III Procedure for filling the student data through online

Step 1: Login to "ceg.annauniv.edu" website and click "Online Student Data Form" link.

Step 2: Read the instruction & click "Apply Online".

Step 3: Enter Application number and Date of birth as per the given format and Click the "Register " button.

Step 4: Click "Apply Onetime Registration" link and enter the personal data and press the "Proceed" button.

Step 5: Verify your details filled by you and click "Proceed" button. If any modification Press "Edit" button. Otherwise, If they are correct , then click " Submit" button.

Step 6: Click "Download the Application" link and save the pdf file and submit the printed copy at the time of admission.

NOTE: Filling the student data form through online will be made available from 06.08.2016 to 09.08.2016.

For student Data clarification, Please contact 044-22358471 and 044-22358472.

IV. RULES FOR REFUND OF FEES

Sl.No	Fees Refund	Procedure
1	Full fees Refund	The candidates who have admitted and paid the 1st semester fees but not reported on that date of enrollment
2	50 % of one time fee, Semester fees (Section 1 & 3 of fees structure) & Refundable deposit	The candidate enrolled on the date of class commence and wishes to quit the programme with in 2 weeks (14 days)
3	Only Refundable Deposit amount	The candidate enrolled on the date of class commence and wishes to quit the programme after 2 weeks (14 days)

Enrolment means the date of opening of the institution.

I Procedure for filling the student smartcard through online

Before proceeding to pay admission of term fees, student have to fill the data for smartcard.

Step 1: Go to www.aukdc.edu.in website & Click Smartcard from quick links.

Step 2: Enter the captcha.

Step 3: Select Forms.

Step 4: Select Student, Enter your application number & click submit.

Step 5: Check all the details, fill the details in the right side down.

Step 6: Upload your photo in .jpg format & click submit.

Step 7: Click "ID card data sheet" link to generate data sheet in PDF format.

Step 8: Take a soft or hard copy of the PDF.

II. Procedure for paying admission or term fees through online using Internet Banking.

All students of MBA degree programme must pay the 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) "Fees" on www.aukdc.edu.in

Step 3: Enter the Registration / Application Number, Date of Birth and Press Login Button. 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.

For fee payment, the online fee payment will be made available from 06.08.2016 to 09.08.2016.

For any clarification, Please contact 044-22357091, 044-22357092.

Director, KDC

COLLEGE OF ENGINEERING GUINDY CAMPUS, ANNA UNIVERSITY, CHENNAI - 600 025
MBA (REGULAR, SELF SUPPORTING & PART TIME PROGRAMME) ADMISSION 2016-2017

