Annamalai University

(A State University Accredited with 'A+' Grade by NAAC)

Faculty of Engineering and Technology
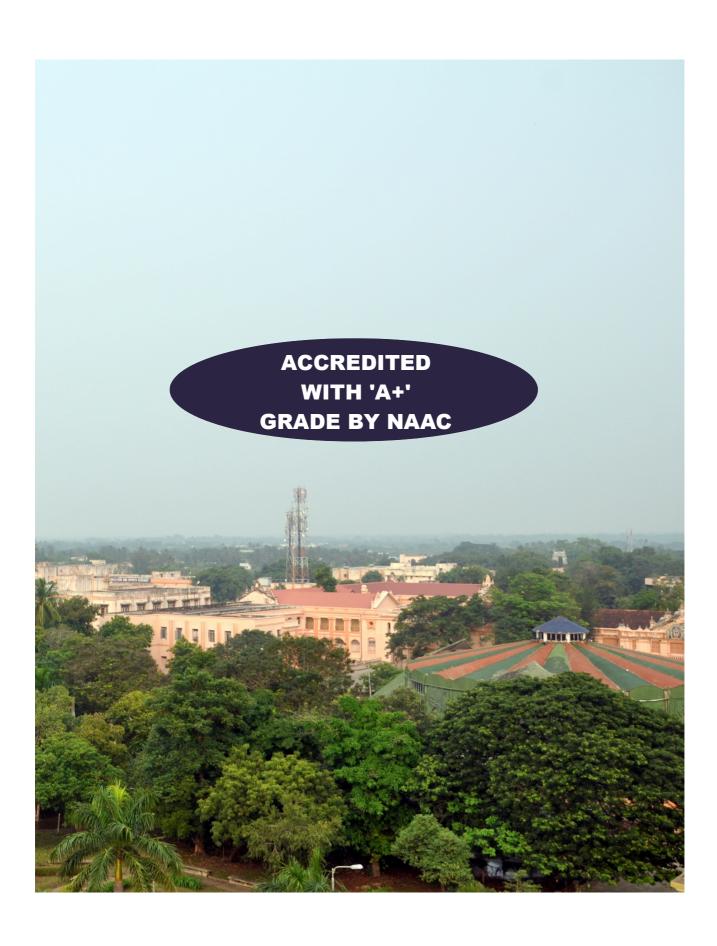### (Information & Instructions to Candidates)

[Admissions to the First Year B.E. programmes have been included in the Tamil Nadu Engineering Admission (TNEA). **Counselling Code 0005]**

B.E. Degree Programme
******
Executive / P.G. Diploma / Diploma / Certificate Programmes

Prospectus 2025 - 2026
(Information & Instructions to Candidates)

ACCREDITED
WITH 'A+'
GRADE BY NAAC

CONTENTS

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 University's 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, and University of Michigan 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), Defense Research & Development Organization (DRDO) 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.

The University Library, named after the eminent scholar, statesman and former Vice-Chancellor Dr. Sir C.P. Ramaswami Iyer, serves as knowledge hub for the students and the staff. 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 sports complex of the University spread 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.

I. Faculty of Engineering & 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 Eleven Departments of study namely Chemical Engineering, Civil Engineering, Civil & Structural Engineering, Computer Science & Engineering, Electrical Engineering, Electronics & Communication Engineering, Electronics & Instrumentation Engineering, Information Technology, Mechanical Engineering, Manufacturing Engineering and Pharmacy. The B.E. Degree programmes in Civil Engineering and Mechanical Engineering have been accredited by National Board of Accreditation (NBA) for three years in the first instance from 2019–2022 and further extended for three more years from 2022–2025.

The B.E. Degree programmes in Chemical Engineering, Computer Science & Engineering and Electrical & Electronics Engineering have been accredited by NBA for 3 years from Academic year 2022-2025.

