



(Accredited with 'A+' Grade by NAAC)

FACULTY OF ENGINEERING & TECHNOLOGY

Diploma in Mining Engineering Programme

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, 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), Defence 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. Also, the NLCIL-AU Mining Engineering Programme is the only programme under Industry – Institution linkage in the University.

CONTENTS

S.No.	Title	Page No.
I.	Faculty of Engineering & Technology	1
II.	Fee Structure	2
III.	Eligibility Criteria	3
IV.	Allocation of Seats	4
V.	Mode of Selection	5
VI.	Counselling Procedure	6
VII.	Code of Conduct	8
VIII.	General Instructions	9

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.
- The University has entered into a MoU with NLC India Ltd. for starting a Diploma in Mining Engineering Programme.

Choice Based Credit System (CBCS)

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

Programmes Offered

DIPLOMA IN MINING ENGINEERING

Duration of the Programme

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

The Diploma in Mining Programme is offered by the University under a Memorandum of understanding with Neyveli Lignite Corporation India Limited (NLCIL), who are providing financial aid and technical know-how for conduct of the programme. Fifty percent (50%) of the AICTE approval intake will be filled by the University on the basis of merit, following the guidelines of the Higher Education Department, Government of Tamil Nadu. The balance fifty percent (50%) of the AICTE approved intake is earmarked for project affected persons (PAP) and will be under the purview of NLCIL.

II. FEE STRUCTURE

2.1. Tuition Fee

The details of Tuition Fee to be paid by the candidate are as follows:

S.No.	Name of the Programme	Total Fee per Annum(₹)
1.	Diploma in Mining Engineering	20,400/-

2.2. Hostel Fee

Annamalai University is a residential University. Adequate Hostel Accommodation is available. Candidates are advised to stay in the Hostel. The room rent and establishment charges are as given below:

Sl. No.	Name of the Programme	Hostel Name	Caution Deposit (₹)	Annual Hostel & Mess Charges (₹)	Total (₹)
1.	Diploma in Mining Engineering	Travancore Hostel (Men)	5,000/-	50,000/-	55,000/-
2.	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.

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.

Candidate should be a Citizen of India.

QUALIFYING EXAMINATIONS AND ELIGIBILITY

Eligibility

The S.S.L.C. Examination of the board of Secondary Education, Tamil Nadu (or) The Anglo Indian High School Examinations with Eligibility for Higher Secondary Course in Tamil Nadu (or) The Matriculation Examination of Tamil Nadu (or) any other Examination recognized as equivalent to the above by the Board of Secondary Education, Tamil Nadu.

A pass in the 10th Standard (SSLC) with 35 Marks in Examination of any other equivalent qualification.

MALE / FEMALE candidates can apply.

Nativity

Candidates belonging to Tamil Nadu only will be considered for admission. However, the following categories of candidates are eligible to apply subject to certain conditions.

Children of Central Government Employees not domicile of Tamil Nadu may also apply and compete under Open Competitions for admission, irrespective of their domicile, provided their parents or guardians (only if parents are not alive) are serving in Tamil Nadu continuously for the past FIVE YEARS at the time of submission of application which should be supported by enclosing a certificate from the employer of the parent or guardian.

Children of persons (not domicile of Tamil Nadu) employed in Private or Public Government recognized institutions who are at the time of submission of application for admission employed in Tamil Nadu may apply and compete for admission under open competition irrespective of their domicile provided a certificates from the management is enclosed along with the application that the person is permanent and is working in Tamil Nadu continuously for the past FIVE YEARS.

Tamil Nadu candidates with Schooling in Tamil Nadu from IX Std. onwards need not enclose the permanent residence certificate. In case they have passed the IX, X or their equivalent examination from schools situated outside Tamil Nadu, a copy of "Certificate of Permanent Residence" (to be obtained from Tahsildhar) should be enclosed with the application for considering them as candidates belonging to Tamil Nadu.

Other State candidates with schooling in Tamil Nadu from IX Std. onwards need not enclose "Certificate of Permanent residence". They are eligible for Open Competition only.

IV. ALLOCATION OF SEATS

Selection shall be made under five categories following the rules of reservation in force at the time of publication of the selection list.

