



Children of Indian workers in Gulf countries (CIWGC) Category
Admission 2018 – B.E. / B.TECH.

INSTRUCTIONS TO THE CANDIDATES

**ATTACH THE FOLLOWING SCANNED COPY OF DOCUMENTS AND CERTIFICATES FOR
ONLINE REGISTRATION (Size : 256 KB - 2 MB in PDF format for Uploading)**

1. Recent NRI status certificate of the (Father / Mother / Legal Guardian *) issued by the Indian Embassy of the respective country with their seal as per the Annexure - I (Affidavit for NRI status is not accepted).
2. Employment Certificate of the NRI (Father / Mother / Legal Guardian) as per the Annexure - II. In the case of self employment, nature of business, annual income and required proof like Income - Tax paid (for the last 3 years), etc. to be produced.
3. NRE / NRI bank account statement of the NRI (Father / Mother / Legal Guardian), at least for the last six months.
4. Valid Indian Passport and Visa of the NRI (Father / Mother / Legal Guardian).
5. Birth Certificate or Valid Indian Passport of the Candidate.
6. School Transfer Certificate / Migration Certificate. If these certificates are not issued in the respective country, an equivalent transfer certificate from the Principal has to be specially obtained.
7. **For 10+2 type of Indian Boards OR Foreign Boards:**
 - a. Mark sheets of Secondary School Leaving Certificate (X Standard) or equivalent.
 - b. Higher Secondary Certificate (XII Standard) or equivalent **.

OR

 - c. For 8+4 type of Foreign Boards: Mark Sheets from 8th to 12th standards **.
 - d. For 9+3 type of Foreign Boards: Mark Sheets from 9th to 12th standards **.

**Certificate to be provided for the Legal Guardian of the candidate by the court as per provisions of "The Guardians and Wards Act 1890".*

*** If the candidate has studied in a Non-Indian Government board of education system abroad or in India, Equivalent Certificate should be obtained from the Association of Indian Universities (AIU), New Delhi (www.aiu.ac.in) or from the Indian Embassy in the respective countries.*

Note:

1. Scanned Copy of the documents listed above (1 to 7) must be uploaded without fail.
2. Printed mark sheets issued by the respective boards only will be accepted.
3. Hand written mark sheets will not be accepted.
4. Equivalence of marks for grades should be provided by the examination authorities / Boards.
5. Information for applicants regarding admission will be available in Anna University website in the form of circulars periodically. Do not expect individual email communication.
6. The Scanned copy of the high school Diploma Certificate if the student completes studies from international boards which provide three / four year high school diploma must be attached. Such students should also enclose the photocopy of the mark sheet of 8th standard or 9th standard or equivalent level (Pre Diploma level).
7. Anna University reserves the right to ask for additional documents if necessary.

8. Predicted scores will not be accepted.

9. In case of the final transcripts have not been received before 15th June 2018, submit the other documents. However, the final transcripts should be submitted before the counselling date.

1. ADMISSION REQUIREMENTS

1.1. Application Form

Applicants can register online at the website: www.annauniv.edu/cia

If the candidate wishes to apply for both CIWGC and NRI Categories, **separate applications should be submitted.**

1.2. Eligibility and Academic Qualifications required for a B.E. / B.Tech. Degree Programmes (Four Year) :

Candidates must have passed the qualifying examination, i.e. (10 + 2) of Indian System or its equivalent (completed 12 years of school education).

Candidates must have studied in English medium or should have proficiency in English language. The candidate should have passed in all the subjects and scored a minimum average of 50 percentage in Mathematics, Physics and Chemistry put together.

In case, the results are awaited for the qualifying examinations, applications may be submitted with other documents before the deadline. However, the transcripts should be produced before the counselling.

If the candidate produces grade certificates, they have to produce either the actual marks or equivalent marks for the respective grades. In case equivalent mark range is given for grades by the respective examination authorities, only the minimum marks applicable to the grades in the eligible subjects (Mathematics, Physics and Chemistry) will be taken into account. The candidate should provide equivalent mark or mark range for grades from the respective board only. Letters from Principals regarding equivalent mark or mark range for grades will not be accepted. The candidate has to provide a pass certificate, if it is not clear from the mark sheet whether the candidate has passed all the subjects. Mark sheets with voluminous data or confusing formats will not be accepted. The decision of Anna University will be final in case of any ambiguity in the eligibility criteria.