Programmes Offered

1. B.E. Degree Programmes

Sl.No.	Code	Branch	Approved Intake
1.	CH	Chemical Engineering	**120**
2.	CE	Civil Engineering	**60**
3.	CZ	Civil and Structural Engineering	**60**
4.	CS	Computer Science and Engineering	**120**
5.	CF	Computer Science and Engineering (Data Science)	**60**
6.	AM	Computer Science and Engineering (Artificial Intelligence and Machine Learning)	**60**
7.	EE	Electrical and Electronics Engineering	**120**
8.	EC	Electronics and Communication Engineering	**60**
9.	EI	Electronics and Instrumentation Engineering	**60**
10.	IT	Information Technology	**120**

Sl.No.	Code	Branch	Approved Intake
11.	ME	Mechanical Engineering	**120**
12.	MM	Mechanical Engineering (Manufacturing)	**60**

Note : 1) Admission to the First Year programmes has been included in the Tamil Nadu Engineering Admission (TNEA). **Counselling Code 0005**.

2) The duration of all the programmes offered is four academic years comprising of eight semesters.

2. M.E. / M.Tech. Degree Programmes

Sl.No.	Department	Name of the Programmes
1.	Chemical Engineering	M.E. Chemical Engineering
2.	Civil Engineering	M.E. Environmental Engineering
3.	Civil and Structural Engineering	M.E. Structural Engineering
4.	Electrical Engineering	M.E. Power System Engineering
5.	Electronics and Communication Engineering	M.E. Communication Systems
6.	Electronics and Instrumentation Engineering	M.E. Process Control and Instrumentation
7.	Mechanical Engineering	M.E. Thermal Power Engineering
8.	Manufacturing Engineering	M.E. Manufacturing Engineering
9.	Computer Science and Engineering	M.E. Computer Science and Engineering

3. Programmes offered by Department of Pharmacy

i)	B.Pharm
ii)	B.Pharm (Lateral Entry)
iii)	M.Pharm
	a) Master of Pharmacy (Industrial Pharmacy) b) Master of Pharmacy (Pharmaceutical Quality Assurance) c) Master of Pharmacy (Pharmacology)
iv)	a) Pharm. D. b) Pharm. D. (Post Baccalaureate)
v)	Diploma in Pharmacy

4. Executive / PG Diploma / Diploma / Certificate Programmes

i. Structural Engineering

Online Classes -Weekend (Friday to Sunday)

Sl. No	Name of the Programme	Duration	Eligibility	Fees (₹)
1.	Executive programme in Damage Assessment, Repair & Rehabilitation of Structures	One year	+2/Diploma/ITI/B.E (Completed or Ongoing)	40,000
2.	Executive programme in Design, Detailing and Bar bending Schedule of Concrete /steel structures	One year	+2/Diploma/ITI/B.E (Completed or Ongoing)	30,000
3.	Executive programme in Concrete Mix Design	One year	+2/Diploma/ITI/B.E (Completed or Ongoing)	25,000
4.	Executive programme in Structural Stability, Cost & Valuation of Structures	One year	Diploma/ BE (Completed or Ongoing)	30,000
5.	Executive programme in Analysis and Design of Structures using Software	One year	Diploma/ BE (Completed or Ongoing)	50,000

ii. Mechanical Engineering

Online Classes -Weekend (Friday to Sunday)

Sl. No	Name of the Programme	Duration	Eligibility	Fees (₹)
1.	PG Diploma programme in Energy Auditing and Management	One year	Any Bachelor / A.M.I.E	70,000

iii. Manufacturing Engineering

Online Classes -Weekend (Friday to Sunday)

Sl. No	Name of the Programme	Duration	Eligibility	Fees (₹)
1.	Executive programme in Materials Management	One year	B.E/A.M.I.E./M.B.A/B.B.A	50,000
2.	PG Diploma programme in Applied Operations Research	One year	B.E/Graduates with Mathematics / Statistics	15,000
3.	Diploma programme in Maintenance Engineering and Management	One year	B. E/ A.M. I. E. /Diploma	4,500
4.	Diploma programme in Quality Management	One year	B. E/ A.M. I. E. /Diploma / M.Sc. (Mathematics or Statistics)/M.A. Economics / B.B.A/ B.E. (Agriculture)	4,500