- (a) Open Competition
- (b) Backward Class (Others)
- (c) Backward Class (Muslims)
- (d) MBC/DNC
- (e) Schedule Caste
- (f) Schedule Caste (Arunthathiyars)
- (g) Schedule Tribe

Candidates seeking admission against ST/SC/SC(A)/MBC&DNC/BC(Others)/BC(Muslims) quota should obtain the certificate of social status in the prescribed permanent community cards and produce at the time of admission.

For Communities linked with Districts the candidate should obtain their Community Certificate in the respective districts only.

Note:

- i. No persons who professes a religion different from Hinduism or Sikhism shall be deemed to be a member of a Scheduled Caste.
- ii. A member of the Scheduled Caste on conversion to Christianity will be considered only under Backward class Christian and not under Scheduled caste, for admission purposes.
- iii. A member of the Scheduled Tribe will however continue to be treated as such a member irrespective of whether he/she is a convert to any religion or is a descendant of such a convert.
- iv. A candidate who claims to belong to Scheduled Caste by virtue of reconversion should give full details regarding date of reconversion and whether the candidate on such reconversion is accepted by members of the particular community of the locality where he/she resides as belonging to that particular community which he/she claims to be and submit the copy of relevant certificate for reconversion for competent authority and the copy of Gazette notification to the effect.
- v. ST / SC / SC(A) / MBC & DNC / BC (Others) / BC (Muslims) candidates are eligible for selection under Open Competition in addition to the reservations made for them.
- vi. The ST candidates should obtain the Community Certificates only from the, RDO or Sub Collector or Assistant Collector of their native division or Collector of their Districts or P.A. (General) to Collector of Chennai.
- vii. Candidates are warned that if the community recorded in the certificate produced by them, even though issued by competent authority is not included in the list of ST/SC / SC(A) / MBC & DNC / BC(Others) / BC(Muslims) or if the community certificate is not issued/signed by the competent authority or if the community certificate is not in 'the form of the Permanent Community Card. They will not be considered as belong to

ST/ SC / SC (A) / MBC & DNC / BC(Others) / BC (Muslims) as the case may be. They will be considered only as "OTHER COMMUNITIES" and privileges that have been given on the presumption that the candidates belong to ST / SC / SC(A) / MBC & DNC / BC (Others) / BC (Muslims) will be withdrawn.

No correspondence in this connection will be entertained.

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 Benchmark 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.

V. MODE OF SELECTION

Diploma in Mining Engineering

Selection of eligible candidates for the courses in the University will be made based on the total marks secured in the qualifying examination and the ranking will be done in the order of total marks secured by the candidates in the SSLC / Equivalent following communal

reservation. In respect of candidates whose maximum marks in the qualifying examination more than 500 as per scheme, the maximum marks shall be reduced to a base of 500 and rank arrived at long with other candidates.

VI. COUNSELLING PROCEDURE

Counselling will be held at the Administrative Office, Annamalai University, Annamalaiagar, Chidambaram.

- i. Counselling Schedule will be available on the website. Candidates will be called for counselling in the order of their merit.
- ii. Counselling for the special category will be held before the general counseling.
- iii. Selection shall be made under seven categories, namely OC, BC, BC (Muslim), MBC/DNC, SC, SCA and ST, following the rules of reservation of the Government of Tamil Nadu as follows:

Note: BC, BC(Muslim), MBC/DNC, SC, SCA and ST candidates are also eligible for selection under open competition as per merit in addition to the reservation made for those categories.

Special Reservation for Differently Abled Candidates

5% of the total number of seats available is reserved for the Orthopaedically Physically Disabled candidates as per norms laid down by the Government.

Admission to Special Reservation Categories

- i. Candidates who are applying for the special reservation categories of seats should satisfy the rules stipulated for admission. Allocation of these Special Reservation seats will be followed as per horizontal reservation.
- ii. If vacancy arises it will be reverted to the general counselling in the respective communities.
- iii. In the **first** instance in the reservation of seats, candidate with disability of lower limbs between **50% to 70%** shall be considered and in case candidates are not available in that category then candidates with disability of lower limbs between **40% to 50%** may be considered. The other conditions for admission into Diploma in Mining Engineering Programme will be applicable as in the case of general category.
- iv. The candidates are required to produce a certificate from the District Medical Board of the area concerned constituted for the purpose of assessing the nature and the extent of disability **in the format prescribed in the Annexures - I(a) & I(b). Certificate in any other format will be summarily rejected. Annexures Format available in our University Website.**
- v. **The certificate must have been obtained within three months prior to submitting the application for seeking admission under this category. If the certificate has been obtained earlier, the application will be rejected.**

