



ANNA UNIVERSITY OF TECHNOLOGY, COIMBATORE

(Established under Act No.42 of 2006 by the Government of Tamil Nadu)

DIRECTOR, CENTRE FOR STUDENT AFFAIRS

**Academic Campus
Jothipuram
Coimbatore – 641047**

Ref: AUTCBE/CSA/Readmission/Transfer/2011

Date : 24.04.2011

The Principal

All Affiliated /Autonomous Instns./Colleges

Sir

Sub : AUT CBE – Centre for Student Affairs – Readmission/Transfer – procedure – reg.
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The Principals of affiliated colleges/institutions under Anna University of Technology, Coimbatore are requested to submit the following particulars of readmission/transfer students for **ODD/EVEN SEMESTER 2011-12.**

- (i) Year of Admission
- (ii) Discontinued Year
- (iii) Year of Readmission/Transfer
- (iv) Copy of all the Mark sheets issued by the University with principal's attestation.
- (v) Demand Draft in favour of 'The Director, Centre for Student Affairs, Anna University of Technology, Coimbatore, Coimbatore-641047 for Rs.1500/- towards readmission/transfer fee and readmission cum transfer fee Rs.3000/- (Rs.1500/- for readmission and Rs.1500/- for transfer fee)
- (vi) DOTE Approval copy

Kindly fill and send the enclosed format to get approval from Anna University of Technology, Coimbatore for Readmission/Transfer candidates. The college should approach the University within a week after the receipt of the Transfer/Readmission approval from the DOTE.

Kindly send the above mentioned particulars to 'The Director, Centre for Students Affairs, Anna University of Technology, Coimbatore, Coimbatore – 641 047

**DIRECTOR
CENTRE FOR STUDENT AFFAIRS**

Encl : Readmission/Transfer approval format



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Sub : AUT CBE – Centre for Student Affairs – Readmission/Transfer – procedure – reg.
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The procedure to be followed henceforth to get approval from Anna University of Technology, Coimbatore for transfer/readmission of students from various colleges.

1. The candidate after being given approval by the Department of Technical Education, Chennai for Transfer/Readmission into a particular semester, the principals of the respective institutions are requested to apply for approval from the University for the above candidates in the format enclosed herewith in **Triplicate** with fee as applicable for approval of Transferred/Readmitted students.
2. When the University receives the above application for the Transfer/Readmission students through the respective principals, the University will send a communication to the principal approving the admission of the Transferred/Readmitted students.

The college should approach the University within a week after the receipt of the Transfer/Readmission approval from the DOTE. The principals are requested to co-operate by following the above procedure.

**DIRECTOR
CENTRE FOR STUDENT AFFAIRS**

Encl: Approval Form for Transfer / Readmission

**ANNA UNIVERSITY OF TECHNOLOGY, COIMBATORE
ACADEMIC CAMPUS, JOTHIPURAM, COIMBATORE – 641 047**

**APPROVAL FORM FOR TRANSFER/READMISSION CANDIDATES
FOR UG/PG PROGRAMMES**

1.	Name of the student (in Block Letters)	:		
2.	Code and Name of the College with Full Address	:		
3.	Specialization and Semester to which the Transfer/Readmission approval is required	:	Full Time	:
			Lateral Entry	:
			Part Time	:
4.	Name of the college from which Transferred	:		
5.	Month and year of admission in the First semester	:	Month	Year

6. Month and year of the semester examinations last appeared:

Month	Year	Semester	University Reg.No.	Name of the University	Result Status*

DOTe Approval Ref.No. :

Approval (Transfer / Readmission) Fee Details :

Demand Draft No. :

Name of the Bank :

Demand Draft Date :

Endt.No.

Date:

Approval is requested for Thiru. /Selvi _____ who is transferred to/readmitted in this college and is in the _____ semester _____ programme/specialization to be commenced during the month and year _____. The strength in the _____ semester in _____ programme/specialization is _____ including this transferee/readmission. The total strength in _____ semester in programme/specialization concerned is _____ including this transferee and is within the sanctioned intake by the University.

Sanctioned Intake of Programme/Specialization concerned		Intake including the transferee	
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Encl: i) Attested copy of readmission student's mark sheets
ii) DOTE Approval letter copy

The application will be summarily rejected, if the above particulars are found incorrect, not filled up properly, relevant documents not enclosed and absence of the Principal's Signature.

OFFICE SEAL

SIGNATURE OF THE PRINCIPAL OF THE COLLEGE TO WHICH HE/SHE IS TRANSFERRED/READMITTED

To
The Director, Centre for Student Affairs
Anna University of Technology, Coimbatore
Academic Campus, Jothipuram
Coimbatore – 641 047

For UNIVERSITY USE ONLY

Ref : AUT CBE/CSA/ _____

Date : _____

Approval is hereby given for the candidate Thiru./Selvi. _____ who is transferred/readmitted in _____ in the _____ semester _____ programme/specialization during the academic year _____ under the regulations _____ of Anna University of Technology, Coimbatore.

Director, Centre for Student Affairs

The student may be instructed to take up the additional courses after getting approval from Director Academic Courses, Anna University of Technology, Coimbatore. The college should also get the approval of the Director Academic Courses, Anna University of Technology, Coimbatore, for any additional courses to be undertaken by students (or) exemption of courses already studied in respect of the students who have been readmitted before the end of final semester in case of change in regulation, if any. (Applicable only to students who are transferred from other universities and also for students who has to switchover from one regulation to another at the time of readmission/transfer).
