



SCHOOL OF ARCHITECTURE AND PLANNING

ANNA UNIVERSITY, CHENNAI - 600 025

Office: 044-22359295/94

Date: 20-10-2022

B.Arch. (NRI/FN/CIWGC) ONLINE ADMISSION PROCESS 2022-2023

(CANDIDATES ARE REQUESTED NOT COME TO THE COLLEGE IN PERSON FOR ADMISSION)

- Candidates are requested to pay the Tuition Fee from 20.10.2022 to 26.10.2022 as per instruction given in CIR circular.
- Candidates are requested to pay the Fee through online payment only using <https://www.auegov.ac.in/> after uploading necessary documents.
- **Provisional Admission** of the candidates will be done through **Online Mode**.
- The Online admission is **scheduled on 26.10.2022 from 10.00 a.m. to 4.00 p.m.**
- Candidates are requested to **check their registered mobile number/ e-mail** for the status of online admission during the scheduled time.
- During the scheduled time University will verify the documents uploaded by the candidates and will **send SMS/ e-mail**.
- If all the documents are approved by the Verification Officer, the Provisional Admission letter will be generated and **will be sent to the registered e-mail id**.
- In case there is a **discrepancy** in uploading of the documents by the candidates, E-mail and message will be sent by the University to the candidate **to re-upload the documents within 48 hours**. The provisional admission letter will be mailed only after submitting the required documents.

Note: *Confirmation of admission is subject to physical verification of documents on a later Date which will be announced in www.annauniv.edu

*Commencement of Orientation programme and Induction programme is scheduled from **28.10.2022**


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SCHOOL OF ARCHITECTURE & PLANNING
ANNA UNIVERSITY,
CHENNAI - 600 025.



CENTRE FOR INTERNATIONAL RELATIONS
Anna University, Chennai – 600025, INDIA

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LetterNo.CIR/Adm2022-23

20.10.2022

INSTRUCTIONS FOR THE STUDENTS ALLOTTED TO
B. ARCH. UNDER NRI / CIWGC / FN CATEGORY FOR THE
YEAR 2022 – 2023 FOR THE PAYMENT OF TUITION FEE

Candidates who are provisionally allotted to B. Arch. degreeprogrammes to

- School of Architecture and Planning (SAP) Campus

The students are requested to pay the tuition fees in any of the modes shown below on or before 26.10.2022 :

A. SWIFTTRANSFER

BENEFICIARY BANK(SwiftField 59)		
Beneficiary Account Number	:	8456101113451
Name of the Bank	:	CANARABANK
Bank Address	:	Canara Bank, Anna University Branch, Tamilnadu, Chennai-25, India
Account Name & Address	:	The Director, Centre for International Relations Anna University, Chennai-25, Tamilnadu, India.
Branch Code	:	8456
IFSC Code	:	CNRB0008456
INTERMEDIARY BANK (Swift Field 57)		
Beneficiary Bank (Swift Field57)	:	Canara Bank, International Division, Mumbai
Swift Code	:	CNRBINBBID
Account No.	:	6550791917
INTERMEDIARY BANK(Swift Field56)		
Intermediary Bank	:	BANK OF AMERICA, NEWYORK
Swift Code	:	BOFAUS3N

B. DEMAND DRAFT

The DD will be collected at the Office of the Centre for International Relations (Second Floor of CPDE Building) CEG Campus, Anna University from 10.00 a.m. to 5.00 p.m. (from 20.10.2022 to 26.10.2022)

Demand draft for **US \$ 6500/-** payable at **New York** (in favour of **The Director, Centre for International Relations, Anna University, Chennai– 600025**)

(OR)

Demand draft in **Indian Rupees equivalent** to **US \$ 6500 /-** payable at **Chennai** infavour of **The Director, Centre for International Relations, Anna University, Chennai –600025.**

(Exchange Rate Certificate obtained from the bank should be submitted along with the Demand draft)

Note :

1. The students who pay in **Demand Draft** should submit **the google form should be filled through link: <https://forms.gle/3BqAVDnJqfLuXwdc7>**
The google form should be filled before submission of DD.
2. In online mode, payment should be made **ONLY** by swift transfer. Any other mode of payment will not be accepted. Kindly ensure that the payment details have the **“Name of the Candidate”** and the **“Student Application number”**. Once payment is made, **the google form should be filled through link and submitted : <https://forms.gle/3BqAVDnJqfLuXwdc7>**
3. For any clarifications, kindly contact CIR office - +91-44-2235 8635.

❖ INTERNATIONAL HOSTEL ADMISSION

➤ SAP CAMPUS

Contact :+91 -44-22359826/27

E-mail id: annaihhostels@gmail.com

DIRECTOR
-sd

I. Procedure for Registering Mobile Number

Important Note:

The mobile number registered here will be used for all communications in future. This mobile number will be printed on the SMART CARD. DO NOT register temporary mobile number. After registration, if you want to change the mobile number, you have to apply through the Dean of the college.

