



**FACULTY OF ENGINEERING & TECHNOLOGY**  
**Directorate of Skill Development & Entrepreneurship**

**B.Voc. / B.B.A. (Logistics) Degree /**  
**PG Diploma / Diploma Programmes**  
**Admissions- 2025**

**PROSPECTUS: 2025 – 2026**  
(Information & Instructions to Candidates)

**University website: [www.annamalaiuniversity.ac.in](http://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 has 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 doorsteps 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, 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.

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**The UGC has approved to start B.Voc.  
programmes under Skill Development  
Scheme from the academic year 2014-15  
vide its order number D.O.No.  
F.2-286/2014. Dated 17.06.2014**

## **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, Information Technology and Pharmacy.

### **Activities in FEAT**

- Academic programmes leading to the award of Bachelor, Master, and Doctoral degrees along with Diploma and Certificate Programmes in selected fields.
- Research programmes for Students, Faculty, and Professional staff.
- Special programmes, conferences, seminars, short term programmes, and consultancy services.
- Collaborative research programmes in co-ordination with government/non-governmental organizations.
- Extension services

### **Memorandum of Understanding (MoU)**

The Faculty of Engineering has entered into MoU with:

- Tennessee Technological University, (TTU), USA to enable academic exchange of the staff and students between Annamalai University and TTU under the Indo-US, Knowledge Initiative Award from University Grants Commission, New Delhi.
- Ball State University of USA.
- Fukui University of Japan to enable the academic exchange of the Staff and Students between Annamalai University and the Fukui University.
- University of Technology, Sydney, Australia, for promotion of technical collaborations.
- The Department of Civil and Structural Engineering, FEAT has entered into a MoU with CSIR, Structural Engineering Research Centre (SERC) for Collaborative Research in the field of Structural Engineering.
- The Department of Manufacturing Engineering has signed MoU with Kumamoto University, Japan and National Institute of Interdisciplinary Science & Technology, (NIIST) for Collaborative Research in Materials Processing.
- Department of Pharmacy, FEAT has entered into a MoU with University of Michigan Center for Global Health, USA and Western University of Health Sciences, California USA for promotion of Academic & Research Collaboration in the area of Pharmacy Practice.
- The Department of Electronics and Instrumentation Engineering has entered into a MoU with Herriot Watt University, Edinburgh, U.K. for staff and student exchange and collaborative research in the area of Biomedical Engineering.

### **Placement and Training Cell**

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

- Training programmes on soft skills
- Arranging In-Plant training for students
- Student's placements through campus interview
- Placements abroad

Companies that offered placements for the students of Faculty of Engineering and Technology, Annamalai University through the Placement & Training Cell are:

#### **Indian Organizations:**

- M/s. HCL Technologies, Chennai
- M/s. L & T – ECC, Chennai
- M/s. Accenture, Bangalore
- M/s. Orchid Chemicals & Pharmaceuticals Ltd, Chennai
- M/s. Hexaware Technologies, Chennai
- M/s. CCCL, Chennai
- M/s. Petrofac Ltd, Chennai
- M/s. NOCL, Cuddalore
- M/s. Vedhanta – Sterlite, Tuticorin
- M/s. iGate, Bangalore
- M/s. CVR Labs Pvt. Ltd., Chennai
- M/s. UCAL Fuel Systems, Pondicherry
- M/s. Delphi TVS, Chennai
- M/s. Appollo Hospitals, Chennai
- M/s. Dalmia Cements, Trichirapalli
- M/s. Tamilnadu Petroproducts Ltd., Chennai
- M/s. Ritemed Pharma Retail Ltd., Chennai

#### **Foreign Organizations:**

- M/s. DEUTCHE BABCOCK AL JABER WLL (Qatar)
- M/s. ETA Engineering Pvt. Ltd.
- M/s. Foxconn (China)
- M/s. Sinmax PTE Ltd.
- M/s. Rotary Engineering, Singapore
- M/s. Promosys

### **Choice Based Credit System (CBCS)**

From the academic year 2000-2001, Choice Based Credit System is in vogue in the Faculty for all Under-graduate and Post-graduate programmes. These programmes offer a package of certain core courses and some elective courses that allow for effective interaction among students from different disciplines. The novelty of the programme consists of inter-disciplinary curriculum with a pronounced inclination towards industry oriented needs.

