

**CENTRE FOR ACADEMIC COURSES****ANNA UNIVERSITY**

CHENNAI – 600 025

Dr. PREMALATHA RAJAN
DIRECTOR

Circular No. 3333/Regular Prog. Fees/2011

Dated: 21.11.2011

CIRCULAR

Sub: PAYMENT OF SEMESTER FEE - UG & PG Regular Programmes
2011 – 2012 – Payment of EVEN Semester (**OTHER THAN
II SEMESTER**) fee December 2011 – May 2012 Session – Reg.

The Students of UG and PG Regular Programmes are instructed to pay the Even Semester (other than II semester) fees for the session December 2011 – May 2012 either by cash (or) by Demand Draft drawn in favour of “The Registrar, Anna University, Chennai **“on (or) before 19.12.2011”**”.

The fee can be paid in any branch of SBI / Indian Bank through the prescribed fee challan. The fee challan format can be downloaded from the University website www.annauniv.edu. The fee challans are also available at the office of the Heads of the Departments concerned.

This procedure of payment in any branches of SBI / Indian Bank is followed to avoid unprecedented crowding at Anna University SBI Branch. Therefore, the students are requested to co-operate by paying fee in other branches of SBI / Indian Bank as far as possible.

Special Provision for Students at MIT Campus:

MIT Students can also pay the fee by remitting cash at the Extension Counter of Indian Bank, Chromepet Branch at MIT campus or Main Branch of Indian Bank, Chromepet or any Branch of Indian Bank with the challan specially meant for MIT students which can be downloaded from the Anna University website. This challan can also be obtained from the respective HOD's of MIT campus and **this challan bears a separate account number.**

GENERAL INSTRUCTIONS:

- After remittance, the Students shall hand over the HOD's copy of the fee challan to the HOD's concerned, who will subsequently do the enrollment at the respective Departments.
- SC / ST students who are availing tuition fee concession are directed to submit the SC / ST copy of the fee challan **without fail** at the SC / ST Cell.
- Students admitted under the differently abled (PH) quota from 2008-2009 onwards and availing Tuition Fee concession shall have to get endorsement on the Tuition fee challan from the respective campus Deans before remitting the DD or cash at any other Branch of SBI / Indian Bank.

PAYMENT OF SEMESTER FEE
& EXAMINATION FEE WITHOUT FINE. } 14.12.2011 to
19.12.2011

PAYMENT OF SEMESTER FEES WITH FINE (Rs.200/-) } 20.12.2011 to
27.12.2011

PAYMENT OF SEMESTER FEE WITH FINE AND
RE-ADMISSION FEE } 28.12.2011 to
(RE-ADMISSION FEE Rs.500/- + FINE Rs.200/-) } 10.01.2012

NOTE TO ALL HEADS OF DEPARTMENTS:

- 1) HOD's concerned will enroll the students in respective semester through class advisors after receiving the copy of the paid fee challan of the payment of semester fee upto 19.12.2011.
- 2) The students who have not paid fee as on **27.12.2011 shall not be permitted to attend classes.**
- 3) Attendance shall be given only from the date of payment of semester fees with fine / with fine + re-admission fee.

- 4) The names of students who fail to pay the fees **even after 10.01.2012** shall be **removed permanently** from the nominal rolls on 11.01.2012.
- 5) The Faculty Advisors shall prepare the list of defaulters and send the name list to the HODs concerned who in turn will order the removal of names of such defaulters (students) from the Rolls.
- 6) The names of such defaulters shall be put on the Notice Board and also be informed to the Class Committee Chairpersons for necessary action.
- 7) Copies of such defaulters list department wise, branch wise shall be sent to Additional Controller of Examinations, Finance officer and Deans of the respective campus for records.
- 8) The students who do not pay the fees even after the deadline on 10.01.2012 are deemed to have discontinued the course. Their names will be deleted from the rolls permanently.
- 9) The final Enrollment and the student nominal roll shall be prepared as on 11.01.2012 and be sent to the Deans of the respective campuses under a copy to the Director of Academic Courses, Additional Controller of Examinations and Finance officer.

IMPORTANT DATES:

1	Last date for Payment of fees and Enrollment without fine	19.12.2011 (Monday)
2	Last date for Payment of fees and Enrollment with fine of Rs.200/-	27.12.2011 (Tuesday)
3	Last date for Re – admission and enrollment with penalty fee of Rs. 500 + 200/-	28.12.2011 to 10.01.2012
4	Permanent deletion from Roll	11.01.2012 (Wednesday)
5	Despatch of Final Enrollment and student nominal roll to Dean's / Director of Academic Courses, generated through ARMS	12.01.2012 (Thursday)

EXAMINATION FEE:

THE SCHEDULE FOR PAYMENT OF EXAMINATION FEE WILL BE ISSUED BY ADDITIONAL CONTROLLER OF EXAMINATION, UNIVERSITY DEPARTMENTS:

The students are instructed to obtain a separate challan for the payment of examination fee from the office of Additional Controller of Examinations, University Departments and pay the prescribed fee to the Registrar's Account at SBI, Anna University Branch CEG Campus and Indian Bank Extension Counter, MIT campus.

The office of the HODs may be requested to make entry in the ARMS as soon as the fee receipt chalans are submitted by the students at the HOD's office. This will facilitate the generating of the defaulters list at the earliest.

Premalatha Rajan
DIRECTOR
ACADEMIC COURSES
21.11.11

Copy to:

1. The Dean, CEG / ACT / MIT / SAP Campus.
- with request to display this in notice board at college / Hostels / Canteen
2. The Additional Controller of Examinations (UD), Anna University Chennai.
- With a request to arrange to issue separate notification for the collection of Examination fee.
3. All HOD's / Directors of Centers
- With a request to arrange to display this circular in Notice Boards and also to issue the fee challan to the students on request.
4. The DCOE, CEG / ACT / MIT / SAP campus for necessary action.
5. The P.S to the Vice – Chancellor, Anna University Chennai.
6. The P.A to the Registrar, Anna University Chennai.
7. The Finance Officer, Anna University Chennai.
8. The Deputy Registrar (C & G), Anna University Chennai.
9. The Superintendent, FA 40 section & The Superintendent, SC/ST cell.
10. The Branch Manager, SBI, Anna University Branch / Indian Bank, Chromepet Branch – Extension Counter at MIT Campus for necessary action.
11. The Stock file.