ANNA UNIVERSITY

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REGISTRAR

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Lr. No. 035 / AU / CAI / App_Affln / 2025-26 -1

Dated: 07.01.2025

To

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

Sir / Madam,

> Sub: Continuation of Affiliation to Affiliated Colleges for the academic year 2025-26 – Online Submission of Details with Aadhaar based authentication – Reg.

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I am to inform you that a web application "Affiliation Monitoring System" is available for online submission of details which will be verified by an inspection process.

- ➤ Submission of online details should be done through the Anna University website *https://cai1.annauniv.edu/caiau/index.php*.

- ➤ The faculty details of already submitted faculty members authenticated by biometric devices with Aadhaar shall be updated using the respective Unique faculty ID, If required. The faculty details of new faculty members should be submitted through biometric devices, which will be authenticated based on Aadhaar details through TNeGA and UIDAI.

- ➤ Individual faculty data sheets should contain actual details of the faculty member and signature. Ensure that the faculty members submit their correct mobile number and contact addresses.

- ➤ The details of all the permanently affiliated courses conducted in the College should also be submitted online in the same form to the University, which will also be verified by inspection

- ➤ The details of laboratory requirements are available in the Anna University website *https://www.annauniv.edu/cai/labrequirements.php* The equipment should be in working condition and all experiments stipulated as per regulation have to be demonstrated to the Inspection Committee.

- ➤ Faculty qualifications, Experience, Scale of pay and Cadre Ratio should be strictly followed as per (AICTE/UGC/ 6th CPC/ 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 AICTE Faculty ID shall be mandatory for all faculty members.

- ➤ **The last date for submitting the Online details is 31.1.2025 (Friday) 5.00 P.M. without late fee and / or 07.02.2025 (Friday) 5:00 P.M. with a late fee of Rs. 50,000/-**

You are requested to update i) NIRF rank number in respective categories (Engineering & Technology, Architecture and Management) and upload Certificates in Sl.No.28 of the online details, 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 online details, conducting inspection and continuation of affiliation are subject to the fulfillment of the norms of Anna University and the following conditions:

1. Consolidated Report generated, after submitting all the online details, 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 generated, should be duly signed by the Principal and the Chairperson of the College.

3. The Inspection / Processing fee should be paid through RTGS/NEFT, after deducting the Re – Inspection fee, if paid for the academic year 2024 – 25 and unified inspection will be carried out for 2024-25 and 2025-26.

4. CAI – AUSB – NDC Unique ID received from Anna University sports board should be entered in the webportal

5. RTGS/NEFT transaction details should be submitted in the prescribed format which is available in CAI website *https://www.annauniv.edu/cai/format.php*

6. The hard copy of the Summary Sheet generated from the web portal and Payment Receipt, if any 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.

7. The existing institutions which do not submit the online details within the last date will not be considered for the grant of affiliation for the academic year 2025-26 under any circumstances.

8. One Professor or Associate Professor with Ph.D. qualification in the appropriate discipline is mandatory for every PG Programme, failing which affiliation shall not be extended.

9. Those programmes which have not fulfilled the stipulated affiliation requirements will be suspended/withdrawn without any further notice.

10. An affidavit shall be submitted by the Chairperson / Secretary of the Trust / Society of the Institution ensuring that the all the details submitted to the University are true to their knowledge and no part of the same is false and no material facts have been concealed there from sworn before the First Class Judicial Magistrate or Public Notary or an Oath Commissioner on Rs.100/- Non-judicial stamp paper

11. Online details should be submitted to the University on or before 31.01.2025 (Friday), 05:00 P.M. and / or with a late fee of Rs. 50,000/- on or before 07.02.2025 (Friday), 05:00 P.M.

REGISTRAR