



FACULTY OF ENGINEERING

**M.E. / M.Tech. / M.Pharm. / M.C.A.
Degree Programmes**

PROSPECTS : 2014 – 2015

University website: www.annamalaiuniversity.ac.in

This brochure of Information and Instruction to candidates is published for enlightening those who intend to apply for admission to M.E./M.Tech./M.Pharm./M.C.A. Degree Programmes of the Annamalai University during 2014-2015.

The contents covered are subject to change from time to time and the University may make such changes without notice.

The University will provide additional information in response to enquiries from individuals and institutions.

POSTAL ADDRESS

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RAILWAY STATION

Chidambaram, S.Rly.

ABOUT THE UNIVERSITY

Annamalai University, one of the largest unitary, teaching, and residential universities in Southern Asia, was established in the year 1929 as per the Annamalai University Act 1928 (Tamil Nadu Act 1 of 1929). Now, the Annamalai University Act, 1928 has been repealed and replaced by the Annamalai University Act 2013 (Tamil Nadu Act 20 of 2013). His Excellency the Governor of Tamil Nadu is the Chancellor of the University.

The University is located at Annamalainagar, adjacent to Chidambaram town, the abode of Lord Nataraja, the Cosmic Dancer. The sprawling and scenic campus, spread over an extensive area of about 800 acres has the Faculties of Arts, Science, Indian Languages, Engineering and Technology, Education, Fine Arts, Agriculture, Medicine, Dentistry and Marine Sciences.

This University has, since its inception, aimed at imparting education in all fields of knowledge to thousands of students from across the country and abroad. Located in a rural setting in coastal district of Cuddalore in Tamil Nadu, the University has played a pivotal role in providing access to higher education to thousands of youth from economically and socially disadvantaged classes. In this respect, this university's service to the nation is tremendous.

In the past 85 years, the University has grown into a premier institution of higher learning and research. This is evident from the reports of Ministry of Science and Technology ("Measures of Performance of Universities in India: An analysis of the Publication Output in Science and Technology" published by CSIR – National Institute of Science and Technology and Development Studies, New Delhi – 2011, p.102) that ranks Annamalai University in the ninth position within the top ten Universities, among 600 and odd Universities in India, regarding the overall science publication output. In respect of Environmental Science, the University is ranked second, in Energy fourth, in Engineering Sciences fifth and in Biological Sciences eighth.

The Scimago (Scopus) survey for ranking Universities, educational institutions and sponsoring agencies across the world has rated Annamalai University to be 22nd in India, next to DRDO (Defence Research and Development Organisation) and 7th among Indian Universities (Scimago Institutions Ranking Scimago Research Group, 2012. Data source: Scopus®. www.scimagoir.com). The popular journal in India *Careers 360* has ranked Annamalai University to be second among four star rated universities among 33 such universities, and well above four other popular Universities of Tamilnadu. This survey has ranked only 10 universities in India above Annamalai University (India's Outstanding Universities, *Careers 360*, March, 2014. www.careers360.com, p.16-19).

All the ten faculties enjoy reputation across the globe for their distinguished record of effective teaching at the higher level, continuing research and develop human resources. Numerous infrastructures have been created to cope up with the voluminous increase in enrolment of students in various on-campus programmes. New laboratory facilities in terms of space and equipment have been provided to

cater to the needs of the learners and researchers. Video conferencing, Edusat, campuswide network with 1750 access points, high tech class rooms are some of the facilities added.

An Internal Quality Assurance Cell is in vogue to monitor the quality of academic results. The departments of study conduct national and international seminars, symposia, workshops and conferences to expose teachers and students of the University to world class teaching and research. Students Progression Cell has been created to coach students for taking Indian Civil Services examinations. In keeping with the national policy of public health, the concept of 'No Smoking Zone' has been put into practice. A Student Welfare Cell, for on-campus students, has been set up to promote personality development.

