.04.2022. The Ministry of Earth Sciences (formerly known as Department of Ocean Development), Government of India, established Ocean and Atmospheric Science & Technology Cell (OASTC) and based on the accomplishments the Cell has been upgraded as DOD-Centre of Excellence in Marine Biology during 2004. Further, the Ministry of Science and Technology, New Delhi has identified the Centre for support in Level-1 category under the Funds for Improvement of Science and Technology infrastructure in Universities and higher educational institutions (FIST). Department of Science and Technology (DST) identified our centre for (2017-2021) National faculty for Marine Natural Products and Drug Discovery research for the work of 2.89 crores. The Centre has successfully completed more than 210 research projects and 35 research projects funded by various national and international funding agencies are on-going.

Recognising the expertise and excellent scientific achievements of the Centre, the United Nations University having its Head Quarters in Tokyo signed a Memorandum of Understanding (MoU) with the Annamalai University in 2000 to conduct Training Workshop on **Methodologies** for Assessing Biodiversity of Coastal Ecosystems for trainees from developing Countries in Asia and recently University of Highlands and Islands, Scotland, UK and National University of

Singapore, Singapore, Lee Kong Chain Natural History Museum have entered MoU with the University.

The Central Instrumentation facility for all staff, scholars and students is equipped with major analytical instruments like ICP, HPLC, HPTLC, Microbial Identification system, LCMS, CHNS&O analyzer, Fluorescent Microscope, Elisa Reader, 2D Gel electrophoresis, Scintillation Counter, UV-VIS Spectrophotometer, Spectrofluorometer, High speed refrigeration centrifuges, Mercury analyzer, PCR, RT-PCR, Gel documentation system, freeze dryer and Flow cam for plankton identification. Other facilities include Cell and tissue culture facility, Seawater circulation system, Marine Botany research laboratory, Plankton identification and culture facility, Aquaculture demonstration ponds, cage culture materials, Gene bank of rare mangrove species, all physical oceanographic field instruments and INCOIS potential fishing zone electronic display board. The library houses a sizable collection of text books (nearly 7,000) and more than 10,000 volumes of journals (both national and international) dealing with research in Marine Science. An excellent display and reference collections of authentically identified specimens of flora and fauna of this area collected over a period of 50 years are maintained at the Museum. An air-conditioned well furnished auditorium fitted with 2 LCD projectors with a capacity to seat two hundred is available. A Seaworthy boat fitted with diesel engine is available for field collections. The Centre has access to broad band dedicated 4 MBPS internet connectivity with 161 terminals. Abstracting Services and E-journals are available. In recognition of the academic accomplishments achieved, the University elevated this Centre as a separate **FACULTY** from the academic year **2010-2011**.

In 2013, the Ministry of Human Resource Development (Govt. of India) has identified this centre to setup a Centre of Excellence for Training and Research in Frontier Areas of Science and Technology.

CHOICE BASED CREDIT SYSTEM (CBCS)

The Choice Based Credit System was introduced from the year 1999–2000. The Post-graduate programmes offered by this faculty are four semester programmes that would lead to a Post graduate degree in the respective subjects.

These programmes offer a package of certain core courses and some elective courses that allows effective interaction among students of different disciplines. The novelty of the programmes is in the inter-disciplinary curriculum with a pronounced accent on frontier areas of knowledge. Under this system, the programme comprises of several courses which are referred to in terms of the credits they are worth, and the grading of students according to their performance.

1.1 Programmes Offered

The Centre is offering diversified Post Graduate Academic Programmes (M.Sc.) in Marine Biology & Oceanography, Coastal Aquaculture, Marine Biotechnology.

1.2 Duration

The duration of all the courses offered two academic years comprising of four semesters. Medium of Instruction for all the programmes is English.

1.3 Structure of the Programme

The Master's Programme will consist of

- i. Core courses which are compulsory for all students
- ii. The students can choose elective courses from the programmes approved in other departments of the same Faculty and from the Faculties of Science, Indian Languages, and Education.
- iii. Elective subjects are allotted after counseling, by a committee consisting of the Head of the Departments/Senior Professors under the Chairmanship of the Dean.
- iv. Dissertation/Project work/Practical training/Field work, which can be done in an organization, Government, Industry, Firm, Public Enterprise, etc., approved by the department concerned.
- v. Value added Courses (VACs)

Students may also opt to take value added courses beyond the minimum credits required for award of the Degree. VACs are outside the normal credit paradigm.

1.4 Hostel

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:

SI. No.	Hostel Name	Caution Deposit (₹)	Annual Hostel & Mess Charges (₹)	Total (₹)
1.	Students of Marine Biology Kayal Illam	5,000/-	50,000/-	55,000/-
2.	SC/SCA/ST Students	5,000/-	19,000/- #	24,000/-

This fee will cover room rent, Electricity & Water charges, Establishment and miscellaneous charges only. The Mess fees of Rs.27,000/- will be adjusted from their Scholarship amount received from SC/ST Post Metric Scholarship and Higher Education Special Scholarship. If the Scholarship amount received is less than Rs.27,000/- the balance amount should be paid by the students.