5.	Diploma programme in Production Management	One year	B. E/ A.M. I. E. /Diploma / M.Sc. (Mathematics or Statistics)/M.A. Economics / B.B.A/ B.E. (Agriculture)	4,500
6.	Diploma programe in Welding Engineering	One year	B.E/A.M.I.E/Diploma	4,500

iv. Electrical & Electronics Engineering

Online Classes -Weekend (Friday to Sunday)

Sl. No	Name of the Programme	Duration	Eligibility	Fees (₹)
1.	Certificate programme in IoT for Power Engineering	Six months	B.E/Diploma	30,000
2.	Certificate programme in Renewable Energy Technologies	Six months	B.E/Diploma	30,000
3.	Certificate programme in Energy Management and Energy Audit	Six months	B.E/Diploma	30,000
4.	Certificate programme in Power System Planning and Management	Six months	B.E/Diploma	30,000

v. Electronics & Instrumentation Engineering

Online Classes -Weekend (Friday to Sunday)

Sl. No	Name of the Programme	Duration	Eligibility	Fees (₹)
1.	Diploma programme in Industrial Automation and IoT for Industry 5.0	One year.	B.E/Diploma	25,000
2.	Certificate programme in Radiology Technician	Seven months	10+2 with Mathematics, Physics and Biology.	70,000
3.	Certificate programme in Medical Equipment Technician	Four months	10+2 with Mathematics, Physics and Biology.	30,000
4.	Certificate programme in Calibration Engineer	Four months	Diploma / B.E in Mech,EEE, E & I .I & C, B.Sc./M.Sc.(Physics), B.Voc.(HIM), ITI	12,000
5.	Certificate programme in X-Ray Technician	Seven months	10+2 with Mathematics, Physics and Biology.	40,000
6.	Certificate programme in PCB Design and Trouble shooting	Four months	10+2 with Mathematics, Physics and Biology.	10,000

vi. Chemical Engineering

Online Classes -Weekend (Friday to Sunday)

Sl. No	Name of the Programme	Duration	Eligibility	Fees (₹)
1.	Executive programme in Disaster Risk Reduction and Management (EPDRRM)	One year	Any Degree	30,000
2.	Post Diploma programme in Industrial Safety	One year	Diploma or Degree in any branch of Engineering or Technology or B. Sc., (Physics/Chemistry)	20,000

vii. Computer Science & Engineering

Online Classes -Weekend (Friday to Sunday)

Sl. No	Name of the Programme	Duration	Eligibility	Fees (₹)
1.	Executive programme in AI and Machine Learning for Healthcare	One year	B.E	50,000
2.	Executive programme in Artificial Intelligence in Business Management	Six months	Bachelor's degree/MBA	1,03,000
3.	Executive proramme in Cloud Computing and Devops	One year	B.E	50,000
4.	Executive programme in Mobile App Design and Development	One year	B.E	50,000
5.	Executive programme in Artificial Intelligence in Food Technology	One year	B.E(Food Technology, ComputerScience/IT/Engineering, orrelated fields,) or Diploma (Foodtechnology or IT)	1,03,000
6.	Certificate programme in Java Programming	Three months	B.E/Diploma (Completed or Ongoing)	3,000

viii. Electronics & Communication Engineering

Online Classes -Weekend (Friday to Sunday)

Sl. No	Name of the Programme	Duration	Eligibility	Fees (₹)
1.	Executive programme in VLSI Design and Technology	Six months	B.E.(ECE/EEE/EIE/CSE/IT) or Diploma (ECE/EEE/CSE).	80,000
2.	Executive programme in Sound Engineering	Six months	B.E.(ECE/EEE/EIE/CSE/IT) or Diploma (ECE/EEE/CSE).	80,000

ix. Information Technology

Online Classes -Weekend (Friday to Sunday)

Sl. No	Name of the Programme	Duration	Eligibility	Fees (₹)
1.	PG Diploma programme in Health Care Data Analytics	One year	Bachelor's Degree or other relevant advanced degree	88,000

5. Ph.D. Degree Programmes

All the eleven Departments are offering Ph.D. Programmes in the respective disciplines.

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.