## II. Directorate of Skill Development and Entrepreneurship

The Directorate of Skill development and Entrepreneurship offers the following courses:

- BBA (Logistics) through a MOU with Logistics Sector Council
- B.VOC (Airport operations) MOU with industrial partners of Airport Sector Council
- B. VOC (Hospital Instrumentation) MOU with Health Sector Council
- B. VOC (Aqua Culture)
- PG Diploma in Hospital Administration
- PG Diploma in Medical Coding
- Diploma in Airline and Airport Management
- Diploma in Operation Theatre and Anaesthesia Technology

A major pillar of National Skill Development Council's strength are the Sector Skill Councils (SSCs), that help to bridge the gap between the demands of the industry and what the skilling requirements ought to be. The National Occupational Standard is a significant contributions of NSDC to India's skilling ecosystem

Apprenticeship refers to a Skill Training program wherein a person is engaged by a company as an apprentice and gains classroom (theory) learning for a short period, followed by on-the-job (practical) training. Apprenticeship is mandatory for BBA (Logistics) and B.VOC (Airport operations) courses for a duration of one year and three months respectively while skill, lab. On the job training are provided as part of B. VOC (Hospital Instrumentation) course.

### Activities in DSDE

- 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 Directorate of Skill Development and Entrepreneurship has entered into MoU with:

- Askus Medicals Resources Pvt Ltd
- SGBS Unnati
- EFOS Edumarketers Private Ltd
- NBCFDC
- Healthcare sector skill council
- Maruthsakha Aerospace and Aviation Private Ltd
- Logistics Sector Skill Council (LSSC)
- Universal airhosters Academy Pvt Ltd
- ESSCI

### **Logistics Sector Council**

Logistics Sector Skill Council, established by the Ministry of Skill Development & Entrepreneurship through the National Skill Development Corporation of India, is very active in the Skill Ecosystem of the country. It conducts a number of skill training programmes in Logistics through more than 2000 Training Institutes across the country.

LSC offers a number of apprenticeship based degree programmes with the objective of creating skilled human resources for gainful employment at the supervisory level in Logistics companies. Apprenticeship-based BBA Degree in **Logistics** is a sector-specific degree to make graduates industry-ready with the necessary knowledge, skill, and attitude for employment in Logistics and related companies.

#### **Advantages**

- Industry-integrated degree programmes
- Linked to National Skill Qualification Framework (NSQF)
- 12 months Industry apprenticeship for all students within degree period
- Apprenticeship considered as work Experience
- Apprenticeship Certificate issued by Government
- Earn Rs.7000 per month during Apprenticeship
- Final placement at a monthly salary of Rs. 20,000-25,000
- Option to join MBA for higher studies

### **B.Voc Aquaculture:**

Aquaculture is one of the fast developing food production sectors to cater the needs of one of the world's nutrition requirements. The course content has been framed as per the industrial requirements, so the students are being employable in various aquaculture and allied sector. We have facilities like brackish water ponds, fresh water ponds. Live feed breeding facilities in the campus. Student are exposed to both commercial and small farming units during their study period, hence it paves the way for the self-employment. Every year students are being recruited by both MNCs and larger aquaculture industries.