II. TUITION 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	Total (₹)
1.	M.Sc. Marine Biology & Oceanography	28,900/-
2.	M.Sc. Coastal Aquaculture	28,900/-
3.	M.Sc. Marine Biotechnology	34,400/-
4.	Diploma in Aquaculture	25,000/-
5.	Diploma in SCUBADiving	25,000/-
6.	Diploma in MarineBiology	25,000/-

2.2 Scholarship

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

- i. **Application Fee Concession to SC/ST and Converted Christian Students:** Course Application fee 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. Other State Scholarships: Other State Scholarships for SC/ST/BC/OBC/EBC students.
 Puducherry State Scholarships only for Puducherry SC/ST Students.
 "ISHAN UDAY" Scholarship for Northern Eastern Region Students.
- iv. **Minority Scholarship:** Minority Scholarship award on the basis of merit cum means for minority community students.
- v. 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 ₹ 2,50,000/- per annum.
- vi. 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 ₹ 2,50,000/-.
- vii. **Scholarships for Women students** undergoing P.G Course: This Scholarship will be awarded belonging to SC/ST Communities studying in the Faculty of Marine Sciences. There is no income ceiling.

Note: All Scholarship income certificate taken after April 2022 should be produced. Except SI.No.5, the entire fees should be paid by the students at the time of admission and the eligible amount sanctioned by the Government will be reimbursed after receiving from the Government.

viii. UGC 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 (Advertisement for this scholarship will be published in all leading news papers and also the Guidelines are available in the UGC Website.

2.4 Endowment Scholarship

- 1) Saijo Lion Club, Madras Poovai Lions Club Endowment.
- 2) Vallalar and Ramasamy Padayatchiyar Endowment.
- 3) Padma Bhushan Dr. Rajah Sir Muthiah Chettiar Jubliee CAS in Marine Biology Endowment.

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.

A candidate who has passed the Bachelor's Degree in any subject including the Professional Courses of this University or an examination of any other University accepted by the Syndicate as equivalent thereto is eligible to apply for admission. The various PG Programmes offered by the University and the eligibility criteria for each of these programmes are detailed below:

No.	Course Offered	Eligibility
1.	M.Sc. Marine Biology & Oceanography	A undergraduate degree in Zoology / Zoology (Vocational) / Fishery Science / B.F.Sc. / Industrial Fish and Fisheries (with Zoology as a subsidiary subject) / Advanced Zoology and Biotechnology / B.Sc. Marine Science(Honours) & B.Sc. Aquaculture Management with a minimum of 50% of marks in Part-III or any other degrees recognized equivalent to Zoology or its equivalent thereto [M.Sc. Marine Biology and Oceanography (with B.Sc. Zoology as Major) awarded by Annamalai University is equivalent to M.Sc. Zoology (G.O. (Ms.) No. 116 dated 22.07.2014)] or its equivalent thereto.
2.	M.Sc. Coastal Aquaculture	A Under Graduate degree in Zoology / Botany / Triple major (Zoology/Botany/Chemistry) / Biotechnology / Plant Biology & Plant Biotechnology/ Plant Sciences/ Animal Sciences/ Animal Science & Biotechnology/ Animal Biotechnology/ Advanced Zoology & Biotechnology/ Biochemistry/ Industrial Fish and Fisheries/ Microbiology/ Environmental Science/ Chemistry with Zoology/ Aquaculture Management/ Fisheries or B.F.Sc./B.Sc. Agriculture/ Marine Sciences/ Marine Biology/ B.Voc. Aquaculture/ Commercial Aquaculture/ Industrial Aquaculture/ Fish and Fisheries/ Industrial Fish processing/ Aquatic Animal Health Management or any UGC Kaushal Kendra supported UG degree in Aquaculture or Fisheries or Aquatic sciences, or B.Tech Biotechnology/ Genetic Engineering, Food processing with a minimum of 50% marks in Part-III.
3	M.Sc. Marine Biotechnology	Under graduate Degree in Biotechnology, Biochemistry, Microbiology, Industrial Microbiology, Industrial Fish and Fisheries, Agricultural Microbiology, Plant Science & Biotechnology, Animal Science & Biotechnology, Plant Biology & Plant Biotechnology, Plant Science, Botany, Zoology, Animal Science, Environmental Science, Biotechnology & Bioinformatics, Bioinformatics, Chemistry, Animal Biotechnology, Advanced Zoology & Biotechnology, B.Tech. Biotechnology / Genetic Engineering, B.Voc. Aquaculture, Aquaculture Management,

