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Lr. No. 090/COE/C20/C30/2007

Date: 07.03.2007

From
Dr. V Jayabalan
Controller of Examinations
Anna University
Chennai – 600 025

To
The Principals of all
Affiliated and Constituent
Colleges

Sir,

Sub: Controller of Examinations - Anna University – B.E./B. Tech/B. Arch/
M.E./M. Tech./M.B.A/M.C.A./M. Sc./B. Sc. – **April/May, 2007**
Examinations – Submission of Application – Remittance of Fee for
Examination, Provisional Certificate, Consolidated Statement of Marks
and Degree Certificates – Reg.

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I take this opportunity to thank the Principal and all other staff members of the College for the excellent co-operation so far extended in smooth and successful conduct of the University examinations.

Anna University April/May, 2007 semester examinations for all batches of Full time & part time B.E. / B. Tech / B. Arch. / M.E. / M. Tech. / M.B.A / M.C.A. / M. Sc. & B.Sc. candidates (except candidates admitted in the I & II semester of all UG and PG courses during 2006-2007 (i.e) 2006 Batch) and Annual Pattern B.E./B.Tech. Examinations are scheduled to commence as detailed below: -

Practical Examinations : **09.04.2007**

Theory Examinations : **09.05.2007**

Detailed time–table for the theory Examination will be sent to the Colleges in due course. A copy of the notification issued in the newspapers in this connection is enclosed for reference.

Examination Centre

Candidates have to appear for the examinations only through the respective colleges where they have undergone or currently undergoing the course. No change of centre will be permitted under any circumstances.

2...

A CD containing the details of the following students with the subjects to be appeared are sent:-

1. All UG & PG candidates who have appeared for the current I, III, V, VII, & IX in Nov./Dec. 2006 and the results are declared.
2. Candidates who have completed the course of UG/PG Degree Program and appeared for the arrear subjects in Nov./Dec. 2006 and the results are declared.

After receipt of the CD, application of all candidates (current and completed candidates) of your college may be generated as per the instructions contained in the "Instruction Manual" enclosed. Then it may be issued to the candidates concerned. It is the responsibility of the colleges to issue the applications to the candidates and get it signed by the candidates. Candidates who have completed their course and gone out of the college and those who have discontinued the course, have to submit the application only through the Principal of the concerned colleges before the last date. No application will be entertained directly by the Controller of Examinations. Suitable instructions may be issued to the candidates on this.

After its receipt from the candidates all applications are to be "registered" as per the instruction contained in "Instruction Manual".

If the generated application contains any subject/s already cleared (passed), the same may be struck off by the candidate before submission to the Principal. Accordingly the fee to be paid may be revised. Deletion in the applications are to be carried out in the CD by the college accordingly and a "**modified**" application print out may be taken and stapled with the original applications of the candidates. Then generate the following list in the computer as per the instructions in the "Instruction Manual"

- i. Registration details of candidates with "**no modification**" in the application and fees collected there of.
- ii. List of **applications "modified"** (applications with the print "M" at the top right hand corner) and registered and fees collected there of.
- iii. List of candidates "**not registered**".
- iv. List of candidates transferred to other colleges.

3..

Then copy the modified data in two CDs (RW) as instructed in the 'Instruction Manual' for being sent to the University.

b) Fee may be collected as detailed below from the candidates:-

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|-------|-----|--|---|-------------------------|
| (i) | For | U.G. Theory | - | Rs. 100/- per subject |
| | | Practical | - | Rs. 100/- per practical |
| | | Project and viva-voce | - | Rs. 200/- |
| (ii) | For | P.G. Theory | - | Rs. 300/- per subject |
| | | Practical | - | Rs. 300/- per practical |
| | | Project and viva-voce | - | Rs. 400/- |
| (iii) | For | PC , CSM & DC from the current final sem. students only | - | Rs. 750/- |

C) Use of blank applications

The following candidates may be asked to use **blank applications** enclosed: -

(If the blank applications are not sufficient, Xerox copies can be used)

- i. Candidates **re-admitted** in to II, IV, VI, VIII & X semester during 2006 – 2007. (R)
- ii. Candidates **transferred** in II, IV, VI, VIII & X semester from other colleges during 2006 – 2007.(T)
- iii. Candidates transferred and re – admitted in II, IV, VI, VIII & X during 2006 – 2007 (TR)
- iv. Candidates **involved in malpractice** during Nov./Dec. 2006 Examinations.
- v. Candidates **not registered** for Nov./Dec. 2006 Examinations.
- vi. Other **eligible candidates** whose **details are not available in the CD.**(O)

Further all re-admitted/transferred candidates of **B.E. / B. Tech. / B. Arch.** coming under category (i), (ii) & (iii) have to enclose the copy of re-admission/transfer order obtained from the Director of Technical Education and the Registrar/ Director, Students Affairs, Anna University along with the application. **Reason** for the use of blank application shall be mentioned at the top, **in red ink** such as Transfer/Readmission etc. Such candidates should also mention their old register number & previous College of study in the application form in red ink without fail.