#### **Organizations where Student are Placed:**

- M/s. ARM Health Care
- M/s. LUB DUB Medical
- M/s. AVM Diagnostic Centre
- M/s. MINDRAY Health Care
- M/s. BIOPAC Systems, Inc
- M/s. CORA Health Care
- M/s. Niranjana Ultra Sound
- M/s. UNIVERSAL Airhostess Academy
- M/s. Life Care Medical Services

#### **Organizations where Students have undergone Internship/Apprenticeship:**

- M/s. DEUTCHE BABCOCK AL JABER WLL (Qatar)
- M/s. ETA Engineering Pvt. Ltd.

- M/s. Foxconn (China)
- M/s. Sinmax PTE Ltd.
- M/s. Rotary Engineering, Singapore
- M/s. Promosys

## 2.1 Branches of Study

The following Programmes are offered by Faculty of Engineering and Technology & CAS in Marine Biology, Faculty of Marine Sciences, Annamalai University.

No.	Programme	Intake of Students
1.	B.Voc. Airport Operations	50
2.	B.Voc. Aquaculture	50
3.	B.Voc. Hospital Instrumentation and Management	50
4.	B.B.A. Logistics	60
5.	PG Diploma in Hospital Administration	20
6.	PG Diploma in Medical Coding	20
7.	Diploma in Airline and Airport Management	30
8.	Diploma in Operation Theatre and Anaesthesia Technology	60

The duration of all the above programmes offered is three academic years comprising of sixsemesters.

## III. FEE & SCHOLARSHIP

### Tuition Fee

The details of Tuition Fee to be paid by the candidate are as follows. The fee can be paid into two installments

#### B.Voc. & B.B.A. Degree Programmes

Sl.No.	Branch	Total Fee per Annum (₹)
1.	B.Voc. Airport Operations	39,800/-
2.	B.Voc. Aquaculture	39,800/-
3.	B.Voc. Hospital Instrumentation and Management	39,800/-
4.	B.B.A. Logistics	45,320/-

**Note :** The first installment has to be paid at the time of admission

#### PG Diploma & Diploma Programmes

Sl.No.	Branch	Total Fee per Annum (₹)
1.	PG Diploma in Hospital Administration	42,000/-
2.	PG Diploma in Medical Coding	42,000/-
3.	Diploma in Airline and Airport Management	75,000/-
4.	Diploma in Operation Theatre and Anaesthesia Technology	32,000/-



### 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.	Hostel Name	Caution Deposit (₹)	Annual Hostel & Mess Charges (₹)	Total Fee (₹)
1.	Travancore Hostel (Boys Hostel)	5,000/-	50,000/-	<b>55,000/-</b>
2.	E.T. Golden Jubilee Hostel (Girl's Hostel)	5,000/-	50,000/-	<b>55,000/-</b>
3.	SC/SCA/ST Students (any hostel)	5,000/-	19,000/- #	<b>24,000/-</b>

# 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.

### Scholarship (B.Voc. & B.B.A. degree programme only)

#### i. Application Fee Concession to SC/ST and Converted Christian Students:

Entrance/Course Application fees concession is granted to students belonging to SC/ST Community and Converted Christian by the Government Tamil Nadu (G.O. No. 111. 22.09.1998).

#### 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. SC/ST Community students whose Parent's/Guardian's income from all sources should **not exceed ₹ 2,50,000/- per annum, and Converted Christian (converted from SC/ST) ₹ 2,00,000/- per annum.**

## IV. 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.

- Candidate should be a Citizen of India.
- 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.

#### 4.1 Qualifying Examinations and Eligibility

##### B.Voc. & B.B.A. Degree Programme

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

#### 4.2 Eligibility for PG Diploma / Diploma Programmes

01.	PG Diploma in Hospital Administration	Minimum qualification: Bachelor's degree in any discipline, preferably in Life Sciences, Allied Health Sciences, Management, or Engineering. Minimum Marks: 50% aggregate (Relaxation for SC/ST as per university norms). Age limit: No specific age limit, ideal age group: 21-40 years.
02.	PG Diploma in Medical Coding	Minimum qualification: Bachelor's degree in Life Sciences, Allied Health Sciences, Biomedical Engineering, Pharmacy, or any equivalent qualification. Age limit: Maximum 24 & Unmarried
03.	Diploma in Airline & Airport Management	Bachelor's degree in any discipline Age limit: Maximum 24 & Unmarried
04.	Diploma in Operation Theatre and Anaesthesia Technology	Minimum qualification: 10+2 (Higher Secondary) with Science stream (Physics, Chemistry, and Biology / Mathematics). Age limit: Minimum 17 years at the time of admission

### V. ALLOCATION OF SEATS

#### Reservation

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.