- vi. The Medical Certificate issued by District Medical Board of the area concerned for this purpose is subject to the confirmation by the Expert Committee constituted by the University at the time of Counselling.
- vii. The Candidate seeking admission under this category should produce **full sized photograph** exhibiting the deformity.
- viii. Candidates with any other disability other than the locomotory disability of the lower limb will not be considered for admission into Para Medical Programme under this special category. Such applications will be summarily rejected without any intimation to the candidate. **Both upper limbs, Vision, Hearing should be normal.**
- ix. **The decision of the University in this regard will be final.**
- x. **Counselling Fee:** Candidates have to pay a Counselling fee of ₹ 500/- (₹ 250/- for SC/SCA/ST Candidates) by cash or DD in favour of **"The Registrar, Annamalai University"** payable at Chennai at the time of counselling. **The counselling fee is not refundable.**
- xi. Candidates who fail to attend the counselling at the specified date and time in a particular phase of counselling will forfeit their right to admission on that phase.
- xii. Eligible candidates who have applied may appear for counselling according to their merit list, one hour before the counselling session along with their original certificates for verification, irrespective of receipt of individual communication.
- xiii. The date, time and venue for counselling will be intimated to the candidates, through Annamalai University website. No change of date/time of counselling is permissible. University authorities are not responsible for any postal delay; or non receipt of intimation for counselling. Candidates who do not attend counselling will forego the claim for admission.
- xiv. If a candidate could not attend the counselling on the specified date and time, he/she can attend on a subsequent time/date, during the counselling period. But the candidate will be offered a seat only if it is available, at the time in the respective category. **However such candidates cannot claim a seat as per original seniority in the merit list.**
- xv. After allotment of all seats in various categories the applicants, who have paid the requisite counselling fee but did not get admission will be placed in the waiting list in the order of their merit and in case vacancies arise at a later stage, due to non-joining of selected candidates or for any other reasons they will be admitted in the order of merit by following the rule of reservation.

The following original certificates should be produced at the time of admission to the University.

- (a) Conduct certificate and Transfer Certificate are in original from the Head of the Educational Institution in which the candidate had last studied;
- (b) SSLC book or equivalent record;

- (c) SSLC mark sheet or mark sheet issued by the concerned educational authority for the qualifying examination;
SSLC mark sheet issued by the Head Master of the School, will not be accepted, and
- (d) Original community certificate for ST / SC / SC(A) / MBC & DNC / BC (Others) / BC (Muslims) from prescribed authority.

Other Important Points

Candidates who are eligible and are applying under NLC Ward Quota, have to submit a separate application for General Quota, if they need to be considered for General Quota too.

Applications received after the prescribed date and applications which are not in proper form or which are not correctly filled in or not received on or before the due date and applications which do not fulfill the terms of the "Instructions to Candidates" will be considered defective and are liable for rejection.

VII. CODE OF CONDUCT

- i. The following code of conduct shall be observed by the students who are admitted.
- ii. The students should conduct themselves in an exemplary manner so as to be model for other students.
- iii. All students will have to strictly adhere to the rules and regulations of the University.
- iv. RAGGING: The candidates should not indulge or participate in any kind of ragging. If they are found to have indulged in ragging in the past, or noticed later, the candidates will be removed from the roll of the institution at whatever stage of study and criminal action will be taken against the candidates.
- v. **If any student is involved in ragging or any other anti- social activities, he/she will be expelled and criminal proceedings will be launched against him/her.**
- vi. The students should be present during all working days and sincerely apply themselves to studies.
- vii. The students should attend the classes regularly and punctually and should fulfil the attendance requirement of 75% as prescribed by the University, to be eligible to appear for the University Examinations.
- viii. The campus is "Tobacco Free" and "Liquor Free". Any violation of this will result in dismissal from the program.
- ix. Use of mobile phones and other electronic gadgets are not permitted in the class rooms, examination, halls, faculty premises, university organized functions/programs/ extracurricular and co-curricular activities.
- x. The students are forbidden from using motorized vehicles, including powered two wheelers, inside the campus.
- xi. **Dress Code:** Students need to wear formal dress largely covering them like Sarees/ Churidhar with dupatta for ladies and Trousers, Pant & Shirt for men.

