DEAN, CEGC

Date: 9.11.2020

MASTER OF BUSINESS ADMINISTRATION ONLINE ADMISSION PROCESS 2020-21

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

- Candidates are requested to pay the Fee through online payment only using www.aukdc.edu.in after uploading necessary documents from 21.11.2020 to 23.11.2020.

- Provisional Admission of the candidates will be done through online mode on 25.11.2020.

- Schedule for the online admission for MBA (FT / PT) is enclosed.

- Candidates are requested to check their registered mobile / e-mail for the status of online admission during the schedule time.

- During the schedule time University will verify the documents uploaded by the candidate 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 the documents by the candidate, 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 after submitting the required documents.

- Hostel Admission: The hostel accommodation and fee details will be announced later. The hostel fee will be collected from the students at the time of hostel admission.

- For further information, kindly contact the following telephone number & e-mail id.
  Tel : 044 – 2235 8476 / 77
  Tel : 044 – 2235 9049 (Hostel)
  E-mail id : cegdeanoffice@gmail.com

Note: Confirmation of admission is subject to physical verification of documents on a later date which will be announced in www.annauniv.edu and https://ceg.annauniv.edu.
MBA அலைவாணி சூட்டல் 2020-21

(மாணவர்கள் 2020-21 சூட்டலைக் கொள்ளி முறையேற்றப்பட்டுள்ளது)


- மாணவர் சூட்டல் ஆரம்பமுடிக்கும் போது 25.11.2020 வரை பற்றிய பெயர்ப்பிடிப்பு செய்யப்பட்டது.

- உள்ளே உள்ள கல்விக்காட்சி வரை முழுமையான ஆளவான்களின் படிகங்களைப் பற்றிய பெயர்ப்பிடிப்பு செய்யப்பட்டது.

- ஆளவான்களின் படிகங்கள் பற்றிய பெயர்ப்பிடிப்பு, மாணவர்களுக்கு பன்னாட்டு அணுவான்களான டொமொக்சை (SMS) / இல்லை தேர்தல் அடையப்பட்டது.

- அணுவான்கள் ஆணையால் காப்பாட்டு காரணியால் ஆராய்ச்சிக் பண்டையை, முன்னெச்சரித்தியாக தனியாக பிரித்து அறிவுபெயர் இல்லை (email-id) அடையப்பட்டது.

- மாணவர்களுடன் அணுவான்கள் பாந்து வெளியிட்டு கிராம விளக்கத்தில் ஆராய்ச்சிக் பண்டையை, 48 மாணவர் குழுவுக்காக ஆணையால் தனியாக பிரித்து மாணவர்களிடம் முற்றிலும் செயல்கை செய்து (SMS) போலேயும் கொள்ளத் தொடங்கியது. செயல்கை கால வரையாக தனியாக பிரித்து கொள்ளத் தொடங்கியது.

ஆரம்பம்: மாணவர்களிடம் சூட்டல் ஆதரவான்கள் சூட்டல் பிரிவினரின் அணுவான்களால் கேள்வியை பிரித்து கொள்ளப்பட்டது. முறையே முதல் குழு அணுவான்களால் (www.annauniv.edu & https://ceg.annauniv.edu) ஆராய்ச்சிக் பண்டையை ஆய்வு செய்யப்பட்டுள்ளன.

DEAN, CEG

Date: 19.11.2020
### INSTRUCTION TO CANDIDATES FOR MBA Programmes (ETIPT) 2020-21

1. The Students who are getting admission to MBA Programmes (Regular/ETIPT) at College of Engineering Guindy Campus through online counseling, are directed to report for provisional admission through online mode on 25.11.2020 as per the following schedule.

   The Admission is conducted in online mode only. Hence, the students are requested NOT TO COME IN PERSON for the admission, during the above day.

   Fee can be paid through online payment only (www.auskct.edu.in). Upload all necessary Original Certificates (Scanned copy) as per the format prescribed in website (www.auskct.edu.in).

   The students will be requested to present Original Certificates for verification at a later date, which will be announced on our website www.aanuau.edu/. www.crg.sunset.edu.

