ANNA UNIVERSITY
Chennai-600 025, India

Application Form for Admission to B.E. / B.Tech.
Degree Programmes for the academic year 2013-2014

OFFERED AT THE UNIVERSITY DEPARTMENTS
UNDER CHILDREN OF INDIAN WORKERS IN GULF COUNTRIES (CIWGC) CATEGORY

Last date for Receipt of Application : 15 June 2013

Counseling will be held at Anna University, Chennai on 22 June 2013.

NAME OF THE CANDIDATE : ____________________________________________
(First Name followed by Surname)

FOR OFFICE USE ONLY
Application Received Date : ______________________________
Receipt No : ______________________________
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Demand Draft Date : ______________________________
Name of the Bank : ______________________________
Received By ______________________________
Checked By ______________________________
CIWGC Application Form
B.E. / B.Tech. Degree Programme

Registration fee:

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A.DETAILS OF THE CANDIDATE:

1. Name of the candidate (Capital letters): 

(First Name followed by Surname)

2. Candidate’s Address for Correspondence: ______________________________

3. Gender: Male/Female Date-of-Birth: 

Day  Month  Year

4. Name of the Father: 

5. Name of the Mother: 

Please paste (do not pin) 3.5x4.5 cm size recently taken Colour Photograph and sign across the lower part of the photo.
6. Details of Qualifying Examinations: (From 10\textsuperscript{th} and 12\textsuperscript{th} Standards or Equivalent)

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<th>Name of Examsation</th>
<th>Register No.</th>
<th>Name &amp; Address of the School</th>
<th>Name of Board / University and Country</th>
<th>Year of Passing</th>
<th>Medium of instruction</th>
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7. Details of Marks obtained in the qualifying examination. (12\textsuperscript{th} Standard or Equivalent)
Attach authenticated transcripts of grades / marks secured in the qualifying examination.

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<th>Sl. No.</th>
<th>Subject</th>
<th>Maximum Marks</th>
<th>Minimum prescribed marks / grade * for a pass</th>
<th>Marks / grade * obtained in the Exam.</th>
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Aggregate Marks for 200:
(Maths:100, Physics:50, Chemistry:50 Marks)

* If the candidates produce grade certificates, they have to produce the actual marks also, otherwise only the minimum marks applicable to the grades in the eligible subjects (Mathematics, Physics and Chemistry) will be taken into account. The candidate should have passed all the subjects in the qualifying examinations with a minimum of 50 percentage of marks in each subject.
8. Name & Address of the Local Guardian in India (if both parents are residing abroad)
   Residence: ...................................
   Office: ........................................
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   ..............................................
   Phone: ......................................
   Phone: ......................................
   Fax: ........................................
   Fax: ........................................
   e-mail: ...................................
   e-mail: ...................................

B. DETAILS OF NRI SPONSOR

9. Name of the Sponsor

10. Relationship of the Sponsor to the candidate:
    (Father / Mother / Legal Guardian alone can sponsor)

11. Passport details of the sponsor:

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<th>Nationality</th>
<th>Passport No.</th>
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<th>Date of Expiry</th>
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12. Employment details of the sponsor (Certificate to be enclosed)

   Designation of the sponsor: ............................................
   Annual Income: ..............................................................
   Name of the Company: .....................................................
   Address: ...........................................................................
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   Country: .................................................................

13. Residence and Office address of the sponsor (Father / Mother / Legal Guardian) in the residing country.

   Residence: ........................................
   Office: ..................................................
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   Phone: ..............................................
   Phone: ..............................................
   Fax: ..............................................
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   e-mail: ...........................................
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14. Photo copies of the following documents are to be attached along with the application:

1. Recent NRI status certificate of the parent issued by the Indian Embassy of the respective country (Two copies).

2. Employment Certificate of the NRI parent. In the case of self employment, nature of business, annual income and required proof like Income – Tax paid (for the last 3 years), etc.

