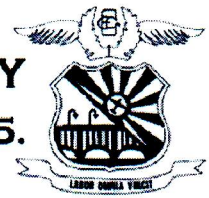




**COLLEGE OF ENGINEERING GUINDY**  
**ANNA UNIVERSITY :: CHENNAI - 600 025.**



**DEAN,CEGC**

Lr.No.DCEG / Circular / PG-First Year / 2020 - 21

Date : 09.03.2021

**CIRCULAR**

It is to inform that the First year students of M.E. / M.Tech. / M.B.A. / M.C.A. / M.Phil. / M.Sc. (2 years) / M.Sc. (5 years) of College of Engineering, Guindy Campus, Anna University, Chennai are requested to report along with all the following necessary **Original Certificates / Documents and 2 sets of Xerox copies in the order given below** without fail. The Certificates / documents are to be arranged in the following manner:

Sl. No.	Certificates / Documents	Sl. No.	Certificates / Documents
1	Allotment Order	12	Nativity Certificate (if applicable)
2	SSLC Mark Sheet	13	Recent Passport size photo – 3 Nos.
3	HSC/+2 Mark Sheet/Diploma mark sheet	14	Aadhar Card
4	TANCET/GATE Mark sheet	15	Medical Fitness Certificate
5	UG Consolidated Mark Sheet	16	Income Certificate (if applicable)
6	UG all Semester Mark Sheets	17	Differently Abled Certificate (if applicable)
7	UG Provisional / Degree Certificate	18	Student Data form (with parent's signature)
8	Community Certificate (except OC)	19	Anti-Ragging form (with parent's signature)
9	Transfer Certificate	20	Undertaking form (with parent's signature)
10	Migration Certificate (if applicable)	21	Declaration by the parent & candidate
11	Equivalency Certificate (if applicable)	22	Fee Receipt

In this regard, it is also to inform that to avoid overcrowding at O/o. Dean, CEG and also due to minimal manpower available in office, the original certificates will be collected from the PG students from their Department / Division / Centre itself on 15.03.2021 and 16.03.2021 at 10.00 a.m. onwards.

In this connection, the HODs / Directors of Centres are requested to arrange to depute two Teaching Fellows with One Professor / Asso. Professor / Asst. Professor for one branch from your Department / Division / Centre to co-ordinate with the Dean Office Staffs, those who are coming to collect the Certificates from the PG Students.

Solicit your Co-operation.

*Signature*  
09/3/21  
**DEAN, CEGC**

09/03/2021  
09/3/21

To: All the HODs / Directors of Centres