



**COLLEGE OF ENGINEERING GUINDY**  
**ANNA UNIVERSITY :: CHENNAI - 600 025.**



**DEAN, CEGC**


**Date : 28.11.2020**

**MASTER OF BUSINESS ADMINISTRATION ONLINE ADMISSION PROCESS 2020-21**

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

***MBA online Admission 2020-21 will be held on 02.12.2020 (Wednesday).***

- For further information, kindly contact the following telephone number & e-mail id.  
Tel : 044 – 2235 8476 / 2235 8477  
E-mail id : cegdeanoffice@gmail.com

  
**DEAN** DEAN, CEG  
College of Engineering, Guindy  
Anna University, Chennai-20  
28/11/2020 28/11/2020





		MBA - Full Time (2 yrs)					MBA - Tourism Management (2yrs) (Full Time)						MBA - Part time (3yrs)					
SI No.	DETAILS	(General candidate) Amount (Rs.)	(OS candidate) Amount (Rs.)	(TN SC/ST) Amount (Rs.)	Differently abled for General candidates Amount (Rs.)	Differently abled for SC/ST candidates Amount (Rs.)	(General candidate) Amount (Rs.)	(OS candidate) Amount (Rs.)	TN (SC/SCA/ST candidate whose parental annual income above 2.5 lakhs)	Post Matric Scholarship (For TN SC / SCA/ ST candidates) *	Differently abled for General candidates Amount (Rs.)	Differently abled for SC/ST candidates Amount (Rs.)	(General candidate) Amount (Rs.)	(OS candidate) Amount (Rs.)	(TN SC/ST) Amount (Rs.)	Differently abled for General candidates Amount (Rs.)	Differently abled for SC/ST candidates Amount (Rs.)	
A	One Time Fees (Payable at the time of Admission)																	
1	Admission Fee	300	300	300	-	-	300	300	300	-	-	-	300	300	300	-	-	
2	Academic Course Fee	200	200	200	-	-	200	200	200	-	-	-	200	200	200	-	-	
3	Provisional Certificate and Degree Certificate	1000	1000	1000	-	-	1000	1000	1000	-	-	-	1000	1000	1000	-	-	
4	Personality and Character Development Programme	500	500	500	-	-	500	500	500	-	-	-	500	500	500	-	-	
5	Placement and Training Charges	1200	1200	1200	-	-	1200	1200	1200	-	-	-	-	-	-	-	-	
6	N.S.S. Fee	10	10	10	-	-	10	10	10	-	-	-	10	10	10	-	-	
7	Sports Affiliation Fee	200	200	200	-	-	200	200	200	-	-	-	-	-	-	-	-	
8	Valar Tamil Mandram Development Fund	50	50	50	-	-	50	50	50	-	-	-	50	50	50	-	-	
9	Smart Card Fee	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	
10	Recognition, Registration, Enrollment Fee	1200	1700	1200	1200	1200	1200	1700	1200	1200	1200	1200	1200	1700	1200	1200	1200	
11	Co-operative Society Membership Fee	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	
	Total	7160	7660	7160	3700	3700	7160	7660	7160	3700	3700	3700	5760	6260	5760	3700	3700	
B	Caution Deposit (Refundable)																	
1	Institutional Deposit	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	
2	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	
C	Semester Fee (Payable Every Semester)																	
1	Tuition Fee	12500	12500	-	-	-	22000	22000	-	-	-	-	8000	8000	8000	-	-	
2	Development Fee	1500	1500	1500	-	-	5000	5000	5000	-	-	-	3000	3000	3000	-	-	
3	Library Fee	500	500	500	-	-	500	500	500	-	-	-	500	500	500	-	-	
4	Computer Charges	1500	1500	1500	-	-	5000	5000	5000	-	-	-	1500	1500	1500	-	-	
5	Laboratory Contingency Charges	1500	1500	1500	-	-	3000	3000	3000	-	-	-	1500	1500	1500	-	-	
6	Educational Media Charges	200	200	200	-	-	500	500	500	-	-	-	500	500	500	-	-	
7	Internet Society Fee	200	200	200	-	-	200	200	200	-	-	-	200	200	200	-	-	
8	Sports and Games Fee	100	100	100	-	-	200	200	200	-	-	-	-	-	-	-	-	
9	University Cultural and Professional Society Fee	100	100	100	-	-	100	100	100	-	-	-	100	100	100	-	-	
10	Student Accident and Medical Relief Fund	150	150	150	-	-	500	500	500	-	-	-	500	500	500	-	-	
11	Registration and Enrollment Fee	200	200	200	-	-	500	500	500	-	-	-	500	500	500	-	-	
12	YRC / Army Flag Day Subscription	15	15	15	-	-	15	15	15	-	-	-	15	15	15	-	-	
13	Industrial Visit	500	500	500	-	-	500	500	500	-	-	-	-	-	-	-	-	
14	Sports Affiliation Fee	65	65	65	-	-	65	65	65	-	-	-	-	-	-	-	-	
15	Institutional Charges	2500	2500	2500	-	-	2500	2500	2500	-	-	-	2500	2500	2500	-	-	
	Total	21530	21530	9030	0	0	40580	40580	18580	0	0	0	18815	18815	18815	0	0	
Grand Total A+ B+C		37690	38190	25190	12700	12700	56740	57240	34740	12700	12700	12700	33575	34075	33575	12700	12700	
Amount paid at the Time of Counselling		5000	5000	1000	5000	1000	5000	5000	1000	1000	5000	1000	5000	5000	1000	5000	1000	
Amount to be paid Through Online		32690	33190	24190	7700	11700	51740	52240	33740	11700	7700	11700	28575	29075	32575	7700	11700	