With a view of preparing the students for a bright career and to impart right attitudes and specific skills, the placement cells are functioning in three different locations, one to cater the needs of the students of Faculty of Engineering & Technology, the second to cater the needs of the students of Faculty of Agriculture and the third, in the Department of Business Administration, for the students of Arts, Science, Education and Fine Arts. These cells advise students with regard to the choice of careers and higher studies. They help students to undergo in-plant training during semester holidays and also find suitable placement through campus interviews. Seminars and training Programmes on Entrepreneurial Development and Career Guidance are held periodically.

The 1200 bedded teaching hospital with a built-up area of about 6,00,000 sq.ft. provides basic as well as specialised healthcare services to various sections of the community in and around the campus.

Students can opt to enrol themselves in extracurricular activities such as NSS, NCC, Blue Ribbon club and YRC. A sports pavilion with modern infrastructure is available for the students.

The University Library named after the eminent scholar, statesman and former Vice-Chancellor Dr. Sir C.P. Ramaswami Aiyer, is a knowledge resource centre for the students and the staff. The Library is equipped with INTERNET connectivity and CD NETWORK station. Quite a good number of journals can be accessed through the Infonet facility. Science Direct is subscribed through which 340 journals can be accessed.

The University has Memorandum of Understanding with many foreign Universities on research collaboration and exchange of students and staff as well. There are sufficient numbers of hostels for the convenience of the students to pursue their studies on campus. WiFi facilities are available in the hostel.

FACULTY OF ENGINEERING AND TECHNOLOGY

The Faculty of Engineering and Technology (FEAT) was established in the year 1945, as the Second Engineering College of the then composite Madras State. The FEAT proudly celebrated its Golden Jubilee in the year 1996 and Diamond Jubilee in the year 2005.

FEAT has nine departments namely Civil, Civil and Structural, Mechanical, Manufacturing, Electrical and Electronics, Electronics and Instrumentation, Chemical Engineering, Computer Science and Engineering, and Pharmacy.

Activities in FEAT

- Academic programmes leading to the award of Bachelor, Master, and Doctoral degrees along with Diploma and Certificate Programmes in selected fields.
- Research programmes for Students, Faculty, and Professional staff.
- Special programmes, conferences, seminars, short term programmes, and consultancy services.
- Collaborative research programmes in co-ordination with government/ non-governmental organizations.
- Extension services

Memorandum of Understanding (MoU)

The Faculty of Engineering has entered into MoU with:

- Ball State University of USA.
- Fukui University of Japan to enable the academic exchange of the Staff and Students between Annamalai University and the Fukui University.
- University of Technology, Sydney, Australia, for promotion of technical collaborations.
- Kumamoto University, Japan for Collaboration in the area of “Materials Processing using Explosives” to promote academic exchanges.
- National Institute for Interdisciplinary Science & Technology, (NIIST) Kerala for Collaborative research in ‘Light Alloys’.
- Tennessee Technological University, (TTU), USA to enable academic exchange of the staff and students between Annamalai University and TTU under the Indo-US, Knowledge Initiative Award from University Grants Commission, New Delhi.
- The Department of Civil and Structural Engineering, FEAT has entered into a MoU with CSIR, Structural Engineering Research Centre (SERC) for Collaborative Research in the field of Structural Engineering.

- The Department of Manufacturing Engineering has signed MoU with Kumamoto University, Japan and National Institute of Interdisciplinary Science & Tech. (CSIR) – (NIIST) for Collaborative Research in Materials Processing.
- Department of Pharmacy, FEAT has entered into a MoU with University of Michigan Center for Global Health, USA and Western University of Health Sciences, California USA for promotion of Academic & Research Collaboration in the area of Pharmacy Practice.

Research Programmes

The Faculty of Engineering and Technology gives importance to teaching and research. Research projects, funded by various agencies, are being successfully carried out. Also, students have the opportunities to work in research projects.

In addition, the following departments of study are supported by the University Grants Commission, New Delhi to offer Two Year Masters Programme – under UGC – Innovative Programme (Grant – in – Aid Scheme).

