



# ANNA UNIVERSITY

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REGISTRAR

Lr. No.162 / CAI / AU / INS /2021-22

Dated: 26.03.2021

To

The Chairperson / Principals of Existing Affiliated Colleges  
of Anna University.

Sir / Madam,

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 2021–22 – Reg.

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I am to inform that an Inspection Committee will visit your colleges shortly 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 2021 – 22.

Colleges are recommended to purchase National or International Journals related to the UG/PG courses among the list of Journals prescribed in the website of Centre for Research, Anna University <https://cfr.annauniv.edu/research/regulation/journal-list-04072019.pdf>. Equivalent AICTE open source software available in the AICTE website [https://www.aicte-india.org/downloads/Commercial\\_Software.pdf](https://www.aicte-india.org/downloads/Commercial_Software.pdf) may be used wherever applicable.

The Affiliation webportal will be opened two days 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 (2021 – 22)**' should be generated prior 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 and Genuineness of Ph.D. Degree Certificate. In addition, the Committee will verify the journal publications and support documents for producing Ph.D. candidates 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. Faculty Qualifications, Experience, Scale of pay and Cadre Ratio should be strictly followed for grant of Affiliation as per AICTE 7<sup>th</sup> CPC norms.
3. Details of the available library books and journals in the prescribed format given in the website: [www.annauniv.edu/cai/format.php](http://www.annauniv.edu/cai/format.php).
4. 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](http://www.annauniv.edu/cai/labrequirements.php).
5. Adhere scrupulously to the instructions and existing guidelines given by Government of Tamilnadu by following standard operating procedures in respect of COVID'19.

**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.**

The Inspection process commences from the Second week of April. The exact date of Inspection will be informed about two days before the date of Inspection. Any request for change in the inspection schedule shall not be entertained. You are requested to extend your utmost cooperation.

  
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**REGISTRAR**  
Anna University  
Chennai - 25

  
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