



REGISTRAR

ANNA UNIVERSITY

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Lr. No. 04/ AU / CAI / App_Affln / 2024-25

Dated: 05.01.2024

To

The Chairperson / Principals of Affiliated Colleges
of Anna University, Chennai.

Sir / Madam,

Sub: Anna University – Application for Grant of Provisional Affiliation for
the academic year 2024 - 25 – To be submitted online – Existing
Affiliated Colleges – Reg.

I am to inform you that a web application “Affiliation Monitoring System” is available for online submission of Application for Affiliation towards continuation of provisional affiliation for the existing course(s), variation in intake in the existing course(s) and new / additional course(s) of B.E. / B.Tech. / B.Arch. / M.E. / M.Tech. / M.Arch. / M.B.A. / M.C.A. programme(s) for the academic year 2024-25.

➤ Submission of online application should be done through the Anna University website <https://cai1.annauniv.edu/cai> the website can also be reached through the option 'Web Portal' under affiliation in the official website of Anna University.

➤ The details of all the permanently affiliated courses conducted in the College should also be submitted online in the same form to the University.

➤ The details of laboratory requirements are available in the Anna University website <https://www.annauniv.edu/cai/labrequirements.php>

➤ Faculty Qualifications, Experience, Scale of pay and Cadre Ratio should be strictly followed as per AICTE/UGC 7th CPC / COA (2020) norms for grant of Affiliation.

➤ All Certificates, AICTE Faculty ID, PAN and Aadhaar details should be verified with the originals of Faculty Members before uploading the details to the University.

➤ **THE LAST DATE FOR SUBMITTING THE APPLICATION FOR AFFILIATION IS 19.02.2024 (Monday), 05:00 P.M.**

The webportal will be opened for uploading the details from today onwards. You are requested to upload the application for provisional affiliation for the academic year 2024 - 25 with all relevant details and documents using the same '**Username**' and '**Password**' which was used last year.

You are requested to update i) NIRF rank number in respective categories (Engineering & Technology, Architecture and Management) and upload certificate in Sl.No.28 of the online Application, ii) Annual expenditure details for previous 3 years iii) Students on roll details (for four academic years Engineering & Technology (B.E/ B.Tech.) programme(s) for 5 academic years for Architecture (B.Arch) and for 2 academic years M.E/M.Tech./M.B.A./M.C.A./M.Arch. programme(s) as per COE records.

The processing of application, conducting inspection and granting affiliation are subjected to the fulfillment of the norms of Anna University and the following conditions:

1. Consolidated Report generated, after submitting all the details of the application, should be maintained by the respective Colleges in the form of both **SOFT COPY** and **HARD COPY**. It should be made available whenever demanded by the University.
2. Summary Sheet of Application for Affiliation generated, should be duly signed by the Principal and the Chairperson of the College.
3. Inspection / Processing fee should be made through RTGS/NEFT.
4. RTGS/NEFT transaction details should be submitted in the prescribed format which is available in CAI website <https://www.annauniv.edu/cai/format.php>
5. The hard copy of the Summary Sheet of Application for Affiliation generated from the web portal and Payment Receipt should be submitted at the Respective Regional Centre of Anna University by the Colleges coming under Regional Centres of Anna University. The Colleges coming under Chennai Region should submit the same to The Director, Centre for Affiliation of Institutions, Anna University, Chennai – 600 025.
6. Colleges can admit students in the academic year 2024 - 25 ONLY after getting the grant of affiliation for the academic year 2024 - 25.
7. The existing institutions which do not submit the online application within the last date will not be considered for the grant of affiliation for the academic year 2024-25.
8. **Online Application should be submitted on or before 19.02.2024, 05:00 P.M. (Closing date).**
9. **Under any circumstances, affiliation cannot be considered for any Course in a College beyond the closing date for grant of affiliation.**

S. M. Muthu 5/1/2024
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Anna university
Chennai - 25

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