1. Department of Civil and Structural Engineering
2. Department of Mechanical Engineering (Manufacturing)
3. Department of Electrical Engineering
4. Department of Chemical Engineering
5. Department of Electronics and Instrumentation Engineering

Introduction of Choice Based Credit System (CBCS)

From the academic year 2000-2001, Choice Based Credit System is in vogue in the Faculty for all Under-graduate and Post-graduate programmes.

These programmes offer a package of certain core courses and some elective courses that allow for effective interaction among students from different disciplines. The novelty of the programmes consists in the inter-disciplinary curriculum with a pronounced accent on the frontier areas of knowledge. This system comprises several subjects that are referred to in terms of the credits they are worth and the grading of students according to their performances.

**M.E., M.Tech.(Regular & Part-Time), M.Pharm., & M.C.A. PROGRAMMES
INFORMATION AND INSTRUCTION TO CANDIDATES: 2014 - 2015**

POST GRADUATE PROGRAMMES

M.E. / M.TECH. DEGREE PROGRAMMES

The following P.G. Programmes are offered during the year **2014-2015**.

- 1) M.E. Environmental Engineering (Full-Time)
- 2) M.E. Water Resources Engineering and Management (Full-Time) and (Part-Time)
- 3) M.E. Structural Engineering (Full-Time) and (Part-Time)
- 4) M.E. Construction Engineering and Management (Full-Time)
- 5) M.E. Thermal Power Engineering (Full-Time) and (Part-Time)
- 6) M.E. Energy Engineering and Management (Full-Time)
- 7) M.E. Manufacturing Engineering (Full-Time) and (Part-Time)
- 8) M.E. Nano Materials and Surface Engineering (Full-Time) and (Part-Time)
- 9) M.E. Power System Engineering (Full-Time) and (Part-Time)
- 10) M.E. Smart Energy Systems (Full-Time)
- 11) M.E. Embedded Systems (Full-Time)
- 12) M.E. Communications Systems (Full-Time)
- 13) M.E. Process Control and Instrumentation (Full-Time) and (Part-Time)
- 14) M.E. Rehabilitative Instrumentation (Full-Time)
- 15) M.E. Chemical Engineering (Full-Time) and (Part-Time)
- 16) M.E. Computer Science and Engineering (Full-Time) and (Part-Time)
- 17) M.Tech. Industrial Biotechnology (Full-Time) and (Part-Time)
- 18) M.Tech. Food Processing Technology (Full-Time)
- 19) M.Tech. Industrial Safety Engineering (Full-Time) and (Part-Time)

ELIGIBILITY FOR ADMISSION FOR FULL-TIME / PART-TIME PROGRAMMES:

Candidates who have passed the Bachelors Degree Programme of this University or any other University recognised as equivalent thereto by this University, are eligible for admission to the Masters Programmes.

1) M.E. Environmental Engineering

B.E./B.Tech. Civil Engg. / Civil and Structural Engg. / Environmental Engg. / Mechanical Engg. / Industrial Engg. / Chemical Engg. / Biochemical Engg. / Biotechnology / Industrial Biotechnology / Chemical and Environmental Engineering (offered by Tamil Nadu Agricultural University, Coimbatore) / M.Sc. Applied Chemistry / Environmental Chemistry / Biotechnology / Environmental Science Graduates.

2) M.E. Water Resources Engineering and Management

B.E./B.Tech. Civil Engg. / Civil and Structural Engg. / Environmental Engg. / Agricultural and Irrigation Engineering / Geo Informatics / Mechanical Engg. / B.Tech. Energy and Environmental Engineering Graduates.

3) M.E. Structural Engineering

B.E. Civil Engg. / Civil and Structural Engineering Graduates.

4) M.E. Construction Engineering and Management

B.E. Civil Engg. / Civil and Structural Engineering Graduates.

5) M.E. Thermal Power Engineering

B.E./B.Tech. Mechanical/ Manufacturing/ Production Engineering Graduates.

6) M.E. Energy Engineering and Management

B.E./B.Tech. Mechanical / Manufacturing / Production / Chemical Engineering Graduates.

7) M.E. Manufacturing Engineering

B.E Manufacturing / Production / Industrial / Metallurgical / Mechanical Engineering Graduates.