Among the above reservations, 5% seats have been included for differently abled persons as per norms laid down by the Government of Tamil Nadu.

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:

1. Blindness	12. Muscular Dystrophy
2. Low-vision	13. Chronic Neurological conditions
3. Leprosy cured Persons	14. Specific Learning Disabilities
4. Hearing Impairment (deaf and hard of hearing)	15. Multiple Sclerosis
5. Loco motor Disability	16. Speech and language disability
6. Acid Attack victim	17. Thalassemia
7. Dwarfism	18. Hemophilia
8. Intellectual Disability	19. Sickle Cell disease
9. Mental illness	20. Multiple Disabilities including deaf, blindness
10. Autism Spectrum Disorder	21. Parkinson's disease
11. Cerebral palsy	

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

## VI. MODE OF SELECTION

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

## VII. 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 apply themselves to studies.

- vi. The students should attend the classes regularly and punctually and should fulfil the attendance requirement of 75% as prescribed by the University, to be eligible to appear for the University Examinations.
- vii. The campus is "Tobacco Free" and "Liquor Free". Any violation of this will result in dismissal from the program.
- 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 Trousers, Pant & Shirt for men.

## **VIII. GENERAL INSTRUCTIONS**

### **7.1. 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**

#### **General Instructions for Applicants**

- i. Online Application Number is the Registration Number of the Annamalai University B.Voc. Admissions 2025.
- 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 – 608 002  
CHIDAMBARAM  
CUDDALORE DISTRICT, TAMIL NADU**

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

- vi. Demand draft for **B.Voc. & B.B.A. Rs.200/-** for SC/SCA/ST and **Rs.400/-** for Others, **PG Diploma Rs.200/-, Diploma Rs.100/-** which is drawn in favour of **The Registrar, Annamalai University, payable at Annamalainagar / Chennai.**
- vii. The candidates shall ensure that the completed downloaded 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 downloaded application:

**Photocopy of**

- 1. 10th Mark Sheet
- 2. +1, +2 (HSC) / Equivalent Mark Sheet
- 3. Transfer Certificate
- 4. Permanent Community Certificate Card for ST, SC, SCA, MBC & DNC, BC and BCM (permanent card / electronic form / digitally e-Certificate).
- 5. HSC Hall Ticket
- 6. Nativity Certificate – if applicable
- 7. First Graduate Certificate and First Graduate Joint Declaration (only in electronic form / digitally signed e-Certificate) Form – if applicable

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

***Note :*** Candidates appeared for HSC / Equivalent examination in March 2022 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.

- 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.

### **Important Conditions for Applicants**

- xiv. 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.
- xv. Tuition fee for the entire programme together with arrears, if any, shall be payable by the student before Transfer Certificate is issued
- xvi. Special fee for the remaining period of programme shall be waived.
- xvii. No certificate will be issued, unless the candidate has cleared all the arrears of fees etc., due to the University.
- xviii. 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.
- xix. 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.
- xx. 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.
- xxi. Students discontinuing the programme before commencement of classes are eligible to get full refund (except service charges ₹1,000/-).
- xxii. Those who discontinue after commencement of classes are eligible to get refund of caution money deposit only.
- xxiii. The candidates who have joined a programme and wish to discontinue, should pay the tuition fee in full up to the year of study.

### **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 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 '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 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