- Step 1: Go to <https://www.auegov.ac.in/> and select “softwares icon” and select “Datasheet” submenu. (Google chrome is the preferred browser but all latest browsers are supported.)
- Step 2: Enter application number, Date of Birth, Mobile number (registered during counselling process) and select admission year.
- Step 3: Enter Captcha and Click Login.
- Step 4: Select Registration menu and select Mobile registration submenu. Enter the mobile number to be registered.
- Step 5: Click “Get OTP”. **If OTP is not received, wait for 30 seconds before you click “Regenerate OTP”.**
- Step 6: Enter the OTP, you have received in your mobile and click verify OTP. Check the message displayed on the screen.

Procedure for Registering E-Mail Id

Important Note:

The e-mail id registered here will be used for all communications, DO NOT register temporary e-mail id.

- Step 1: Go to <https://www.auegov.ac.in/> and select “softwares icon” and select “Datasheet” submenu. (Chrome is the preferred browser but all latest browsers are supported)
- Step 2: Enter application number, Date of Birth, Mobile number (registered during counselling process) and select admission year.
- Step 3: Enter Captcha and Click Login.
- Step 4: Select Registration menu and select Email registration submenu. Enter the email to be registered.
- Step 5: Click “Get OTP”. **If OTP is not received, wait for 30 seconds before you click “Regenerate OTP”.**
- Step 6: Enter the OTP, you have received in your email and click verify OTP. Check the message displayed on the screen.

II. Procedure for filling the student smartcard data sheet through online

Important Note: Scan the original documents **with 75 DPI resolution**. The size of a single file should be **less than 150 kb**. **DO NOT** scan the documents using **cam scanner or mobile**. All the documents except photo, **should be in PDF** format only. Photo should be **less than 50 kb** and in **JPEG** only.

Before proceeding to pay admission cum term fees, student have to fill the data for smartcard.

- Step 1: Go to <https://www.auegov.ac.in/> and select “softwares icon” and select “Datasheet” submenu. (Google chrome is the preferred browser but all latest browsers are supported.)
- Step 2: Enter application number, Date of Birth, Mobile number (registered during counselling process) and select admission year.
- Step 3: Click Login.
- Step 4: View existing data under Dashboard menu.
- Step 5: Fill personal, academic details using "Add/Edit Data Sheet" submenu of "Data Sheet" menu
- Step 6: Click "Add" button to save.
- Step 7: Check the entered details on the screen. To make corrections use "Edit" button make correction and click "Update".
- Step 8: Select “view/confirm Data Sheet” submenu of “Data Sheet” menu, and Click “View PDF” to Generate PDF file with "Tentative Report" water mark, check all the details entered are correct, If all data are correct, complete the data entry by clicking “Confirm” button at the end of the PDF file. If “No” is selected, close and edit the data again.
- Step10: Verify each uploaded files for readability and relevance.
- Step11: Confirm each uploaded certificate

III. Procedure for paying admission cum term fees through online using Internet Banking.

All allotted candidates must pay the admission, semester fee through online payment only

Step 1: Go to <https://www.auegov.ac.in/services.html>, Centre for e-Governance website (Google Chrome is the preferred browser but all latest browsers are supported)

Step 2: Select (Click) “Student Portal ”

Step 3: Enter the Registration / Application Number, Date of Birth and press login button and **set password** (Set Password according to the mentioned requirements. Enter the same password in confirm password. “Click set password”. Check the message displayed on the screen). The respective student’s particulars will be displayed on the webpage. If all the shown information is correct then press “Pay Fees”.

Step 4: After clicking Pay Fees, the user will be requested to select a bank for payment on the webpage and proceed to the respective bank’s website for payment (if internet banking enter the login name, password and proceed).

Step 5: On successful completion of the transaction, the candidate can take a temporary receipt of the payment for further reference. A signed copy of the receipt will be available in the same portal within 48 working hours.

NOTE:

1. The signed receipt copy must be produced at the time of admissions.
2. For making payment, at zero transaction charges, the candidate may require an Internet Banking Account in any one of the following banks.
(I) State Bank of India (II) Indian Overseas Bank (III) Indian Bank.
3. Other mode of payments may require transaction charges as indicated in the web portal.

For any clarification on datasheet, admission cum term fees contact support@aeugov.ac.in

Also, contact through <https://www.aukdc.edu.in/form/formlogin.htm> by entering application number.

IV. RULES FOR REFUND OF FEES

Sl. No.	Percentage of Refund of Fees	Procedures
1.	<u>Refund of fees - 100%</u> <ul style="list-style-type: none">• 100% of the One Time Fee***• 100% of the Semester Fee• Full refund of the refundable of deposits.	15 days before the formally - notified date of commencement of classes
2.	<u>Refund of fees - 80%</u> <ul style="list-style-type: none">• 80% of the One Time Fee***• 80% of the Semester Fee• Full refund of the refundable of deposits.	Not more than 15 days after the formally - notified date of commencement of classes
3.	<u>Refund of fees - 50%</u> <ul style="list-style-type: none">• 50% of the One Time Fee***• 50% of the Semester Fee• Full refund of the refundable deposits.	More than 15 days but less than 30 days after formally - notified date of commencement of classes
4.	<u>Refund of fees - 0%</u> <ul style="list-style-type: none">• 0% of the One Time Fee• 0% of the Semester Fee• Full refund of the refundable deposits.	More than 30 days after formally - notified date of commencement of classes

*** excluding the non-refundable processing fees such as Smart Card, Co-operative Society Membership and Recognition, Registration and Enrollment fee.

* **Enrolment means the date of opening of the institution**