8) M.E. Nano Materials and Surface Engineering

B.E./B.Tech. Mechanical / Manufacturing / Production / Metallurgical / Material Science / Automobile / Chemical Engineering Graduates.

9) M.E. Power System Engineering

B.E. Electrical and Electronics Engineering Graduates.

10) M.E. Smart Energy Systems

B.E. Electrical and Electronics / Electrical and Instrumentation Engineering Graduates.

11) M.E. Embedded Systems

B.E. Electronics and Instrumentation / Electrical and Electronics / Instrumentation and Control / Electronics and Communication / Information Technology / Computer Science Engineering Graduates.

12) M.E. Communications Systems

B.E. / B.Tech / AMIE Electronics & Communication Engineering/ Electrical and Electronics / Electronics and Communication / Instrumentation and Control Engineering Graduates.

13) M.E. Process Control and Instrumentation

B.E. Electrical and Instrumentation / Electrical and Electronics / Electronics and Communication / Instrumentation and Control Engineering Graduates.

14) M.E. Rehabilitative Instrumentation

B.E. Electrical and Instrumentation / Electrical and Electronics / Electronics and Communication / Biomedical Engineering / Mechatronics / Instrumentation and Control Engineering Graduates.

15) M.E. Chemical Engineering

B.E. Chemical Engineering Graduates.

16) M.E. Computer Science and Engineering

B.E./B.Tech. Computer Science and Engineering / Electrical and Electronics / Electronics and Instrumentation / Electronics and Communication/ Information Technology / Instrumentation and Control Engineering Graduates.

17) M.Tech. Industrial Biotechnology

B.E. Chemical / Biotechnology / Biochemical / Leather Technology / B.Pharm or M.Sc. (Biotechnology / Biochemistry / Microbiology / Industrial Chemistry / Chemistry / Zoology / Biology / Genetics) Graduates.

18) M.Tech. Food Processing Technology

B.E. Chemical / Biotechnology / Biochemical / Agricultural Engg. / B.Sc.(Agri.) / B.Pharm or M.Sc. (Biotechnology / Biochemistry / Microbiology / Botany / Nutrition / Biology / Genetics) Graduates.

19) M.Tech. Industrial Safety Engineering

B.E. / B.Tech. in all branches of Engineering.

Duration: Four Semesters (Full-Time)

Six Semesters (Part-Time)

Entrance Examination

An entrance examination followed by an interview will be conducted for all the eligible candidates on **01-07-2014 at Annamalainagar only.**

FOR PART-TIME PROGRAMMES**NOTE:**

- The Part-Time Programmes will be conducted only when sufficient numbers of applications are received.
- The admission is restricted to those working or residing within a radius of 90 km from Annamalai University Campus. The application should be sent through their employers.

MASTER OF PHARMACY PROGRAMMES

1. Master of Pharmacy (Industrial Pharmacy)
2. Master of Pharmacy (Pharmacy Practice)
3. Master of Pharmacy (Quality Assurance)
4. Master of Pharmacy (Pharmacology)
5. Master of Pharmacy (Pharmaceutical Chemistry)
6. Master of Pharmacy (Industrial Pharmacognosy)

Eligibility for Admission

Candidates who have passed Bachelor of Pharmacy Degree Programme with not less than 50% of marks, of this University or any other University recognised as equivalent thereto by this University, are eligible for admission to the Master of Pharmacy Programmes. **For SC/SCA/ST candidates, the eligibility is a pass in the B.Pharm. Degree Programme.**

Duration: Four Semesters.

Entrance Examination

An entrance examination followed by an interview will be conducted for all the eligible candidates on **01-07-2014 at Annamalainagar only.**

MASTER OF COMPUTER APPLICATIONS (FULL-TIME)

Duration: Three years.

Eligibility for Admission

Bachelor's Degree in any discipline with Mathematics as compulsory subject at plus 2 level.

(or)

Bachelor's Degree in any discipline with Mathematics or Statistics as one of the subjects at the Degree level.

Candidate should have passed the qualifying Degree examination with atleast 55% in Part-III.