### Sl. No. Programme DATE TIME
1. MBA (Regular) 25.11.2020 11:30 A.M
2. MBA (Tourism Management) 11:30 A.M
3. MBA (ISS) 3:00 P.M

### THE FOLLOWING DOCUMENTS TO BE UPLOADED BEFORE THE ADMISSION WITHOUT FAIL:

- ADEQUATE EQUIVALENT MARK SHEET
- HSC / EQUIVALENT MARK SHEET
- TRANSFER CERTIFICATE
- ALLOTMENT ORDER
- TAN/CES DISCERNMENT MARK SHEET
- COMMUNITY CERTIFICATE (IF APPLICABLE)
- INCOME CERTIFICATE (IF APPLICABLE)
- AADHAR CARD
- RECENTLY TAKEN PHOTO OF THE STUDENT
- SIGNATURE OF THE STUDENT
- BANK PASSBOOK (IF APPLICABLE)
- UG MARK SHEETS
- UG PROFESSIONAL DEGREE CERTIFICATE
- Anti-RAGGING Undertaking Form
- JOINT DECLARATION FORM
- MEDICAL FITNESS CERTIFICATE
- DIFFERENTLY-ABILED CERTIFICATE (IF APPLICABLE)
- NAtIVITY CERTIFICATE (IF APPLICABLE)

### SL. No. DETAILS General Candidates Amount (Rs.) OC Candidates Amount (Rs.) SC/ST Candidates Amount (Rs.) Differently Abled for General Candidates Amount (Rs.) Differently Abled for SC/ST Candidates Amount (Rs.)
1. **One Time Fees (Payable at the time of Admission)**
   - Admission Fee 300 300 300 - - 300 300 300 - -
   - Academic Course Fee 200 200 200 - - 200 200 200 - -
   - Provisional Certificate and Degree Certificate 1000 1000 1000 - - 1000 1000 1000 - -
   - Personality and Character Development Programme 500 500 500 - - 500 500 500 - -
   - Placement and Training Charges 1200 1200 1200 - - 1200 1200 1200 - -
   - N.S.S. Fee 10 10 10 - - 10 10 10 - -
   - Sports Affiliation Fee 200 200 200 - - 200 200 200 - -
   - Yalai Tamil Mandram Development Fund 50 50 50 - - 50 50 50 - -
   - Smart Card Fee 500 500 500 - - 500 500 500 - -
   - Recog.- fees, Registration, Enrolment Fee 1200 1200 1200 - - 1200 1200 1200 - -
   - Total 7160 7160 7160 3700 3700 7160 7160 7160 3700 3700 5760 6250 6250 3700 3700

2. **Caution Deposit (Refundable)**
   - Institutional Deposit 6000 6000 6000 6000 6000 6000 6000 6000 6000 6000 6000 6000 6000 6000 6000 6000
   - Library Deposit 3000 3000 3000 3000 3000 3000 3000 3000 3000 3000 3000 3000 3000 3000 3000 3000
   - Total 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000

3. **Semester Fee (PayableEvery Semester)**
   - Tuition Fee 12500 12500 - - 20000 20000 - - - - 8000 8000 8000 - -
   - Development Fee 1500 1500 1500 - - 5000 5000 5000 - - 3000 3000 3000 - -
   - Library Fee 500 500 500 - - 500 500 500 - - 500 500 500 - -
   - Computer Charges 1500 1500 1500 - - 5000 5000 5000 - - 3000 3000 3000 - -
   - Laboratory Contingency Charges 1500 1500 1500 - - 3000 3000 3000 - - 1500 1500 1500 - -
   - Educational Media Charges 200 200 200 - - 500 500 500 - - 500 500 500 - -
   - Internet Society Fee 200 200 200 - - 200 200 200 - - 200 200 200 - -
   - Sports and Games Fee 100 100 100 - - 200 200 200 - - - - - - -
   - University Cultural and Professional Society Fee 100 100 100 - - 100 100 100 - - 100 100 100 - -
   - Student Accident and Medical Relief Fund 150 150 150 - - 500 500 500 - - 500 500 500 - -
   - Registration and Enrolment Fee 200 200 200 - - 500 500 500 - - 500 500 500 - -
   - YRC / Army Flag Day Subscription 15 15 15 - - 15 15 15 - - 15 15 15 - -
   - Industrial Visit 500 500 500 - - 500 500 500 - - 500 500 500 - -
   - Sports Affiliation Fee 65 65 65 - - 65 65 65 - - 65 65 65 - -
   - Sports Activity Fee 65 65 65 - - 65 65 65 - - 65 65 65 - -
   - Institutional Charges 2500 2500 2500 - - 2500 2500 2500 - - 2500 2500 2500 - -
   - Grand Total 21530 21530 9030 0 0 40800 40800 18500 0 0 0 18815 18815 18815 0 0