Candidates of all other courses (i.e) M.E., M. Tech., MBA, MCA, M. SC. & B. Sc. coming under category (i) , (ii) & (iii) have to attach the copy of readmission / transfer order obtained from the Registrar /Director, Students Affairs, Anna University along with the application.

Applications received without the copy of readmission / transfer orders will not be entertained by the University.

d) Mandatory Registration

As per regulations, all eligible students have to **compulsorily register for the arrear subjects** also if any, along with the II, IV, VI, VIII & X semester regular subjects. **Please note that the students admitted in to B.E / B. Tech / B. Arch programme in 2004 & 2005 are not eligible to move to the VI/IV semester as the case may be if they have not registered for current semester Nov./Dec. 2006 examination.** This may please be informed to the students suitably.

e) Arrangement of application for submission to the University.

After taking print out and signature from the candidates, all the computer generated applications from CD which are “not modified” shall be arranged Batch wise, Register Number wise, Course-wise, Branch-wise serially. All the “modified applications” with any corrections (deletion of subjects) and ‘hand written applications’, (blank applications) are to be sorted out and stitched separately with a cover noted ‘Not modified’, “modified” and “Hand written applications”. This will enable the office of the Controller of Examinations to process the applications faster.

The documents are to be **arranged in the following order** and to be sent to the Controller of Examinations before the last date prescribed:-

- i. Total fees paid through Demand Draft with break of details of applications generated from CD and hand written applications in FORMAT –I and FORMAT – II.(a & b)
- ii. List of candidates “registered” **without any modification** and fees paid with application there of.

- iii. List of candidates “registered” with “**modified**” **applications** and fees paid with application there of.
- iv. List of candidates “**not registered**” in FORMAT – III.
- v. List of candidates transferred from the college to other colleges
- vi. List of **Hand filled applications** with fees paid there of (Six categories mentioned in para ‘c’).
- vii. CD (RW) two copies after completing the entire registration process.

f) Last date for submission of application form and fees

The last date for payment of examinations fee and submission of application by the candidates at the college is fixed as 26.03.2007. Due to shortage of time, no separate date has been fixed for remitting the fee with fine.

g) Remittance of fee by the College

The consolidated Demand Draft for the total sum collected may be drawn in favour of “Controller of Examinations, Anna University” payable at Chennai and sent along with the application forms **to the Controller of Examinations on or before 28.03.2007.** Principals are requested to adhere to the above schedule strictly and it is informed that no application will be entertained after the due date.

Individual Demand Draft from students will not be entertained.

i) Revaluation Results

Every effort is being taken to publish the revaluation results before the due date prescribed for the payment of examination fee and submission of application. Subjects passed by the candidate on revaluation may be deleted and modified, in the data given in the CD as per the “Instruction Manual”. In case the results of revaluation are delayed, the candidates need not wait for the same and should apply for all subjects and pay the fee before the last date. After publication of revaluation results, subjects passed by the candidates will be deleted by the University while issuing Hall Tickets to the candidates.

The Principal is requested to

- i) inform the schedule of payment of fee and submission of application to the candidates and all concerned, well in advance.
- ii) give suitable instructions to the candidates to fill up the application correctly.
- iii) verify before despatch of application and payment of fee to the University, whether all candidates who have paid the fee have submitted the applications.
- iv) adhere to the given schedule strictly.
- v) **not to send any candidate to the University for the purpose of condoning late submission of application or late payment of fee.**

Yours faithfully,

CONTROLLER OF EXAMINATIONS

- Encl:**
1. Copy of Examination Notification given in Newspapers.
 2. One CD
 3. "Instruction Manual"
 4. Blank application Nos. – (FE8)

Copy to:

Zonal Coordinator / Zonal Officer, Zone I to X.