3. NRE / NRI bank account statement of the NRI parent, at least last six months.

4. Valid Indian Passport of the NRI parent.

5. Secondary School Leaving Certificate Mark Sheet (X Standard) or equivalent (Two Copies).

6. Qualifying Mark / Grade list (XII Standard) or equivalent (Two Copies). ****.

7. School Transfer Certificate or Migration Certificate.

**** If the candidate has studied in a Non-Indian Government board of education system abroad or in India, the eligibility certificate obtained from the Association of Indian Universities, New Delhi or the Indian Embassy abroad, where the candidate has studied should be submitted.
DECLARATION FORM

DECLARATION BY THE CANDIDATE

I, ________________________, hereby declare that all the particulars stated in this application and the enclosures are true to the best of my knowledge and belief. I have read the Information Brochure and I shall abide by the terms and conditions therein. I am aware that my admission will be provisional and in the event of my being found ineligible at the time of reporting, my admission will be denied. If I am already admitted, my admission will be cancelled. I am also aware that in all matters concerning admission, the decision of Anna University, Chennai is final and I shall abide by it. I am fully aware that as per the directions of the Hon’ble Supreme Court of India and Tamil Nadu Prohibition of Ragging Act 1997, ragging is an offence and is banned in the Institutions and anyone indulging in ragging is liable to be punished with expulsion from the Institution and / or rigorous imprisonment of up to three years and / or fine up to Rs.25,000/-

Place: ________________________
Date: ________________________
Signature of the Candidate

DECLARATION BY THE PARENT

I, ________________________, hereby declare that all facts given in the application by the Candidate Mr. / Ms. ______________________________ who is my son / daughter are true and correct. In case, any particulars furnished in the application are found to be incorrect at a later stage, I agree to forfeit the admission of my son / daughter, no matter, at whatever stage of the course at that time. I hereby give an undertaking to pay regularly all his / her dues to the University / Hostel till the completion of his/her course of study. I also undertake the responsibility for his / her good conduct. I am also aware that in all matters concerning admission of my son / daughter, the decision of Anna University, Chennai is final and I shall abide by it. I am fully aware that as per the directions of the Hon’ble Supreme Court of India and Tamil Nadu Prohibition of Ragging Act 1997, ragging is an offence and is banned in the Institutions and anyone indulging in ragging is liable to be punished with expulsion from the Institution and / or rigorous imprisonment of up to three years and / or fine up to Rs.25,000/-

Place: ________________________
Date: ________________________
Signature of the parent
Name: ________________________
DECLARATION BY THE SPONSOR

I ……………………………………… son / daughter of……………………………………………..and
having Passport no………………………… issued at …………………and
residing at ………………………………………………………………………………………………………
hereby declare that I am the Father / Mother / Legal Guardian of the candidate
Mr. / Ms……………………………………………………………………………………………………

I undertake to financially sponsor the above candidate for the entire course of study in
Anna University, Chennai. I am also aware that in all matters concerning admission, the
decision of Anna University, Chennai is final and I shall abide by it.

Place: Signature of the Sponsor
Date: Name:
FORMAT FOR LETTER FROM EMBASSY

(In the Letter head of the Embassy office)

No. Dated:

CERTIFICATE

This is to certify that .......... (Sponsor’s name) ..........holder of Indian passport no...............dated ...........issued at (Place of issue) ........is residing in this country since ............He / She is a Non- Resident Indian.

(Signature, Designation & seal of the issuing authority)

FORMAT FOR THE EMPLOYER CERTIFICATE

(In the letter head of the Company / Organization)

No. Dated:

This is to certify that ..........(sponsor’s Name) ..........holder of Indian passport no...........dated ...........issued at ...........(place of issue)..........is an employee of our company / organization since ........ (Date of joining)........in the position of ........ (Designation) ...........and drawing a monthly salary of ............

This certificate is being issued upon his / her request for the purpose of college admission.