The Candidates belonging to SC/SCA/ST Community need to have passed in the qualifying examination.

Entrance Examination

An entrance examination followed by an interview will be conducted for all the eligible candidates on **01-07-2014 at Annamalainagar only.**

GENERAL – Common to all Programmes

RESERVATION OF SEATS

Reservation of seats for candidates belonging to ST/SC/SCA/MBC/BC/BCM/OC communities will be made as per the Rules of Reservations of the Government of Tamil Nadu.

Among the above reservations, 3% seats have been included for differently abled persons as per norms laid down by the Government.

STIPEND

Candidates who have passed the GATE examination will be eligible to get a stipend from AICTE. The continuation is depending on the performance in M.E./M.Tech./M.Pharm. Examination.

FEE STRUCTURE

S. No.	Name of the Programme	Total Fee (₹)
1.	M.E./M.Tech. All Branches (Except M.E. Power System, Process Control and Instrumentation, Computer Science, Rehabilitative Instrumentation) (Full-Time)	55,050
2.	M.E. Power System, Process Control and Instrumentation, Computer Science, Rehabilitative Instrumentation, Smart Energy Systems, Embedded Systems, Communication Systems (Full-Time)	63,050
3.	M.E. Power System, Process Control Instrumentation, Computer Science, Rehabilitative Instrumentation (Part-Time)	61,550
4.	M.E. / M.Tech. (All Other Programmes) (Part-Time)	54,185
5.	M.Pharm. (All Branches)	1,02,050
6.	M.C.A.	31,085

ADMISSION TO HOSTEL

Annamalai University is a residential University. Adequate Hostel Accomodation is available. Candidates are advised to stay in the Hostel. The room rent and establishment charges are as given below:

Name of the Programme	Hostel Name	Caution Deposit(₹)	Annual Hostel & Mess Charges(₹)	Total (₹)
M.E./M.Tech. M.Pharm. M.C.A.	Travancore Hostel (for Men)	5,000	40,000	45,000
	Rose Hostel (for Ladies)			

* This fee has to be paid by the students at the time of joining the hostel and would exclusively cover the room rent and establishment charges. The mess charges which are in addition could be adjusted through the scholarship amount.

SCHOLARSHIPS

Many Government scholarships are available to the students of this faculty. Apart from Government schemes, scholarships are given from the proceeds of the several endowments created in this Faculty.

SCHOLARSHIPS SANCTIONED BY THE GOVERNMENT OF TAMILNADU

- 1) **Application Fee Concession to SC/ST and Converted Christian Students:** Entrance/Course Application fees concession is granted to students belonging to SC/ST Community and Converted Christian by the Government Tamil Nadu (G.O. No. 111. 22.09.1998).
- 2) **Tuition Fee Concession to SC/ST and Converted Christian Students:** Full Tuition fee concession is granted to students belonging to SC/ST community and converted Christian under the rule 92 of Tamil Nadu Education Rules by the Government of Tamil Nadu [92-TNER].
- 3) **Post Matric Scholarship:** Covering special fees, examination fees, and maintenance charges will be awarded to the students belonging to **SC/ST Community** whose Parent's/Guardian's income from all sources should **not exceed ` 2,50,000/- per annum, ST ` 2,50,000/- per annum, and Converted Christian (converted from SC/ST) ` 2,00,000/- per annum.**
- 4) **Higher Education Special Scholarship:** In addition to the Post Matric Scholarship, Higher Education Special Scholarship is awarded to the hostel students belonging to SC/ST and Converted Christian community and the number of scholarship is limited by the Government. The Annual income from all sources **should not exceed ` 2,00,000/- per annum.**
- 5) **BC/MBC/DNC Scholarship:** The Scholarship will be awarded to the Students belonging to **BC/MBC/DNC** communities whose Parent's/ Guardian's income from all sources should **not exceed ` 2,00,000/- per annum.**
- 6) **Fee Concession to Blind Students:** Under rule 92 (TNER), Full Tuition fees concession is granted to blind Students belonging to all communities whose parents/Guardians annual Income should not exceed **` 24,000/-.**

Note:

1. All Scholarship income certificate taken after April 2014 should be produced.
2. Except Sl.no.6 the entire fees should be paid by the students at the time of admission and the eligible amount sanctioned by the Government will be reimbursed after receiving from the Government.