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 Professionals
- Special programmes, conferences, seminars, short term programmes, and consultancy services.
- Collaborative research programmes in co-ordination with government/ non-governmental organizations.
- Extension services

Important MoUs

The Faculty of Engineering has entered into MoU with:

- Fukui University of Japan to enable the academic exchange of the Faculty 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" to promote academic exchanges.
- National Institute for Interdisciplinary Science & Technology, (NIIST) Kerala for Collaborative research in 'Light Alloys'.
- NLC India Limited, Neyveli for offering Diploma in Mining Engineering Programme.
- Department of Electronics and Instrumentation Engineering has entered into MoU with Herriot Watt University, Edinburg, UK for faculty and student exchange and Collaboration research in the area of Biomedical Engineering.
- 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 and Research Collaboration in the area of Pharmacy Practice.

Training and Placement Cell

Salient features of the activities of Training & Placement Cell, Faculty of Engineering and Technology, Annamalai University are:

- Organizing Pre-Placement Trainings
- Providing Placement Assistance through Campus Drives with Industries of Repute
- Enhancing Employability through Upskilling Programs
- Arranging Internships in industries
- Conducting career guidance sessions about avenues open after graduation
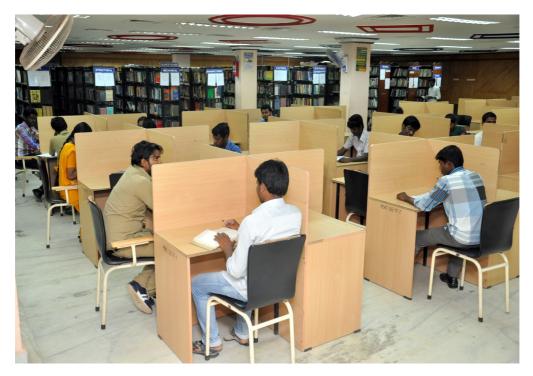- Preparing the students for various Competitive Exams

Every year, the campus placements are conducted by inviting the companies through campus drives. An average of 70- 80 percent of the eligible students have got placements both in Core and IT sectors through campus drives.

Some of our Recruiters are:

- L & T
- Tech Mahindra
- Schneider Electric
- Wheels India
- Azentio
- HCL Technologies
- TCS
- JSW
- SPIC
- NLC India Limited
- Super Auto Forge
- Cetex Petrochemicals
- Craft Silicon
- Sai Life Sciences
- Apollo Pharmacy
- Episource
- Axis Global Automation
- ATOS Global IT Solutions
- E-parambara
- Tagros Chemicals Pvt. Ltd.
- TAC

II. Facilities

FEAT Library

Class Rooms
Platinum Jubilee Block

Class Rooms
Golden Jubilee Block

AUMTEC'71 Hall

Canteen

Kalaiarangam

**24 x 7 Uninterrupted
Power Supply**

Students' Co-op Store

For Further Details, contact:
The Dean,
Faculty of Engineering & Technology,
Annamalai University,
Annamalai Nagar,
Tamilnadu, India
Ph: 04144-238275
E mail : aufeatdean@gmail.com

III. Fee Structure & Scholarship

3.1. Tuition Fee

The details of Tuition Fee to be paid by the candidate are as follows. Fees should be remitted at the time of admission as indicated below.

Sl. No.	Branch	I Installment (₹)	II Installment (₹)	Total Fee / Annum (₹)
1.	Chemical Engineering	29,300/-	24,350/-	53,650/-
2.	Civil Engineering	29,300/-	24,350/-	53,650/-
3.	Civil and Structural Engineering	29,300/-	24,350/-	53,650/-
4.	Computer Science and Engineering	29,300/-	24,350/-	53,650/-
5.	Computer Science and Engineering (Data Science)	29,300/-	24,350/-	53,650/-
6.	Computer Science and Engineering (Artificial Intelligence and Machine Learning)	29,300/-	24,350/-	53,650/-
7.	Electrical and Electronics Engineering	29,300/-	24,350/-	53,650/-
8.	Electronics and Communication Engineering	29,300/-	24,350/-	53,650/-
9.	Electronics and Instrumentation Engineering	29,300/-	24,350/-	53,650/-
10.	Information Technology	29,300/-	24,350/-	53,650/-
11.	Mechanical Engineering	29,300/-	24,350/-	53,650/-
12.	Mechanical Engineering (Manufacturing)	29,300/-	24,350/-	53,650/-