VIII. GENERAL INSTRUCTIONS

8.1. Application

Procedure for registration of application is Online from the University website www.annamalaiuniversity.ac.in/adm

PROCEDURE FOR REGISTRATION OF ONLINE APPLICATION

8.2 General Instructions for Applicants

- i. Online Application Number is the Registration Number of the Annamalai University Diploma in Mining Engineering 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
CHIDAMBARAM
CUDDALORE DISTRICT
TAMIL NADU
PIN- 608 002**

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

- vi. Demand draft for **Diploma in Mining Engineering ₹ 400/-** for SC/SCA/ST and **₹ 800/-** for Others, which is drawn in favour of **The Registrar, Annamalai University, payable at Annamalainagar / Chennai.**
- vii. The candidates shall ensure that the completed online application form with all particulars and enclosures reaches the Annamalai University within the date and time specified. Applications received by Speed post/courier or any other means, after the last date & time will not be accepted irrespective of the date of booking.
- viii. The University shall not be responsible for any delay in the receipt or for the loss in transit of application form etc.,
- ix. Request for extension of time for submission of documents called for, after the specified date and time will not be entertained.
- x. Any supporting documents received after the due date or application without required documents/particulars will not be entertained.

- xi. Photocopy/ Fax copy of the application will not be accepted.
- xii. Both upper limbs, vision and hearing should be normal for all candidates (including for candidates applying under orthopaedically physically disabled category).
- xiii. The candidates are directed to enclose the following certificates along with the Online application:

Photocopy of

- 1. 10th Mark Sheet / 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

Note: *Candidates appeared for 10th / Equivalent examination in March 2024 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.

8.3 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.

8.4. General Information

The following procedures should be followed for applying/getting certificates viz. Bonafide / Course completion/Mark lists etc. with the fee prescribed by the University.

- i. **General:** Mark list for each Semester/Year during the period of study will be issued by the University and distributed through the respective departments of study. On completion of the programme, Provisional Certificate and Transfer Certificate will also be distributed through the department concerned.
- ii. **Migration Certificate:** This certificate will be issued by the University Office ('K' Section) only on demand to those who have planned to undergo higher studies in any Educational Institution in India.
- iii. **Duplicate Certificate** - Mark List / Degree / Transfer Certificate: A certificate from the police department is required to be produced for the loss of certificates indicating that the certificates were actually lost beyond recovery.
- iv. **Degree Certificate:** Notification will be issued in the leading dailies during the month of September/October every year inviting application forms for obtaining Degree Certificate at the Convocation. Students shall apply for the same in the prescribed form which can be obtained from the University.
- v. **Personal File:** Students are advised to maintain a personal file containing all academic records such as challan for remittance of tuition fee, exam fee, instrument fee, condonation fee etc. till completion of his/her studies.
- vi. **Re-admission:** If any attendance deficiency during the tenure of his/her studies, candidates shall apply for re-admission through the Heads concerned along with the photocopy of his/her previous semester/year mark list(s) as proof for having appeared for the University Examinations.
- vii. **Change of Name/Date of Birth:** Candidate who wishes to change of Name, date of Birth, of his/her name should be made only during the period of study by producing a copy of "Gazette Notification" from the respective Government NO such change shall be entertained after completion for his/her studies in the University.

viii. **How to get Certificate:**

- a) Students may apply for any certificates in this University viz., Duplicate mark list, Degree Certificate, Transfer Certificate etc, either during the tenure of his/her studies on completion of the programme and may obtain the same from the office or by post within a fortnight period from the date of filing application in the office. He/she should possess compulsorily **1)** a copy of letter where he/she has applied for **2)** a copy of remittance challan and **3)** any other documents, whenever any lapse of the original submitted to University (or) loss in transaction.
- b) If candidates do not receive the certificate(s) within the stipulated period, then he/she can immediately seek the assistance of the Section Head/Deputy Registrar of the '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