

Registration No. :
(Office Use only)

ANNA UNIVERSITY

Chennai-600 025, India

SUPPLEMENTARY COUNSELLING

Application Form for Admission 2016 to B.E. / B.Tech.
Degree Programmes for supplementary.

OFFERED AT THE UNIVERSITY DEPARTMENTS

UNDER CHILDREN OF INDIAN WORKERS IN GULF COUNTRIES (CIWGC) CATEGORY

Last date for Receipt of Application : 30.07.2016

Counseling will be held at Anna University, Chennai on 01.08.2016 at 02.30 PM

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

RECEIPT OF APPLICATION

Application complete in all respects should reach the **Director, Centre for International Affairs, Anna University, Chennai-600 025, Tamil Nadu, India** on or before **30.07.2016** by 5.00 pm (or) in person (or) scanned copy through email: dircia2011@gmail.com

5. b. Details of Qualifying Examinations: For Foreign Examination Boards of (8+4) or (9+3) High School Diploma.

For (8+4) High School Diploma fill up 8th to 12th standard details. For (9+3) High School Diploma fill up 9th to 12th standard details.

Name of Examination	Register No.	Name & Address of the School	Name of Board / University and Country	Year of Passing	Medium of Instruction
8th Standard for (8+4) System (4 year High School Diploma)					
9th Standard for (8+4) or (9+3) System					
10th Standard					
11th Standard					
12th Standard					

6. Details of further study or employment after passing 12th standard or equivalent (To be filled by the applicants who have completed 12th standard or equivalent in academic year 2015-16 or earlier).

Year	Further Study Details		Employment Details	
	Name of the college, address, email, Telephone, Fax	Name of the programme / Year of study	Post held	Name of employer address, email, Telephone, Fax
2015-16				
2014-15				
2013-14				
2012-13				

Attach separate sheet for details for the subsequent year 2011-12 and earlier periods.

B. DETAILS OF NRI SPONSOR

7. Name of the Sponsor _____

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

9. Employment details of the sponsor (Certificate to be enclosed)

Designation of the sponsor : -----

Annual Income : -----

Name of the Company : -----

Address : -----

Country : -----

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 me being found ineligible at the time of reporting, my admission shall 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 atand
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:

PHOTOCOPIES OF THE DOCUMENTS TO BE ENCLOSED ALONG WITH THE APPLICATION

1. Recent NRI status certificate of the parent issued by the Indian Embassy of the respective country with their seal as per Specimen-I (Affidavit of NRI status is not accepted) - (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 for the last six months.
4. Valid Indian Passport of the NRI parent.
5. Valid Indian Passport of the Candidate or Birth Certificate.
6. School Transfer Certificate or Migration Certificate or both. If these certificates are not issued in your country, an equivalent transfer certificate from the Principal has to be specially obtained.
- 7. For 10+2 type of Indian Boards OR Foreign Boards:**
 - a. Mark sheets of Secondary School Leaving Certificate (X Standard) or equivalent.
 - b. Higher Secondary Certificate (XII Standard) or equivalent (Two Copies) ***.

OR

 - c. For 8+4 type of Foreign Boards: Mark Sheets from 8th to 12th standards (Two Copies) ***.
 - d. For 9+3 type of Foreign Boards: Mark Sheets from 9th to 12th standards (Two Copies) ***.

*** 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 (AIU), New Delhi has to be enclosed. Equivalent certificate from AIU has to be given for each individual candidate. Anna University will not accept details from the websites of the boards or any other authorities regarding equivalency. Otherwise, if the Indian Embassy/ consulate in the concerned country provides an eligibility certificate, it can be enclosed.

Data sheet duly signed by both the parent and candidate.

Note:

1. Photocopies of the documents listed above (1 to 7) must be enclosed along with the application form without fail. Otherwise, the application will be rejected.
2. Predicted scores will not be accepted.
3. Photocopies of printed mark sheets issued by the respective boards only will be accepted.
4. Photocopies of hand written mark sheets will not be accepted.
5. Internet copies of mark sheets will not be accepted.
6. Equivalence of marks for grades should be provided by the examination authorities/Boards. Certificates from principals regarding equivalence of marks for grades will not be accepted.
7. Do not send the application without the copy of the printed marksheet of the qualifying examination.
8. The application along with all required documents should be submitted **only by post**.
9. Information for applicants regarding admission will be uploaded in Anna University website in the form of circulars periodically. Do not expect individual email communication. If at all emails are sent, it is for the benefit of the applicants. Please check inbox/spam folders, if necessary. Please reply to emails from Anna University promptly.
10. Enclose the photocopy of the high school Diploma Certificate if the student completes studies from international boards which provide three/four year high school diploma. Such students should also enclose the photocopy of the mark sheet of 8th standard or 9th standard or equivalent level (Pre Diploma level).
11. Anna University reserves the right to ask for additional documents if necessary.