1.3. Registration Fee : US \$ 200 (Debit Card / Credit Card)

The payment can be made using Debit Card / Credit Card.

Note:

Transaction charges for online payment, if any, should be borne by the candidates.

1.4. Counselling Procedure

After the last date of application submission, a merit list will be prepared based on the aggregate mark calculated for 200, Mathematics reduced to 100 and Physics and Chemistry marks to 50 each. The aggregate mark will be considered for ranking. The candidates will be allotted seats based on the ranking.

In cases where more than one candidate have got the same mark in the common merit list, the inter-se-merit among such candidates shall be determined in the order of priority as given below:

- (1) Percentage of marks in Mathematics, (2) Percentage of marks in Physics
- (3) Percentage of marks in the fourth optional subject and (4) Date of birth.

The candidates can choose the branch of their choice during counselling. The counselling will be held at Anna University, Chennai on 22nd June 2018.

At the time of counselling, the following documents have to be produced (in original, except item No.4)

1. Recent NRI status certificate of the (Father / Mother / Legal Guardian) issued by the Indian Embassy of the respective country under their seal as per Annexure - I.
2. Employment Certificate of the NRI (Father / Mother / Legal Guardian) as per Annexure - II. In the case of self-employment, nature of business, annual income and required proof like Income - Tax paid (for the last 3 years), etc to be produced.
3. NRE/NRI bank account statement of the NRI (Father / Mother / Legal Guardian), at least for the last six months.
4. Valid Indian Passport and Visa of the NRI (Father / Mother / Legal Guardian).
5. Birth Certificate or Valid Indian Passport of the Candidate.
6. School Transfer Certificate / Migration Certificate. If these certificates are not issued in the respective country, an equivalent transfer certificate from the Principal has to be specially obtained.

7. For 10+2 type of Indian Boards OR Foreign Boards:

- a. Mark sheets of Secondary School Leaving Certificate (X Standard) or equivalent.
- b. Higher Secondary Certificate (XII Standard) or equivalent***.

OR

- c. For 8+4 type of Foreign Boards: Mark Sheets from 8th to 12th Standards***.
- d. For 9+3 type of Foreign Boards: Mark Sheets from 9th to 12th Standards***.

8. Bank draft for US \$ 7500[#] / US \$ 5000[#].

Note: * If the candidate has studied in a Non-Indian Government board of education system abroad or in India, Equivalent Certificate should be obtained from the Association of Indian Universities (AIU), New Delhi (www.aiu.ac.in) or from the Indian Embassy in the respective countries.**

Final allotment of the branch of study will be done after verification of the original certificates. Once the branch of study and the institution are allotted, it can't be changed for any reasons.

1.5. Payment of Tuition Fee

At the time of counselling, the candidate has to bring the Demand Draft towards the one year tuition fee drawn in favour of “the **Director, Centre for International Affairs, Anna University, Chennai**” payable at “**New York**”. The Demand Draft must have routing number with seal and signature of the authorised person.

1.6. Fee Structure: (Tuition Fee)*

SL. NO.	BRANCH	ANNUM FEE	LUMP SUM
College of Engineering Guindy Campus			
1	B.E. - Bio- Medical Engineering	7500 US \$	29000 US \$
2	B.E. - Civil Engineering		
3	B.E. - Computer Science & Engineering		
4	B.E. - Electronics & Communication Engineering		
5	B.E. - Electrical & Electronics Engineering		
6	B.E. - Geo-informatics		
7	B.E. - Industrial Engineering		
8	B.Tech. - Information Technology		
9	B.E. - Mechanical Engineering		
10	B.E. - Manufacturing Engineering		
Alagappa College of Technology Campus			
11	B.Tech. - Chemical Engineering		
12	B.Tech. - Industrial Bio-Technology		
Madras Institute of Technology Campus			
13	B.E. - Aeronautical Engineering		
14	B.E. - Automobile Engineering		
15	B.E. - Computer Science & Engineering		
16	B.E. - Electronics & Communication Engineering		
17	B.E. - Electronics & Instrumentation Engineering		
18	B.Tech. - Information Technology		
19	B.E. - Production Engineering		
20	B.E. - Mechanical Engineering		

US\$ 7500 per year for above UG Programmes. (OR) US\$ 29000 - Fee payable in one installment for B.E. / B.Tech. (8 Semesters).

