



ANNA UNIVERSITY

CHENNAI - 600 025, INDIA

Phone : (O) 22352161, 22357004

Fax : 91-44-2235 1956

Gram : ANNATECH

E-mail : registrar@annauniv.edu

REGISTRAR

Lr. No. 065/ CAI / Ins. / 2018-19

Date: 02.02.2018

To

The Principal of affiliated Engineering Colleges,

Sir,

Sub: Centre for Affiliation of Institutions- **Visit of Inspection Committee** - Grant of provisional affiliation for the existing / additional programmes / variation in intake in the existing programmes for the academic year **2018-19** - Reg.

I am to inform that an Inspection Committee will visit your college shortly to verify the fulfillment of the requirements for the existing courses offered and for the additional courses / variation in intake opted at your college as per the norms and standards, curricula and syllabi of Anna University, Chennai for grant of affiliation subject to the fulfillment of statutory requirements for the academic year 2018-19. The format of various evaluation forms that are to be used by the Inspection committee are given in www.annauniv.edu/cai for your information.

The Affiliation web portal will be kept open for entry of updated details of faculty members before the Inspection. The web portal will be closed on the date of Inspection. Necessary updations, if any, could be done after logging in your college ID in the Affiliation web portal. '**Summary sheet of faculty members (2018-19)**' should be generated before Inspection. The inspection team will be verifying the Original Certificate of the faculty members including the Aadhaar Card.

You are requested to follow the norms of AICTE in this regard for qualification and payscale of teaching staff and furnish the following details to the Inspection committee promptly upon their arrival during their visit to your college:

1. Summary Sheet of faculty members working in the college, generated from the web portal.
2. Details of the available laboratory equipments, library books and journals in the prescribed format given in the website: www.annauniv.edu/cai

The formats for providing the above information and the details of laboratory requirements for all the Semesters for the B.E / B.Tech. / B.Arch. / M.E. / M.Tech. / M.C.A. / M.B.A. / M.Sc. programmes as applicable to the Semester concerned are available in the website: www.annauniv.edu/cai.

The Inspection process is likely to commence from mid - February onwards. The exact date of Inspection will be informed about three days before the date of Inspection. Any request for change in the schedule cannot be entertained. You are requested to extend your utmost cooperation for Inspection.


REGISTRAR 2/2