Circular. No. 2993/Regular Prog. Fees/2014

Date: 22.05.2014

CIRCULAR


The Students of All UG & PG Regular Programmes are instructed to pay the ODD Semester fees for the Academic Session July 2014-December 2014 either by cash (or) by Demand Draft drawn in favour of “The Registrar, Anna University, Chennai” on (or) before 04.07.2014 (Friday).

The fee can be paid in any branch of SBI (for Main Campus students) / Indian Bank (for MIT Campus students) 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 / Directors of the Centres concerned.

This procedure of payment in any branch of SBI (for Main Campus students) / Indian Bank (for MIT Campus students) is followed to avoid unprecedented crowding. Therefore, the students are requested to co-operate by paying their fees in other branches of SBI (for Main Campus students) / Indian Bank (for MIT Campus students) as far as possible.

Special Provision for Students at Madras Institute of Technology (MIT) Campus:

MIT Campus 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 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 at the SC / ST Cell, Anna University without fail.
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.

<table>
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<tr>
<th>PAYMENT OF SEMESTER FEE</th>
<th>30.06.2014 to 04.07.2014</th>
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<tbody>
<tr>
<td>PAYMENT OF SEMESTER FEES WITH FINE (Rs.200/-)</td>
<td>05.07.2014 to 15.07.2014</td>
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<tr>
<td>PAYMENT OF SEMESTER FEES WITH FINE AND RE-ADMISSION FEE (FINE Rs. 200/- + RE-ADMISSION FEE Rs.500/-)</td>
<td>16.07.2014 to 30.07.2014</td>
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**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 for the payment of semester fee upto 15.07.2014.

2) The students who have not paid fee as on 15.07.2014 shall not be permitted to attend classes.

3) Attendance shall be given for the defaulters 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 30.07.2014 shall be removed from the nominal rolls permanently on 31.07.2014.

5) The final Enrollment and the student nominal roll shall be prepared as on 31.07.2014 and be sent to the Deans of the respective Campuses with a copy to the Director of Academic Courses, Additional Controller of Examinations and Finance officer.

6) The Faculty Advisors shall prepare the list of defaulters and send the name list to the HODs concerned who is in turn will issue orders for the removal of names of such defaulters (students) from the Rolls.

7) The names of such defaulters shall be put on the Notice Board and also be informed to the Class Committee Chairpersons for necessary action.

8) Copies of such defaulters list department-wise, branch-wise shall be sent to Additional Controller of Examinations, Director of Academic Courses, Finance officer and Deans of the respective Campuses for records.

9) The students who do not pay the fees even after the deadline on 30.07.2014 are deemed to have discontinued the course. Their names will be deleted from the rolls permanently.
IMPORTANT DATES:

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<tr>
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<th>Last date for payment of fees and Enrollment without fine</th>
<th>04.07.2014</th>
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<tr>
<td>2</td>
<td>Last date for payment of fees and Enrollment with fine of Rs.200/-</td>
<td>15.07.2014</td>
</tr>
<tr>
<td>3</td>
<td>Last date for Re-admission and enrollment with fine (Re-Admission fee Rs.500/- + Fine Rs.200/-)</td>
<td>30.07.2014</td>
</tr>
<tr>
<td>4</td>
<td>Permanent deletion from Roll</td>
<td>31.07.2014</td>
</tr>
<tr>
<td>5</td>
<td>Despatch of Final Enrollment and student nominal roll to Dean's / Director of Academic Courses, generated through ARMS</td>
<td>31.07.2014</td>
</tr>
</tbody>
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The office of the HOD’s may be requested to make entry in the ARMS as soon as the fee receipt challans are submitted by the students at the HOD’s office. This will facilitate the generating of the defaulters list at the earliest.

EXAMINATION FEE:

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

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

DIRECTOR
ACADEMIC COURSES

Copy to:

1. The Dean, CEG / ACT / MIT / SAP Campus, Anna University, Chennai.
   - with a request to display this Circular 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 the Head of Departments / Directors of Centers
   - with a request to arrange to display this Circular in Notice Board 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 Nodel Officer, SC/ST Cell, Anna University, Chennai.
6. The P.S. to Vice-Chancellor, Anna University, Chennai.
7. The P.A. to Registrar, Anna University, Chennai.
8. The Finance Officer, Anna University, Chennai.
9. The Deputy Registrar (C & G), Anna University, Chennai.
10. The Superintendent, FA 40 Section, Anna University, Chennai.
11. The Branch Manager, SBI, Anna University Branch / Indian Bank Chromepet Branch – Extension Counter at MIT Campus - for necessary action.
12. The Stock file - CAC.