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:

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

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.

DEAN, CEGC

To: All the HODs/Directors of Centres