(Signature, Designation & seal of the issuing authority)
1. Admission Requirements

1.1. Application Form:

The application form may be downloaded from the website: www.annauniv.edu/cia/adm.php

If the candidate wishes to apply for both CIWGC and NRI Categories, separate applications should be made.

1.2. Eligibility and Academic Qualifications

B.E. / B.Tech. Degree (Four years): Candidates must have passed the qualifying examination, i.e. (10 + 2) of Indian System or its equivalent (completed 12 years of school education).

Candidates must have studied in English medium or have proficiency in English language and should have passed the qualifying examination with a minimum of 50 percentage of marks in subjects for admission to all programmes. The selection of candidates will be on the basis of the marks obtained in the prescribed subjects in the qualifying examination. The marks for Mathematics brought down to 100 and Physics and Chemistry marks to 50 each will be considered for Ranking.

In cases where more than one candidate have got the same mark in the common merit list, the inter-se-merit among such candidates shall be determined in the order of priority as specified below:

(1) Percentage of marks in Mathematics, (2) Percentage of marks in Physics
(3) Percentage of marks in the fourth optional subject and (4) Date of birth.

1.3. Registration Fee

A Bank Draft for US $ 200 drawn in favour of the Director, Centre for International Affairs, Anna University, Chennai payable at New York drawn from any Nationalised Banks of India or other International Banks with branches in India should be submitted along with the application.

1.4. Last date for Receipt of Application

Application complete in all respects should reach the Director, Centre for International Affairs, Anna University, Chennai-600 025, India on or before 15 June 2013.

1.5. Selection Procedure

After the last date for submission of application, a merit list will be prepared based on the marks scored in the subjects prescribed i.e. Mathematics, Physics & Chemistry (100+50+50). The candidates will be called for counseling and the seats will be allotted based on the rank. The candidates may choose the branch of their choice during counseling. The counseling will be held at Anna University, Chennai on 22 June 2013.
1.6. At the time of counseling, the following documents are to be produced (in original except item No.4)

1. Recent NRI status certificate of the parent issued by the Indian Embassy of the respective country under their seal as per Specimen-I.
2. Employment Certificate of the NRI parent as per Specimen-II. In the case of self-employment, nature of business, annual income and required proof like Income- Tax paid (for the last 3 years), etc.
3. NRE / NRI bank account statement of the NRI parent, at least last six months.
4. Valid Indian Passport of the NRI parent.
5. Secondary School Leaving Certificate Mark Sheet (X Standard) or equivalent.
6. Qualifying Mark / Grade list (XII Standard) or equivalent. ****.
7. School Transfer Certificate or Migration Certificate.
8. Bank draft for US $ 7500(US dollars seven thousand five hundred only)

Note: **** If the candidate has studied in a Non-Indian Government board of education system abroad or in India, the eligibility certificate obtained from the Association of Indian Universities, New Delhi or Indian Embassy abroad, where the candidate has studied should be submitted.

1.6.1. Final allotment of the branch of study will be done after verification of the original certificates. Once the branch of study and the institute are allotted, it can’t be changed for any reasons.

1.7. Payment of Tuition Fee:

On receipt of the allotment order, the candidate has to pay the prescribed fee immediately in the form of a Demand Draft drawn in favour of the Director, Centre for International Affairs, Anna University, Chennai payable at New York.

1.8. Fee Structure : US$ 7500 per year for all UG Programmes.

US$ 29000 - Fee payable in one installment for
B.E. / B.Tech. (8 Semesters).
* Please refer to the enclosed list in Annexure-I for course / branch.

1.9. Fee once paid is not refundable.

1.10. Fitness:

Candidates have to submit a medical fitness certificate at the time of counseling as per Annexure - II.

2. GENERAL INFORMATION

2.1. Reporting to the University:

Normally, the academic session begins by July – August every year. Candidates selected for admission are required to report to the Dean of the campus concerned on the scheduled date mentioned in the allotment order. If the candidate fails to do so, the offer of admission will automatically stand cancelled.
2.2. Hostel Accommodation:
Hostels are available separately for girls and boys. Application can be submitted at the time of admission. Interested candidates may apply. They have to pay the prescribed fee as per Hostel Rules. The Hostel Mess is run on dividing system.