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

3.2 Hostel Fee

Annamalai University is a residential University and admission to the hostel is compulsory. The details of charges for accommodation in different hostels are as given below. **(Separate Hostel facilities are available for Boys and Girls)**

Sl. No.	Hostel Name	Caution Deposit (₹)	Annual Hostel & Mess Charges (₹)	Total (₹)
1.	E.T. Golden Jubilee Hostel (Engg. Girl's Hostel)	5,000/-	50,000/-	55,000/-
2.	Travancore Hostel (Boy's Hostel)	5,000/-	50,000/-	55,000/-
3.	SC/SCA/ST Students (any hostel)	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.

3.3 Scholarships

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

i. First Graduate Tuition Fee Concession

In the G.O. (st) No 85 Higher Education (J2) Department dated 16.04.2010, the Government of Tamil Nadu has ordered to grant tuition fee concession to the candidates who are to be the First graduate in a family. From the year 2013-14 onwards, the tuition fee concession for First Graduate has also been extended to the students in Annamalai University

For submitting proposals to the Government, for claiming First Graduate Tuition Fee concession, candidates should submit the following details:

Certificate obtained from Head Quarters Deputy Tahsildar in the format prescribed in the G.O. (electronic form/digitally signed e-Certificate only will be accepted) which necessarily should include the names of applicant's father, mother, father's father, father's mother, mother's father, mother's mother, brother(s) and sister(s) and joint declaration by the applicant and parent/guardian in the prescribed format as in **Annexure-IV(a) & IV(b).**

If the applicant's Brother or Sister has availed First Graduate Tuition Fee Concession for studying Professional Courses, then the applicant is not eligible for such concession.

ii. Post Matric Scholarship: In the G.O. (st) No.6 Adi Dravidar and Tribal Welfare (AD3) Department dated 09. 01.2012, G.O. (st) No.92 Adi Dravidar and Tribal Welfare (AD3) Department dated 11.09.2012 and G.O. (st) No.16 Adi Dravidar and Tribal Welfare (AD3) Department dated 24.02.2014, the Government has ordered to grant Post Matric Scholarship to SC/SCA/ST candidates, whose parental annual income is less than ₹ 2,50,000/- per annum and for SC/SCA converted Christians whose parental annual income is less than ₹ 2,00,000/- per annum from all the sources are alone eligible. The eligible candidates have to submit income certificate obtained from appropriate authorities.

iii. Higher Education Special Scholarship: Higher Education Special Scholarship is awarded to the hostel students belonging to SC / SCA / ST and Converted Christian categories. The Annual income from all sources should not exceed ₹ 2,50,000/- per annum.

iv. BC/MBC/DNC Categories Scholarship: The Students belonging to BC/MBC/DNC categories whose Parent's/ Guardian's income from all sources is not more than ₹ 2,00,000/- per annum.

v. An **Equal Opportunity Cell** and an **SC/ST Cell** is functioning in the University to assist the students in availing the Scholarships, besides carrying out various other activities for the benefit of the students. Students may approach these Cells for further details and assistance for Scholarship related matters.

Note: For all Scholarships, income certificate taken after April 2025 should be produced.

IV. Method of Selection

Candidates who are interested in joining these B.E. Degree Programmes at Faculty of Engineering & Technology, Annamalai University, for the academic year 2025-2026 must fulfil the required eligibility as prescribed by DOTE. The candidates should apply and also appear for the counselling to be conducted by the Directorate of Technical Education, Government of Tamil Nadu, Chennai, the dates of which will be announced by the Directorate of Technical Education (DOTE). The details are available in the website **www.tndte.gov.in, www.tneaonline.org.**

V. Code of Conduct

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

i. The students should conduct themselves in an exemplary manner so as to be model for other students.