3.1 Programme Offered and Eligibility Criteria

No.	Course Offered	Eligibility
		Aquaculture & Fisheries with a minimum of 50% marks in Part-III offered by the UGC recognized Universities / Academic Institutions.
4.	Diploma in Aquaculture	Candidates must have passed 10+2 or equivalent examination with biology as a subject, securing at least 55% aggregate marks.
5.	Diploma in SCUBADiving	A Pass in HSC (+12) examinations, Basic swimming proficiency, and medical fitness for diving.
6.	Diploma in MarineBiology	10+2 scheme of examinations of Tamil Nadu or CBSE/ in any subject of Life Sciences/ Biological Sciences/ Fisheries Science with 55%

Note: In case of SC/ST and Differently-abled candidates, a pass is the minimum qualification for all the above Programmes.

3.2 Programme Duration

The two year Master's Programmes consist of two academic years.

Each academic year is divided into two semesters, the first being from July to November and the second from December to April.

Each semester will have 90 working days (18 weeks).

3.3 Programme Structure

The two year Master's Programme consists of Core Courses, Elective Courses, and project. **Core courses**

These are a set of compulsory courses essential for each programme. The core courses include both Theory (Core Theory) and Practical (Core Practical) courses.

Minimum Age

Applicants should have completed 20 years of age as on 01.07.2025 and 28 years of Upper age limit as on 01.07.2025. Five years age relaxation for SC/SCA/ST candidates

3.4 Admission to Foreign Students

Students who are selected under various scholarship schemes, either by the Ministry of Education and Culture or the Ministry of External Affairs, will be given admission on the recommendations/sponsorship of the respective Ministry. Self supporting foreign students seeking admission should possess a student VISA issued by the Indian Embassies abroad.

IV. ALLOCATION OF SEATS

Reservation of seats for candidates belonging to ST/SC/MBC/BC/OC communities will be made as per the **Rule of Reservation of the Government of Tamil Nadu**. Among the above reservations, 5% seats have been included for differently abled persons as per norms laid down by the Government.

Based on the guidelines of the Government of Tamil Nadu, now it has been revised that candidates with 21 types of Disabilities (Enlisted) are eligible to apply and applicants with Bench

mark disabilities are given an upper age relaxation of Five years, exemption from paying Tuition fees, Special fees and Exam fees for admissions to all on campus programmes offered by Annamalai University from the Academic year 2024-25. The 21 types of Disabilities include the following:

12. Muscular Dystrophy
13. Chronic Neurological conditions
14. Specific Learning Disabilities
15. Multiple Sclerosis
16. Speech and language disability
17. Thalassemia
18. Hemophilia
19. Sickle Cell disease
20. Multiple Disabilities including deaf, blindness
21. Parkinson's disease

Otherwise, all the eligibility requirements and relaxation for the differently-abled applicants laid in the brochure hold good.

V. MODE OF SELECTION

The selection of candidates to all the programmes will be made on the basis of the marks obtained in Part–III and the marks obtained in the interview. The qualifying examination marks under Part-III will be reduced to 200 and the marks in the interview for 30 marks will be added. The date of interview will be informed later by post (or) Web site **www.annamalaiuniversity.ac.in** to all the eligible candidates.

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 a 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 or any other antisocial activities in the past, or noticed later, the candidates will be removed from the roll of the institution at whatever stage of study will be expelled and criminal action will be taken against the candidates.
- iv. The students should be present during all working days and sincerely apply themselves to studies.

- v. 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.
- vi. The campus is "Tobacco Free" and "Liquor Free". Any violation of this will result in dismissal from the program.
- vii. 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.
- viii. The students are forbidden from using motorized vehicles, including powered two wheelers, inside the campus.
- ix. 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.

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.Sc. Degree Admissions 2025.
- 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 enclosure with Online Payment Details / Demand Draft, either by Speed/Registered post or in person to

THE REGISTRAR ANNAMALAI UNIVERSITY ANNAMALAINAGAR - 608 002 CHIDAMBARAM

CUDDALORE DISTRICT, TAMIL NADU

and should reach on or before 16.06.2025 - 5.30 p.m.

 vi. Demand draft for All M.Sc. Degree Programme ₹ 200/- for SC/SCA/ST and ₹ 400/- for Others, Diploma Programmes – ₹100/- for all, 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. A Graduate / 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
- xiii. 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.

7.3 Important Conditions for Applicants

- i. 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.
- ii. 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.
- iii. No certificate will be issued, unless the candidate has cleared all the arrears of fees etc., due to the University.
- iv. 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.

- v. Original Certificates submitted at the time of admission will not 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.
- vi. Students discontinuing the programme before commencement of classes are eligible to get full refund (except service charges ₹ 1,000/-).
- vii. Those who discontinue after commencement of classes are eligible to get refund of caution money deposit only.
- viii. The candidates who have joined a programme and wish to discontinue, should pay the tuition fee in full up to the year of study.

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