2.3. Other Fee:
Fees applicable for Library, Examination, Students’ Co-operative Society, Identity card(Smart card), etc should be paid in Indian rupees at the time of admission or when required to pay as per the rules.

2.4. Requirements for Completion of a Semester

2.4.1. A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

Ideally every student is expected to attend all the classes and earn 100% attendance. However, in order to allow provision for certain unavoidable circumstances such as hospitalization / accident / specific illness, the student is expected to earn a minimum of 75% attendance.

Therefore, he / she shall secure not less than 75% of overall attendance in that semester taking into account the total number of periods in all courses attended by the candidate as against the total number of periods in all courses offered during that semester.

2.4.2. However, a candidate who secures an overall attendance between 65% and 74% in that current semester due to medical reasons (prolonged hospitalization / accident / specific illness / participation in Sports events) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate to the Head of the Department.

2.4.3. Candidates who secure less than 65% overall attendance and candidates who do not satisfy the clauses 2.4.1 & 2.4.2 will not be permitted to write the end-semester examination of that current semester and will not be permitted to go to the next semester. They will be required to repeat the semester which has not been completed, in the next academic year.

*******
# Annexure I

## COURSES OF STUDY IN B.E / B.TECH. OFFERED AT ANNA UNIVERSITY, CHENNAI

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ANNEXURE – II

MEDICAL CERTIFICATE

(to be produced at the time of Admission)

Certified that I, Dr……………………………………………………………………………………………….
(IMC. Reg.No. ……………………………………….) have this …………………… day of
……………………………….2013 examined the candidate whose particulars are given
below:

1. Name of the Candidate : 
2. Name of the parent : 
3. Sex : Male / Female
4. Age with date of Birth : …… years Date Month Year
5. Identification Marks 1.
   2.
6. Whether the candidate fulfils the following standards : Normal If No, specify the defect
   a) General Fitness consists of Yes/No
      Full Blood Test including HIV Test
      Full Urine Test
      Chest X-ray
      ECG
      Mental Retardness Test and
      Other General Tests
   b) Vision : Yes/No
   c) Auditory functions : Yes/No
   d) Speech functions : Yes/No
7. Whether Physically Handicapped: Yes/No (If Yes specify the defect and the extent of disability)
   
   i. Vision
   
   ii. Speech
   
   iii. Hearing
   
   iv. Limbs

8. **OPINION**: with the above clinical details Please specify

   Whether the candidate is physically eligible to be considered for admission in Engineering Colleges/Technical Institutions Yes/No (If No specify the reasons)

Signature of the Candidate

Signature of Regd. Medical Practitioner

Place :

Register No. :

Date :

Full Address:
DATA SHEET
(TO BE FILLED BY THE CANDIDATE – ALL LETTERS SHOULD BE IN BLOCK LETTERS)

DETAILS OF THE CANDIDATE

1. Name of the Candidate:

2. Gender: M / F

3. Date of Birth: DD / MM / YY

4. Name of the Father:

5. Name of the Mother:

6. E-mail ID of the Candidate:

7. E-mail ID of the Parent:

8. Nationality:

9. Address for Correspondence in abroad: (with Phone number & email)

Telephone No: (with Code)
Mobile No:

10. Name & Address of Local Guardian, if any in India: (with Phone number & email)

Telephone No: (with Code)
Mobile No:

DETAILS OF THE NRI SPONSOR

Name of the Sponsor
Passport No. Date of Issue
Date of Expiry Place of Issue
Visa No. Date of Issue
Date of Expiry Place of Issue

SIGNATURE OF THE CANDIDATE

FOR OFFICE USE ONLY

Office Ref. No.
Admitted
Not Admitted
Category CIWGC Course B.E. / B.TECH. Branch Campus CEG / ACT/ MIT