---

*Post matric scholarship is only applicable for MBA - Tourism Management programme for SC/ST student.

1. SC/ST candidates should submit their original income certificate at the time of admission to avail Post matric scholarship.

2. SC/ST candidate students, whose parental annual income less than 2.5 lakhs should submit their original income certificate at the time of admission to avail Post matric scholarship.

---

DEAN, CEC
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.aukdce.edu.in and select “services menu” and select “DataSheet” submenu.
    (Google chrome is the preferred browser but all latest browsers are supported.)
Step 2: Enter application number, Date of Birth 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.

II. Procedure for Registering E-Mail Id

Important Note:

The e-mail id registered here will be used for all communications in future, along with an e-mail id to be provided by the University. Mail id should be registermailnumber@annauniv.edu.in. DO NOT register temporary e-mail id.

Step 1: Go to https://www.aukdce.edu.in and select “services menu” and select “DataSheet” submenu.
    (Google chrome is the preferred browser but all latest browsers are supported.)
Step 2: Enter application number, Date of Birth and select admission year.
Step 3: Enter Captcha and Click Login.
Step 4: Select Registration menu and select Email registration submenu. Enter the Email id to be registered.
Step 5: Click “Get OTP”.
Step 6: Enter OTP, you have received in your mail and click verify OTP.
    Check the message displayed on the screen.

III. 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.aukdce.edu.in and select “services menu” and select “DataSheet” submenu.
    (Google chrome is the preferred browser but all latest browsers are supported.)
Step 2: Enter application number, Date of Birth and select admission year.
Step 3: Enter Captcha and Click Login.
Step 4: View existing data using 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.
Step 9: Upload all the necessary Original certificate’s scanned copy in the format prescribed.
Step10: Verify each uploaded files for readability and relevance.
Step11: Confirm each uploaded certificate.

IV. 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 www.aukdce.edu.in, Knowledge Data Centre website (Google chrome is the preferred browser but all latest browsers are supported.)
Step 2: Select (Click) “Student Portal / Fees”
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.

How to register Mobile / E-Mail / Smart Card are available in video format at www.aukdce.edu.in → FAQ → Registration

For any clarification on datasheet, admission cum term fees contact 044-22357091, 044-22357092.

Also, contact through www.aukdce.edu.in/form by entering application number.

V. RULES FOR REFUND OF FEES

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Percentage of Refund of Fees</th>
<th>Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Refund of fees - 100%</td>
<td>15 days before the formally - notified date of commencement of classes</td>
</tr>
<tr>
<td></td>
<td>* 100% of the One Time Fee***</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* 100% of the Semester Fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Full refund of the refundable of deposits.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Refund of fees - 80%</td>
<td>Not more than 15 days after the formally - notified date of commencement of classes</td>
</tr>
<tr>
<td></td>
<td>* 80% of the One Time Fee***</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* 80% of the Semester Fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Full refund of the refundable of deposits.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Refund of fees - 50%</td>
<td>More than 15 days but less than 30 days after formally - notified date of commencement of classes</td>
</tr>
<tr>
<td></td>
<td>* 50% of the One Time Fee***</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* 50% of the Semester Fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Full refund of the refundable of deposits.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Refund of fees - 0%</td>
<td>More than 30 days after formally - notified date of commencement of classes</td>
</tr>
<tr>
<td></td>
<td>* 0% of the One Time Fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* 0% of the Semester Fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Full refund of the refundable of deposits.</td>
<td></td>
</tr>
</tbody>
</table>

* 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.