FELLOWSHIP / SCHOLARSHIP SANCTIONED BY VARIOUS FUNDING AGENCIES

- 1) UGC Scheme for award of Post Graduate Scholarship for professional courses for SC/ST candidates.
- 2) UGC – BSR Fellowship for SC/ST/BC/MBC/ awarded on the basis of merit.
- 3) Post Graduate Indira Gandhi Scholarship for single girl child: This is only for the Candidate who happen to be single girl child of the family (having no brother or sister) and who has taken admission in regular full time Master Degree course.

Note: This advertisement will be published in all leading news papers and also Guidelines available on UGC Website – www.ugc.ac.in in the month of August first every year.

Note: To make easy disbursement of scholarship amount, the students are requested to open a Bank Account in their names at Annamalainagar branches only.

APPLICATION

The cost of each application form, including registration fee for admission to the following programmes of study, shall be as follows:

M.E./ M.Tech./ M.C.A. (For SC/ST Candidates)	₹ 500/-
M.E./ M.Tech./ M.C.A. (Others)	₹ 1000/-
M.Pharm.	₹ 1000/-

DOCUMENTS THAT SHOULD ACCOMPANY THE APPLICATIONS

Attested copies of the following documents should accompany the application form:

- 1) Mark list/Grade Certificates of the qualifying examination
- 2) Provisional/Degree Certificate of the qualifying examination
- 3) Passport size photograph should be affixed in the application at the appropriate space
- 4) Community Certificate for BC/BCM/MBC/DNC/SC/SCA/ST
- 5) Proof of Date of Birth
- 6) Transfer and Conduct/Migration Certificate
- 7) Certificate of extracurricular activities

All originals are to be produced at the time of interview/admission.

Application filled for one programme cannot be transferred to another programme.

Original Certificates submitted at the time of admission are not returnable till the students complete the programme. Before the certificates are surrendered for admission, the candidates are advised to have with them enough attested copies of mark list or other certificates that may be required for applying for scholarship etc.

GENERAL INSTRUCTIONS – Common to all Programmes

- 1) Originals of marks-lists or other certificates should not be sent along with the application. Only attested copies of documents need be sent.
- 2) Students who have joined a programme and wish to discontinue must have paid the fees in full up to the year of study.
- 3) In case of candidates who wish to withdraw from the Programme at the same year of admission, who have NOT attended any of the classes and whose seats have been subsequently filled up, a service charge of ` 1,000/- will be collected for refund of tuition fee and return of original certificates (except the Transfer/Migration certificate).
- 4) No certificate will be issued unless the candidate has cleared all the arrears of fees etc., due to the University.
- 5) With regard to any dispute arising in relation to admissions, examinations, remittance of fees etc., the place of jurisdiction for the purpose of filing a suit or preferring a complaint or taking any legal proceedings against Annamalai University, will be Chidambaram Town only and not any other place.

Late applications and applications which are not in the prescribed form or which are not correctly filled in or in respect of which the prescribed certificates and documents are not received on or before the due date and applications which do not otherwise fulfil the terms of the instructions, will be considered defective and are liable for rejection. The University will not be responsible for any postal or other kinds of delay for the receipt of applications after the due date.

CODE OF CONDUCT FOR ALL PROGRAMMES

The following code of conduct shall be observed by the students who are admitted.

- a. The students should conduct themselves in an exemplary manner so as to be model for other students.
- b. All students will have to strictly adhere to the rules and regulations of the University.
- c. **RAGGING:** The candidates should not indulge or participate in any kind of ragging. If they are found to have indulged in ragging in the past, or noticed later, the candidates will be removed from the roll of the institution at whatever stage of study and criminal action will be taken against the candidates.
- d. **If any student is involved in ragging or any other anti- social activities, he/she will be expelled and criminal proceedings may be launched against him/her.**
- e. The students should be present during all working days and sincerely apply themselves to studies.
- f. The students should attend the classes regularly and punctually and should fulfil the attendance requirement of 75% as prescribed by the University, to be eligible to appear for the University Examinations.

