Lr. No.252/CAI/AU/INS/2023-24   Date: 29.04.2023

To

    The Chairperson / Principals of Affiliated Colleges
    of Anna University, Chennai – 600 025.

Sir / Madam,

Sub: Centre for Affiliation of Institutions – **Visit of Inspection Committee** – Grant of provisional affiliation for the existing/additional programmes/variation Intake in the existing programmes for the academic year 2023–24 – Reg.

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    I am to inform you that, an Inspection Committee of Anna University will visit your colleges to verify the fulfillment of the requirements for the existing courses offered and for the additional courses / variation in intake opted by 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 2023 – 24.

    Equivalent AICTE open source software available in the AICTE website https://www.aicte-india.org/downloads/Commercial%20Software.pdf may be used wherever applicable.

    The Affiliation webportal will be opened one/two day(s) before the date of inspection for entry of updated details of faculty members. Necessary updations, if any, could be done after logging in to your college Affiliation web portal. '**Summary sheet of faculty members (2023 – 24)**' should be generated prior to the date of Inspection and the same should be submitted to the Inspection Committee on the day of inspection.

    The Inspection Committee will verify the Original Certificates of the faculty members including Aadhaar, PAN, Experience Certificates and Genuinesss of Ph.D. Degree Certificate. In addition, the Committee will verify the journal publications and

supporting documents for Ph.D. candidates produced for the faculty members of higher cadre such as Associate Professor, Professor and Principal. You are requested to promptly furnish the following details to the Inspection Committee upon their arrival during their visit to your college.

1. Summary Sheet of faculty members working in the college, generated from the web portal duly attested by the Principal of the College.

2. The details of laboratory requirements for the B.E. / B.Tech / B.Arch / M.E / M.Tech/ M.Arch./ M.C.A. / M.B.A. programmes as applicable to the Semesters concerned are available in the website: www.annauniv.edu/cai/labrequirements.php.

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

➤ Adhere scrupulously to the instructions and existing guidelines given by Government of Tamilnadu by following standard operating procedures in respect of COVID'19.

➤ The Principal of the Colleges are requested to keep ready one Computer with Printer, Scanner, Xerox facilities along with internet connection, so that the Committee Chairman can upload the Scaned copy of the report in the College itself.

The webportal will be closed at 05:00 P.M., one day prior to the date of inspection. The webportal will not be opened on the day of Inspection for any reason.

The Inspection process commences from **05.05.2023 (Friday)** onwards. The exact date of Inspection will be informed about one/two day(s) before the date of Inspection. Any requirement for change in the inspection schedule shall not be entertained. You are requested to extend your utmost cooperation to complete the inspection process in time.

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29/4/23

DIRECTOR
DIRECTOR
Centre for Affiliation of Institutions
Anna University, Chennai-600 025.