**INSTRUCTIONS TO THE CANDIDATES FOR ADMISSION UNDER
CIWGC CATEGORY AT ANNA UNIVERSITY, CHENNAI – 600 025, INDIA**

1. Admission Requirements

1.1. Application Form

The application form and the datasheet 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 filed.

1.2. Eligibility and Academic Qualifications required for a B.E./B.Tech. Degree Programmes (Four Year):

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 should have proficiency in English language. The candidate should have passed in all the subjects and scored a minimum average of 50 percentage in Mathematics, Physics and Chemistry put together.

If the candidate produces grade certificates, they have to produce either the actual marks or equivalent marks for the respective grades. In case equivalent mark range is given for grades by the respective examination authorities, only the minimum marks applicable to the grades in the eligible subjects (Mathematics, Physics and Chemistry) will be taken into account. The candidate should provide equivalent mark or mark range for grades from the respective board only. Letters from Principals regarding equivalent mark or mark range for grades will not be accepted. The candidate has to provide a pass certificate, if it is not clear from the mark sheet whether the candidate has passed all the subjects. Mark sheets with voluminous data or confusing formats will not be accepted. The decision of Anna University will be final in case of any ambiguity in the eligibility criteria.

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. The Demand Draft must have routing number, seal and signature of the authorised official.

1.4. Counselling Procedure

After the last date of application submission, a merit list will be prepared based on the aggregate mark calculated for 200, Mathematics reduced to 100 and Physics and Chemistry marks to 50 each. The aggregate mark will be considered for ranking. The candidates will be allotted seats based on the 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 given 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.

The candidates can choose the branch of their choice during counselling. The counselling will be held at Anna University, Chennai on **01.08.2016**.

At the time of counselling, the following documents have 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 for the last six months.
4. Valid Indian Passport of the NRI parent.
5. Valid Indian Passport of the Candidate or Birth Certificate.
6. School Transfer Certificate or Migration Certificate or both. If these certificates are not issued in your country, an equivalent transfer certificate from the Principal has to be specially obtained.

7. For 10+2 type of Indian Boards OR Foreign Boards:

- a. Mark sheets of Secondary School Leaving Certificate (X Standard) or equivalent.
- b. Higher Secondary Certificate (XII Standard) or equivalent***.

OR

- c. For 8+4 type of Foreign Boards: Mark Sheets from 8th to 12th Standards***.
- d. For 9+3 type of Foreign Boards: Mark Sheets from 9th to 12th Standards***.

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 (AIU), New Delhi has to be enclosed. Equivalent certificate from AIU has to be given for each individual candidate. Anna University will not accept details from the websites of the boards or any other authorities regarding equivalency. Otherwise, if the Indian Embassy/ consulate in the concerned country provides an eligibility certificate, it can be enclosed.

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.

1.5. 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**. The Demand Draft must have routing number, seal and signature of the authorised official.

1.6. Fee Structure:

1.6.1. Tuition Fee : US\$ 7500 per year for all UG Programmes. (OR)
US\$ 29000 - Fee payable in one installment for B.E./B.Tech.
(8 Semesters).

Tuition fee should be paid in the beginning of every academic year before the due date.

1.6.2. One time Fee : Caution deposit, Students' Co-operative Society, Identity card (Smart card) etc. (in Indian rupees). One time fee is paid during admission.

1.6.3. Semester Fee : Library, Insurance, Industrial visit etc. Semester fee should be paid in the beginning of every semester before due date (in Indian rupees through net banking).

1.6.4. Examination

Fee : Examination fee should be paid in the beginning of every semester before due date (in Indian rupees through net banking).

1.6.5. Other Fee : To be announced from time to time (in Indian rupees).

All fees are subject to revision. Once revised, the revised fee has to be paid.

1.7. Tuition fee once paid is not refundable.

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 for those who want hostel accommodation. They have to pay the prescribed fee as per Hostel Rules. Two or three students will be accommodated in a room depending upon the demand.

Boys will be accommodated in Tulip Hostel from first year onwards. Girls will be accommodated in Lavender Hostel. At anytime, if sufficient rooms are not available in the international hostels, the candidate may be allotted room in any other hostel till the room is available in International Hostel.

2.3. Fee Payment

Announcements regarding the payment of various fees will be made through circulars only. The circulars will be displayed on the notice boards. Students should pay the fees on time. In addition, emails may be sent to the students regarding payment of the fees. However, non-receipt of emails cannot be a reason for non-payment of fees or delay in the payment of fees.

2.4. Requirements for Completion of a Semester

A student who has fulfilled the following conditions (vide clause 2.4.1 and 2.4.2) shall be deemed to have satisfied the attendance requirements for appearing for end semester examination of a particular course.

- 2.4.1. Ideally every student is expected to attend all periods and earn 100% attendance. However, the student shall secure not less than 75% attendance course wise taking into account the number of periods required for that course as specified in the curriculum.