ii. All students will have to strictly adhere to the rules and regulations of the University.

iii. RAGGING: The candidates should not indulge or participate in any kind of ragging. If they are found to have indulged in ragging in the past, or noticed later, the candidates will be removed from the roll of the institution at whatever stage of study and criminal action will be taken against the candidates.

iv. If any student is involved in ragging or any other anti- social activities, he/she will be expelled and criminal proceedings will be launched against him/her.

v. The students should be present during all working days and sincerely involve 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/ programs/extracurricular and co-curricular activities.

ix. The students are forbidden from using motorized vehicles, including powered two wheelers, inside the campus.

x. Dress Code: Students need to wear formal dress largely covering them like Sarees / Churidhar with dupatta for ladies and Pant & Shirt for men.

VI. Important Conditions for Applicants

i. 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.

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

iii. Special fee for the remaining period of programme shall be waived.

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

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. 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.

vii. 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.

viii. Students discontinuing the programme before commencement of classes are eligible to get full refund (except service charges ₹ 1,000/-)**.**

ix. Those who discontinue after commencement of classes are eligible to get refund of caution money deposit only.

x. The candidates who have joined a programme and wish to discontinue, should pay the tuition fee in full up to the year of study.

xi. The filled in online application (Executive / PG Diploma / Diploma / Certificate Programmes) should be downloaded and sent with all the enclosure with Online Payment Details / Demand Draft, either by Speed/Registered post or in person to

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THE REGISTRAR
ANNAMALAI UNIVERSITY
ANNAMALAINAGAR
CHIDAMBARAM
CUDDALORE DISTRICT
TAMIL NADU
PIN- 608 002
and should reach on or before 16.06.2025 - 5.30 p.m.

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xii. Demand draft for Executive-Rs.1000/- ; PG Diploma-Rs.200/- ; Diploma-100/- Certificate-Rs.100/- which is drawn in favour of **The Registrar, Annamalai University, payable at Annamalainagar / Chennai**.

VII. 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 ('Admission' 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 there is 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 the Name, date of Birth, is to 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 or 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 'Admission' 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 programme 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

ANNEXURE – VI (a)
CERTIFICATE No. II

Name of the Applicant ....

Application................................

FIRST GRADUATE CERTIFICATE

Is certified that there is no Graduate in the family of Selvan/Selvi
_____S/o./D/o. Thiru_____ presently
residing at_____
and who has applied for professional courses during the year 2025, is eligible for Tuition
Fee exemption as per the G.O. (St.) No. 85, Higher Education (J2) Department, dated
16.04.2010.

Sl. No.	Name	Relationship Father/Mother/ Brother/Sister/ Grand Father Grand Mother	Age	Educational Qualification	Whether Degree Holder
(1)	(2)	(3)	(4)	(5)	(6)

Station:

Date: Headquarters Deputy Tahsildar

Office Seal: Taluk :   District :

ANNEXURE – VI (b)

FIRST GRADUATE CONCESSION – JOINT DECLARATION FORM

I hereby declare the following details of my family members and their education qualification to avail the tuition fee waiver for my studies in professional courses under the scheme of waiver of tuition fee to the students from the family where there are no graduates.

I hereby solemnly and sincerely affirm that I am the first and only person from my family to claim the waiver of Tuition Fee for entire Professional course of study and there is no graduate in my family so far. The particulars furnished above are true. Should it, however, be found that any information furnished therein is false in material particulars on verification at a later stage, I am liable for criminal prosecution and I also agree to return the amount equal to three times the tuition fee waiver availed by me.

Sl. No.	Name	Relationship Father/Mother/ Brother/Sister/ Grand Father Grand Mother	Age	Educational Qualification	Whether Degree Holder
(1)	(2)	(3)	(4)	(5)	(6)
		Applicant			
		Father			

Date:

Place: Signature of the Candidate

I solemnly and sincerely affirm that I am fully aware of the above declaration and the particulars furnished in the declaration are correct. I am liable for the criminal action/recovery of amount equal to three times the fees waived for incorrect particulars furnished.

Date:

Place:

Signature of the Parent/Guardian