\* 1) Post matric scholarship is only applicable for MBA - Tourism Management programme for SC/ST student.

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

3) SC/SCA/ST converted Christian students, whose parental annual income 2 lakhs and below should compulsory submit their original income certificate at the time of admission to avail Post matric Scholarship(PMSS).

**INSTRUCTION TO CANDIDATES FOR  
MBA Programmes (FT/PT) 2020-21**

The Students who are getting allotment to MBA Programmes (Regular/PT) 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.aukdc.edu.in](http://www.aukdc.edu.in)). Upload all necessary Original Certificates (Scanned copy) as per the format prescribed in website ([www.aukdc.edu.in](http://www.aukdc.edu.in)).

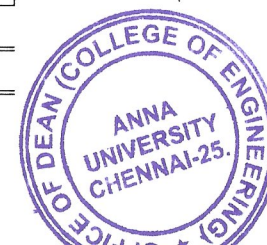
The students will be requested to present Original Certificates for verification at a later date, which will be announced in our website [www.annauniv.edu](http://www.annauniv.edu) / [www.ceg.annauniv.edu](http://www.ceg.annauniv.edu).

Sl.No.	Programme	DATE	TIME
1	MBA (Regular)	25.11.2020	11.30 A.M
2	MBA (Tourism Management)		02.00 P.M.
3	MBA (SS)		3.00 P.M.

**THE FOLLOWING DOCUMENTS TO BE UPLOADED BEFORE THE  
ADMISSION WITHOUT FAIL.**

1	SSLC / EQUIVALENT MARK SHEET
2	HSC / EQUIVALENT MARK SHEET
3	TRANSFER CERTIFICATE
4	ALLOTMENT ORDER
5	TANCET EXAMINATION MARK SHEET
6	COMMUNITY CERTIFICATE (IF APPLICABLE)
7	INCOME CERTIFICATE (IF APPLICABLE)
8	AADHAAR CARD
9	RECENTLY TAKEN PHOTO OF THE STUDENT
10	SIGNATURE OF THE STUDENT
11	BANK PASSBOOK (IF APPLICABLE)
12	UG MARK SHEETS
13	UG PROVISIONAL / DEGREE CERTIFICATE
14	ANTI RAGGING UNDERTAKING
15	UNDERTAKING FORM
16	JOINT DECLARATION FORM
17	MEDICAL FITNESS CERTIFICATE
18	DIFFERENTLY ABLED CERTIFICATE (IF APPLICABLE)
19	NATIVITY CERTIFICATE (IF APPLICABLE)

(LIMITED HOSTEL ACCOMMODATION ONLY AVAILABLE)



Signature of Dean, CEGC  
19/11/2020  
DEAN, CEGC



## 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> 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 will be [registernumber@annauniv.edu.in](mailto:registernumber@annauniv.edu.in). DO NOT register temporary e-mail id.

- Step 1 : Go to <https://www.aukdc.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.aukdc.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.
- Step 10: Verify each uploaded files for readability and relevance.
- Step 11: 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.aukdc.edu.in](http://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.

**How to register Mobile / E-Mail / Smart Card are available in video format at [www.aukdc.edu.in](http://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](http://www.aukdc.edu.in/form) by entering application number.**

## V. RULES FOR REFUND OF FEES

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