- 2.4.2. If a student secures attendance between 65% and less than 75% in any course in the current semester due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Chairman, Sports Board and Head of the Department concerned, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination of that course. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department through the Faculty Advisor.
- 2.4.3. A student shall normally be permitted to appear for End semester examination of the course if the student has satisfied the attendance requirements (vide Clause 2.4.1 and 2.4.2) and has registered for examination in those courses of that semester by paying the prescribed fee.
- 2.4.4. Students who do not satisfy clause 2.4.1 and 2.4.2 and who secure less than 65% attendance in a course will not be permitted to write the End-Semester Examination of that course. The student has to register and repeat this course in a subsequent semester when it is offered next (vide clause 2.5.5).
- 2.4.5. In the case of reappearance registration for a course (vide Clause 2.5), the attendance requirement as mentioned in Clauses 2.4.1 - 2.4.3 is not applicable. However, the student has to register for examination in that course by paying the prescribed fee.
- 2.4.6. A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks.

2.5. Reappearance Registration

- 2.5.1. If a student fails in a theory course, the student shall register for reappearance for that course in the subsequent semester when it is offered next. The student shall earn Continuous Assessment marks and attend end semester examination.
- 2.5.2. The student may attend the classes for the courses registered for reappearance the student wishes. However, the attendance requirement (vide clause 2.4) is not compulsory for such courses.

- 2.5.3. If the theory course, in which the student has failed, is a professional elective or an open elective, the student may register for the same or any other professional elective or open elective course respectively in the subsequent semesters.
- 2.5.4. The student who fails in any Laboratory Course/ Project work / Seminar and any other EEC course shall register for the same in the subsequent semester, when offered next, and repeat the course. In this case, the student shall attend the classes, satisfy the attendance requirements (vide clause 2.4), earn Continuous Assessment marks and appear for the End Semester Examinations. The facility of Reappearance Registration is not available for such courses.
- 2.5.5. If a student is prevented from writing end semester examination of a course due to lack of attendance, the student has to register for that course again, when offered next, attend the classes and fulfill the attendance requirements as per clause 2.4. If the course, in which the student has lack of attendance, is a Professional Elective or an Open Elective, the student may register for the same or any other Professional Elective or Open Elective course respectively in the subsequent semesters.
- 2.5.6. After the admission of the candidates the parents are requested to do the following:
- a. Regularly contact the Class advisor and HoD of the student regarding attendance and academic progress. Please contact the Class advisor every month through email.
 - b. Update your telephone, email and address details with the Class advisor, HoD and Director (Centre for International Affairs).
 - c. The attendance and three assessment marks can be viewed by the parents through the Internet using the access details given to the students.

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

Sl.No	Branch Code	Branch	Programme
College of Engineering Guindy Campus			
1	AI	Agricultural and Irrigation Engineering	B.E.
2	BY	Bio- Medical Engineering	B.E.
3	CE	Civil Engineering	B.E.
4	CS	Computer Science & Engineering	B.E.
5	EC	Electronics & Communication Engineering	B.E.
6	EE	Electrical & Electronics Engineering	B.E.
7	GI	Geo-informatics	B.E.
8	IE	Industrial Engineering	B.E.
9	IM	Information Technology	B.Tech.
10	MA	Materials Science & Engineering	B.E.
11	ME	Mechanical Engineering	B.E.
12	MI	Mining Engineering	B.E.
13	MN	Manufacturing Engineering	B.E.
14	PT	Printing Technology	B.E.
Alagappa College of Technology Campus			
15	AP	Apparel Technology	B.Tech.
16	CH	Chemical Engineering	B.Tech.
17	CR	Ceramic Technology	B.Tech.
18	FS	Food Technology	B.Tech.
19	IB	Industrial Bio-Technology	B.Tech.
20	LE	Leather Technology	B.Tech.
21	PM	Pharmaceutical Technology	B.Tech.
22	TX	Textile Technology	B.Tech.
23	PT	Petroleum Engineering & Technology	B.Tech.
Madras Institute of Technology Campus			
24	AE	Aeronautical Engineering	B.E.
25	AU	Automobile Engineering	B.E.
26	CS	Computer Science & Engineering	B.E.
27	EC	Electronics & Communication Engineering	B.E.
28	EI	Electronics & Instrumentation Engineering	B.E.
29	IM	Information Technology	B.Tech.
30	PR	Production Engineering	B.E.
31	ME	Mechanical Engineering	B.E.
32	RP	Rubber & Plastic Technology	B.E.

FORMAT FOR NRI CERTIFICATE 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.....datedissued at (Place of issue)is residing in this country sinceHe / She is a Non- Resident Indian.

*(Signature, Designation &
seal of the issuing authority)*

- Note: 1. The NRI Certificate given by embassy in a different format is accepted.
2. Affidavit of NRI Certificate is not accepted.**

FORMAT FOR THE CERTIFICATE FROM THE EMPLOYER

(In the letter head of the Company / Organization)

No.

Dated:

This is to certify that(sponsor's Name)holder of Indian passport no.....datedissued 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)*