DEAN

Lr.No. 126/CE21/UG (PT) Admission 2020   Dt.   .01.2020

INSTRUCTIONS TO CANDIDATES FOR B.E./B.TECH (PART TIME)
DEGREE PROGRAMME 2020-2021

The students who are getting allotment to B.E./B.Tech (Part Time) Degree programme through Counseling in College of Engineering, Guindy, Chennai-25 are directed to report for the admission on **23.01.2020 (Thursday)** as per the following schedule at **DEAN CEG Main Building - Hall No. 85 [Ground Floor], Anna University, Guindy, Chennai – 600 025.**

SNO	DATE	TIME	BRANCH
2	23.01.2020	10.00 A.M	MECHANICAL ENGINEERING
3	23.01.2020	11.30 A.M	ELECTRICAL & ELECTRONICS ENGINEERING

Candidates are directed to bring the following Certificates at the time of Admission.

1	Allotment Order	Original
2	Counseling Call letter	Original
3	Transfer Certificate	Original
4	Conduct Certificate	Original
5	Diploma Certificate	Xerox copy & Original
6	Community Certificate	Xerox copy & Original
7	Date of Birth(Proof) (10th Mark Sheet)	Xerox copy & Original
8	Mark Sheets of all semesters	Xerox copy & Original
9	Certificates from the present Employer obtained after 01.01.2020	Xerox copy & Original
10	Salary Certificate for the month of December 2019	Xerox copy & Original

(Original Certificates in Sl.No 1 to 4 will be collected for Admission.)The Candidates are requested to come for admission, in formal dress as photography will be taken on the day of admission for Smart Card.

Note: Details of fee to be paid during admission is given in the annexure.

THE ORIENTATION PROGRAMME WILL BE ON 24.01.2020 (Friday) AT 5.00 P.M.

THE CLASSES WILL COMMENCE ON 24.01.2020 (Friday) AT 6.00 P.M.

DEAN, CEGC

B.E./B.TECH.(PART TIME)SELF SUPPORTING DEGREE PROGRAMMES 2020-2021

FEES STRUCTURE

A. At the time of Admission

Sl. No	Fees Details	Tamil Nadu Candidates	Other State Candidates
1	Admission Fee	6700	6700
2	Academic Course Fee	350	350
3	Provisional Certificate and Degree Certificate	1000	1000
4	Personality and Character Development Programme	340	340
5	N.S.S.Fee	10	10
6	Valar Tamil Mandram Development Fund	100	100
7	Smart Card Fee	800	800
8	Co-operative Society Membership Fee	2000	2000
9	Recognition, Registration and Enrollment fee	1200	1700
	Total (A)	12,500	13,000

B. Caution Deposit (Refundable) (Payable at the time of Admission)

Sl. No	Fees Details	Tamil Nadu Candidates	Other State Candidates
1	Institutional Deposit	7000	7000
2	Library Deposit	5000	5000
	Total (B)	12,000	12,000

C. Payable Every Semester

Sl. No	Fees Details	Tamil Nadu Candidates	Other State Candidates
1	Tuition Fee	16500	16500
2	Development Fee	2500	2500
3	Library Fee	650	650
4	Computer Charges	1500	1500
5	Laboratory Contingent Charges	1500	1500
6	Educational Media Charges	500	500
7	Internet Society Fee	285	285
8	University Cultural and Professional Society Fee	250	250
9	Student Accident and Medical Relief Fund	500	500
10	Registration and Enrolment Fee	800	800
11	Y.R.C./ Army Flag Day Subscription	15	15
	Total (C)	25,000	25,000
	D. Grand Total (A+B+C)	49,500	50,000
	E. Less : Initial amount paid at the time of counselling	10,000	10,000
	F. Balance fees to be paid through online (D-E)	39,500	40,000

DEAN (CEGC)

PTO

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.aukdc.edu.in/datasheet (Google chrome is the preferred browser but all latest browsers are supported.)

Step 2 : Enter application number and Date of Birth

Step 3 : Enter Captcha and click Login

Step 4 : Enter the mobile number to be registered.

Step 5 : Click "Send OTP". **If OTP is not received, wait for 10 seconds before you click "Resend OTP".**

Step 6 : Enter the OTP, you have received in your mobile.
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 will be registermumber@annauniv.edu.in. DO NOT register temporary e-mail id.

Step 1 : Go to https://www.aukdc.edu.in/datasheet (Google chrome is the preferred browser but all latest browsers are supported.)

Step 2 : Enter application number and Date of Birth

Step 3 : Enter Captcha and click Login

Step 4 : Enter e-mail id to be registered.

Step 5 : Click "Send OTP".

Step 6 : Enter OTP, you have received in your mail.

Step 7 : Click 'Register'.
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.aukdc.edu.in/datasheet Knowledge Data Centre website (Google chrome is the preferred browser but all latest browsers are supported.)

Step 2 : Enter your application number and Date of Birth

Step 3 : Enter the captcha and click Login.

Step 4 : View existing data.

Step 5 : Fill personal, academic details using "Add/Edit Data Sheet"

Step 6 : Click "Submit" 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 : Click "View Data Sheet(PDF)" to Generate PDF file with "Tentative" water mark, Check all the details entered are correct. If all data are correct, complete the data entry by clicking "Yes" button at the end of the PDF file. If "No" is selected, it will enable to edit the data again.

Step 9 : Upload all the necessary Original certificate's scanned copy in the format prescribed. (Note: Some of the documents already uploaded during application filling need not be uploaded again, but only to be checked).

Step10: Verify each uploaded files for readability and relevance.

Step11: Freeze each uploaded certificate.

Note : Filling the student smartcard data sheet will be made available from 14.01.2020.

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.aukdc.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.

The online fee payment will be made available from **14.01.2020 to 20.01.2020**

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

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

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

V. RULES FOR REFUND OF FEES

Sl. No.	Percentage of Refund of Fees	Procedures
1.	**Refund of fees - 100%** • 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.	**Refund of fees - 80%** • 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.	**Refund of fees - 50%** • 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.	**Refund of fees - 0%** • 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.

R. Inderaytt
10/1/2020
for DIRECTOR - KDC
Director
KNOWLEDGE DATA CENTRE
ANNA UNIVERSITY,
CHENNAI - 600 025