SI No.	DETAILS	Regular Programme (MBA - 2 yrs)				Self Supporting Programme MBA Tourism Management (2yrs)				Self Supporting Programme MBA - Part time (3yrs)		
	At the time of Admission	(General candidate) Amount (Rs.)	(OS candidate) Amount (Rs.)	(TN SC/ST) Amount (Rs.)	General differently Abled 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)	(General candidate) Amount (Rs.)	(OS candidate) Amount (Rs.)	(TN SC/ST) Amount (Rs.)
I												
1	Admission Fees	300	300	300	300	300	300	300	-	300	300	300
2	Regulation & Syllabus Process Fee	200	200	200	200	200	200	200	-	200	200	200
3	Provisional Certificate & Degree Certificate	1000	1000	1000	1000	1000	1000	1000	-	1000	1000	1000
4	Personality and Character Development Programme	500	500	500	500	500	500	500	-	500	500	500
5	Placement & Training Charges	1200	1200	1200	1200	1200	1200	1200	-	-	-	-
6	Sports Affiliation Fee	200	200	200	200	200	200	200	-	-	-	-
7	N.S.S. Fee	10	10	10	10	10	10	10	-	10	10	10
8	Valar Tamil Mandram Development Fund	50	50	50	50	50	50	50	-	50	50	50
9	ID Card / Smart Card Fee	500	500	500	500	500	500	500	500	500	500	500
10	Student Cooperative Society Fee	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
11	Recognition, Registration, Enrollment Fee	1200	1700	1200	1200	1200	1700	1200	1200	1200	1700	1200
	Total	7160	7660	7160	7160	7160	7660	7160	3700	5760	6260	5760
II	**Refundable Deposit (Payable at the time of Admission)**											
1	Institutional Deposit	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
	Total	9000	9000	9000	9000	9000	9000	9000	9000	9000	9000	9000
III	**Payable Every Semester**											
1	Tuition Fee	12500	12500	-	-	22000	22000	-	-	8000	8000	8000
2	Development Fee	1500	1500	1500	1500	5000	5000	5000	-	3000	3000	3000
3	Library Fee	500	500	500	500	500	500	500	-	500	500	500
4	Computer Charges	1500	1500	1500	1500	5000	5000	5000	-	1500	1500	1500
5	Lab Contingency Charges	1500	1500	1500	1500	3000	3000	3000	-	1500	1500	1500
6	Educational Media Charges	200	200	200	200	500	500	500	-	500	500	500
7	Internet Society Fee	200	200	200	200	200	200	200	-	200	200	200
8	Sports & Games Fee	100	100	100	100	200	200	200	-	-	-	-
9	University Cultural & Professional Society Fee	100	100	100	100	100	100	100	-	100	100	100
10	Student Accident & Medical Relief Fund	150	150	150	150	500	500	500	-	500	500	500
11	Registration & Enrolment Fee	200	200	200	200	500	500	500	-	500	500	500
12	YRC / Army Flag Day Subscription	10	10	10	10	10	10	10	-	10	10	10
13	Institutional charges	2500	2500	2500	2500	2500	2500	2500	-	2500	2500	2500
14	Industrial Visit (Applicable every ODD Semester only)	500	500	500	500	500	500	500	-	-	-	-
	Total	21460	21460	8960	8960	40510	40510	18510	0	18810	18810	18810
	Grand Total I + II +III	37620	38120	25120	25120	56670	57170	34670	12700	33570	34070	33570
	Amount paid at the Time of Counselling	5000	5000	5000	5000	5000	5000	1000	1000	5000	5000	1000
	Amount to be paid Through Online	32620	33120	24120	20120	51670	52170	33670	11700	28570	29070	32570

1) SC/SCA/ST students who belong to 2.5lakhs and below annual income should compulsory submit their original income certificate at the time of admission

2) SC/SCA/ST converted Christian students who belong to 2.0 lakhs and below annual income should compulsory submit their original income certificate at the time of admission

3) Sports affiliation fee is applicable for MBA (Regular & Tourism Management) from 3rd semester for Rs.50/- only

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INSTRUCTION TO CANDIDATES FOR MBA ProgrammES 2016-17

The Students who are getting allotment to MBA Programmes at College of Engineering Guindy Campus through counseling, are directed to report for admission on **11.08.2016 at Vivekananda Auditorium**, College of Engineering Guindy Campus, Anna University, Chennai 600 025 as per the following schedule.

SI.No.	PROGRAMME	DATE	TIME
1	MBA (Regular)	11.08.2016	11.15 A.M
2	MBA (Tourism Management)		11.45 A.M.
3	MBA (Part Time)		12.15 P.M.

THE FOLLOWING DOCUMENTS IN ORIGINAL AND FEES RECEIPT PAID THROUGH ONLINE BE PRODUCED AT THE TIME OF ADMISSION WITHOUT FAIL.

1	Allotment Order	
2	Counseling Call Letter	
3	Entrance Examinations Hall Ticket	
4	Entrance Examinations Mark Sheet	
5	Transfer Certificate	Three Photocopies & Original
6	Conduct Certificate	
7	Degree or Provisional Certificate	
8	Community Certificate	
9	Income Certificate (for all SC / SCA / ST candidates)	
10	Date of Birth (Proof – 10th Mark Sheet)	
11	Mark Sheets of all semesters/ Consolidated marksheet	
12	Medical Fitness Certificate at Anna university only	Two Photocopies & original
13	Aadhar card	
14	Passport Size Photograph	Four Copy

(Limited Hostel facility available for Both Boys & girls)

Date and Time as mentioned in the allotment order

The first year classes will commence on **17.08.2016.**

DEAN, CEGC

DEAN
College of Engineering, Guindy,
Anna University, Chennai - 25.