SL. NO.	BRANCH	ANNUM FEE	LUMP SUM
College of Engineering Guindy Campus		5000 US \$	19000 US \$
1	B.E. - Agricultural and Irrigation Engineering		
2	B.E. - Materials Science & Engineering		
3	B.E. - Mining Engineering		
4	B.E. - Printing Technology		
5	B.E. - Civil Engineering - Tamil		
6	B.E. - Mechanical Engineering - Tamil		
Alagappa College of Technology Campus			
7	B.Tech. - Apparel Technology		
8	B.Tech. - Pharmaceutical Technology		
9	B.Tech. - Textile Technology		
10	B.Tech. - Petroleum Engineering & Technology		
11	B.Tech. - Ceramic Technology		
12	B.Tech. - Food Technology		
13	B.Tech. - Leather Technology		
Madras Institute of Technology Campus			
14	B.E. - Rubber & Plastic Technology		
BIT Campus, Tiruchirappalli			
15	B.E. Automobile Engineering		
16	B.E. Civil Engineering		
17	B.E. Computer Science and Engineering		
18	B.E. Electronics and Communication Engineering		
19	B.E. Electrical and Electronics Engineering		
20	B.E. Mechanical Engineering		
21	B.Tech. Bio Technology		
22	B.Tech. Information Technology		
23	B.Tech. Petrochemical Technology		
24	B.Tech. Pharmaceutical Technology		

US\$ 5000 per year for above UG Programmes. (OR) US\$ 19000 - Fee payable in one installment for B.E. / B.Tech. (8 Semesters).

Note: Tuition fee should be paid in the beginning of every academic year before the due date.

One time Fee:

Caution deposit, Students' Co-operative Society, Identity card (Smart card) etc. (in Indian rupees). One time fee is paid during admission.

Semester Fee:

Library, Insurance, Industrial visit etc. Semester fee should be paid in the beginning of every semester before due date (in Indian rupees through net banking).

Examination Fee:

Examination fee should be paid in the beginning of every semester before due date (in Indian rupees through net banking).

Other Fee: To be announced from time to time (in Indian rupees).

All fees are subject to revision. Once revised, the revised fee has to be paid.

1.7. Tuition fee once paid is not refundable.

1.8. Fitness

Candidates have to submit a medical fitness certificate at the time of admission as per Annexure - III.

RECEIPT OF APPLICATION

The candidates can apply only through online mode by logging on to www.annauniv.edu. The procedure for registration is available in Anna University web portal. Last date for registration is 15th June 2018.

2. GENERAL INFORMATION

2.1. Reporting to the University

Usually, the academic session begins by **July/August** every year. Candidates have to report to the Dean of the campus concerned on the scheduled date mentioned in the allotment order. If the candidate fails to report the offer of admission will automatically stand cancelled.

2.2. Hostel Accommodation

Hostels are available separately for girls and boys. Application can be submitted at the time of admission for those who want hostel accommodation. They have to pay the prescribed fee as per Hostel Rules.

Boys will be accommodated in the Tulip Hostel and Girls will be accommodated in the Lavender Hostel from first year onwards. Separate hostel is available for CIWGC / NRI / FN students in MIT Campus also.

2.3. Fee Payment

Announcements regarding the payment of various fees will be informed through circulars only. The circulars will be displayed on the notice boards. Students should pay the fees on time. In addition, emails may be sent to the students regarding payment of the fees. However, non-receipt of emails cannot be a reason for non-payment of fees or delay in the payment of fees.

2.4. Requirements for Completion of a Semester

A student who has fulfilled the following conditions (vide clause 2.4.1 and 2.4.2) shall be deemed to have satisfied the attendance requirements for appearing for end semester examination of a particular course.

- 2.4.1. Ideally every student is expected to attend all periods and earn 100% attendance. However, the students has to secure not less than 75% of attendance coursewise taking into account the number of periods required for that course as specified in the curriculum.

- 2.4.2. If a student secures attendance between 65% and less than 75% in any course in the current semester due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Chairman, Sports Board and Head of the Department concerned, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination of that course. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department through the Faculty Advisor.
- 2.4.3. A student shall normally be permitted to appear for End semester examination of the course if the student has satisfied the attendance requirements (vide Clause 2.4.1 and 2.4.2) and has registered for examination in those courses of that semester by paying the prescribed fee.
- 2.4.4. Students who do not satisfy clause 2.4.1 and 2.4.2 and who secure less than 65% attendance in a course will not be permitted to write the End-Semester Examination of that course. The student has to register and repeat this course in a subsequent semester when it is offered next (vide clause 2.5.5).
- 2.4.5. In the case of reappearance registration for a course (vide Clause 2.5), the attendance requirement as mentioned in Clauses 2.4.1 - 2.4.3 is not applicable. However, the student has to register for examination in that course by paying the prescribed fee.
- 2.4.6. A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks.