- g. The campus is “Tobacco Free” and “Liquor Free”. Any violation of this will result in dismissal from the programme.
- h. Use of mobile phones and other electronic gadgets are not permitted in the class rooms, examination halls, faculty premises, university organized functions/programmes/extracurricular and co-curricular activities.
- i. The students are forbidden from using motorized vehicles, including powered two wheelers, inside the campus.
- j. **Dress Code:** Students need to wear formal dress largely covering them like Sarees/Churidhar with dupatta for ladies and Trousers, Pant & Shirt for men. Use of T.Shirts/Jeans and other modern outfits should be avoided during working hours and formal functions.

GENERAL INFORMATION

The following procedures should be followed for applying/getting certificates viz. Bonafide/Course completion/Mark lists etc. with the fee prescribed by the University.

- a. **General:** Mark list for each Semester/Year during the period of study will be issued by the University and distributed through the respective departments of study. On completion of the programme, Provisional Certificate and Transfer Certificate will also be distributed through the department concerned.
- b. **Migration Certificate:** This certificate will be issued by the University Office ('K' Section) only on demand to those who have planned to undergo higher studies in any Educational Institution in India.
- c. **Duplicate Certificate- Mark List/Degree/Transfer Certificate:** A certificate from the police department is required to be produced for the loss of certificates indicating that the certificates were actually lost beyond recovery.
- d. **Degree Certificate:** Notification will be issued in the leading dailies during the month of September/October every year inviting application forms for obtaining Degree Certificate at the Convocation. Students shall apply for the same in the prescribed form which can be obtained from the University.
- e. **Personal File:** Students while admitted in this University must open a personal file to maintain all academic records such as challan for remittance of tuition fee, exam fee, instrument fee, condonation fee etc. till completion of his/her studies.
- f. **Re-admission:** If any attendance deficiency during the tenure of his/her studies, candidates shall apply for re-admission through the Heads concerned along with the photocopy of his/her previous semester/year mark list(s) as proof for having appeared for the University Examinations.

g. How to get Certificate:

- i. Students applied for any certificates in this University viz., Bonafide, Course Completion, Duplicate mark list, Degree Certificate and Transfer Certificate etc, either during the tenure of his/her studies or completion of the programme should obtain the same from the office or by post within a fortnight period from the date of filing application in the office. He/she should possess compulsorily a) a copy of letter through which he/she has applied for b) a copy of remittance challan and c) any other documents, whenever any lapse of the original submitted to University (or) loss in transaction.
- ii. If candidates do not receive the certificate/s within the stipulated period, then he/she can immediately seek the assistance of the Section Head/Deputy Registrar of the 'K' Section with relevant copy of records that has been already submitted for claiming the certificates, so as to enable them to get the certificate from the office (or) necessary guidance will be provided for the same.
- iii. Students admitted on various programmes of the University, should get back his/her original certificates produced at the time of admission within three months either on completion of programme (or) discontinuing the same in the middle of the programme. The University is not responsible for any lapse or damage of the certificates, beyond this period.

Submission of Application

The filled in application should be addressed to **The Registrar, Annamalai University, Annamalainagar-608 002, Tamil Nadu** by designation and not by name.

Date of Issue of Applications / Last date for Submission of Applications

Programme	Date of Issue of Application	Last date for Submission of Applications
M.E./M.Tech./M.Pharm., & M.C.A.	26.05.2014	17.06.2014

Entrance Test at Annamalainagar Centre only

Sl.No.	Programme	Entrance Test	Interview
1.	M.E. / M.Tech.	01-07-2014 FN	01-07-2014 AN
2.	M.Pharm.	01-07-2014 FN	01-07-2014 AN
3.	M.C.A.	01-07-2014 FN	01-07-2014 AN

REGISTRAR

ANNAMALAI UNIVERSITY