2.5. Reappearance Registration

- 2.5.1. If a student fails in a theory course, the student shall register for reappearance for that course in the subsequent semester when it is offered next. The student shall earn Continuous Assessment marks and attend end semester examination.
- 2.5.2. The student may attend the classes for the courses registered for reappearance the student wishes. However, the attendance requirement (vide clause 2.4) is not compulsory for such courses.
- 2.5.3. If the theory course, in which the student has failed, is a professional elective or an open elective, the student may register for the same or any other professional elective or open elective course respectively in the subsequent semesters.
- 2.5.4. The student who fails in any Laboratory Course/ Project work / Seminar and any other EEC course shall register for the same in the subsequent semester, when offered next, and repeat the course. In this case, the student shall attend the classes, satisfy the attendance requirements (vide clause 2.4), earn Continuous Assessment marks and appear for the End Semester Examinations. The facility of Reappearance Registration is not available for such courses.
- 2.5.5. If a student is prevented from writing end semester examination of a course due to lack of attendance, the student has to register for that course again, when offered next, attend the classes and fulfill the attendance requirements as per clause 2.4. If the course, in which the student has lack of attendance, is a Professional Elective or an Open Elective, the student may register for the same or any other Professional Elective or Open Elective course, respectively in the subsequent semesters.
- 2.5.6. After the admission of the candidates the parents are requested to do the following:
 - a. Regularly contact the Class advisor and HoD of the student regarding attendance and academic progress. Please contact the Class advisor every month through email.
 - b. Update your telephone, email and address details with the Class advisor, HoD and Director (Centre for International Affairs).
 - c. The attendance and three assessment marks can be viewed by the parents through the Internet using the access details given to the students.

ANNEXURE - I**FORMAT FOR NRI CERTIFICATE FROM EMBASSY**

(In the Letter head of the Embassy office)

No.

Dated:

CERTIFICATE

This is to certify that (Father / Mother / Legal Guardian)holder of Indian passport no.....datedissued at (Place of issue)is residing in this country sinceHe / She is a Non- Resident Indian.

*(Signature, Designation &
seal of the issuing authority)*

Note: 1. The NRI Certificate given by embassy in a different format is accepted.

2. Affidavit of NRI Certificate is not accepted.

ANNEXURE - II**FORMAT FOR THE CERTIFICATE FROM THE EMPLOYER**

(In the letter head of the Company / Organization)

No.

Dated:

This is to certify that(Father / Mother / Legal Guardian)holder of Indian passport no.....datedissued at(place of issue).....is an employee of our company / organization since (Date of joining).....in the position of (Designation)and drawing a monthly salary of

This certificate is being issued upon his / her request for the purpose of college admission.

*(Signature, Designation &
seal of the issuing authority)*

ANNEXURE – III**MEDICAL CERTIFICATE**

(to be produced at the time of Admission)

Certified that I, Dr.....
 (IMC. Reg.No.) have this day of
2018 examined the candidate whose particulars are given
 below:

1. Name of the Candidate :
2. Name of the parent :
3. Sex : Male / Female
4. Age with date of Birth : years

--	--

--	--

--	--	--	--

Date Month Year
5. Identification Marks
 - 1.
 - 2.
6. Whether the candidate fulfill the following standards : Normal If No, specify the defect
 - a) General Fitness consists of Yes/No
 - Full Blood Test including HIV Test
 - Full Urine Test
 - Chest X-ray
 - ECG
 - Mental Retardness Test and
 - Other General Tests
 - b) Vision : Yes/No
 - c) Auditory functions : Yes/No
 - d) Speech functions : Yes/No

7. Whether Physically Handicapped :

Yes/No (If **Yes** specify the defect and the extent of disability)

- i. Vision
- ii. Speech
- iii. Hearing
- iv. Limbs

8. **OPINION** : with the above clinical details
Please specify

Whether the candidate is physically eligible to be considered for admission in Engineering Colleges / Technical Institutions

Yes/No (If **No** specify the reasons)

Signature of the Candidate

Signature of Regd. Medical Practitioner

Place :

Register No. :

Date :

Full Address: