



ANNA UNIVERSITY
Chennai - 600 025

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REGISTRAR

Letter No.12350/SA2/2017-18

Date: 15.05.2017.

To

The Deans of all Regional Office / Constituent Colleges
of Anna University, Chennai - 25.

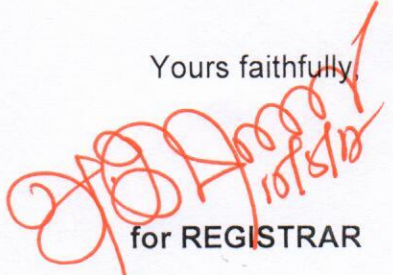
Sir,

Sub: Anna University – Student Affairs – Issue of Readmission Application form – Reg.

I am to inform that Odd semester Re-admission Application form for both UG and PG Degree courses to the Constituent Colleges, for the academic year 2017-2018, is available in the website of the Student Affairs (www.annauniv.edu/dsa), Anna University.

In this regard, you are requested to download the Re-admission Application form and send the filled Application on or before **20.06.2017** to this office for further process.

Yours faithfully,


for REGISTRAR

Copy to:

1. The Director of Technical Education, Chennai – 25.
2. The Controller of Examinations, Anna University, Chennai – 25.
3. The Director, Academic Courses, Anna University, Chennai –25.
4. Stock file (DSA).

AM
15/5



ANNA UNIVERSITY : CHENNAI 600 025

**APPLICATION FORM FOR RE-ADMISSION INTO B.E. / B.TECH. / B.ARCH. AND
PG (MBA / MCA / M.E. / M.TECH.) DEGREE COURSES 2017-18 (ODD SEMESTER)
(Only for Regional office / Constituent Colleges of Anna University, Chennai)**

1	Name of the Student (in CAPITAL LETTERS)	:																											
2	Name of the Regional office / Constituent College with Full Address in which last studied	:																											
3	Through which mode the student was originally admitted into B.E. / B.Tech. / B.Arch. / MBA / MCA / M.E. /M.TECH. Degree Courses (√ - Tick the relevant box)	:	FIRST YEAR (FULL TIME)	<input type="checkbox"/>																									
			DIRECT SECOND YEAR (LATERAL ENTRY)	<input type="checkbox"/>																									
				PART TIME	<input type="checkbox"/>																								
4	Month and Year of 1 st year Admission	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Month</td> <td colspan="4"></td> </tr> <tr> <td>Year</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>			Month					Year																		
Month																													
Year																													
5	Branch of Study	:																											
6	Register Number	:	<table style="width: 100%;"> <tr> <td style="width: 5%;">New (If Known)</td> <td style="width: 10%;"><input type="text"/></td> <td style="width: 10%;"><input type="text"/></td> <td style="width: 10%;"><input type="text"/></td> <td style="width: 10%;"><input type="text"/></td> <td style="width: 10%;"><input type="text"/></td> <td style="width: 10%;"><input type="text"/></td> <td style="width: 10%;"><input type="text"/></td> <td style="width: 10%;"><input type="text"/></td> <td style="width: 10%;"><input type="text"/></td> <td style="width: 10%;"><input type="text"/></td> <td style="width: 10%;"><input type="text"/></td> </tr> <tr> <td>Old</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>			New (If Known)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Old	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
New (If Known)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																		
Old	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																		
7	DESCRIPTION	:	SEMESTER	YEAR																									
	Semester / Year during which the Course was Discontinued	:	<small>For example III</small>	<small>For example 2013-14</small>																									
	Semester / Year during which Re-admission is sought	:	<small>For example III</small>	<small>For example 2014-15</small>																									
8	Reason for Discontinuance of study:																												
9	Address for Communication (in Capital Letters):																												
.....																													
.....																													
.....																													
Contact Mobile Number:																													
Email ID:																													
					Signature of the Student																								

UNDERTAKING

I hereby agree for the Re-admission, accepting the conditions that the University may prescribe in this regard.

I further agree and state that,

- (i) I shall appear for the equivalent or additional papers, if any, that may be prescribed by the University.
- (ii) I shall not prefer any claim or right for exemption for any papers whatsoever.
- (iii) I shall not prefer any representation seeking stay of or exempting from the operation of any part or in full of the conditions to be prescribed by the University / College.
- (iv) I shall diligently and faithfully follow the instructions and curriculum of the / University.
- (v) I agree to pay whatever fees that are prescribed by the concerned University for such Re-admission.

The following documents are enclosed:

1)	Mark Sheet pertaining to the previous even semester studied (II, IV, VI, VIII)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2)	Copy of details of Lack of Attendance sent to Controller of Examination during Nov / Dec (Proforma copy) Examinations	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Note: If the above documents are not enclosed, the application will not be considered for Re-admission

Station:

Date:

Signature of the Student

**TO BE FILLED BY THE PRINCIPAL / DEAN OF REGIONAL OFFICE /
CONSTITUENT COLLEGES IN WHICH RE-ADMISSION IS SOUGHT**

(If the particulars below are not furnished the application will not be considered)
Particulars of Lack of Attendance in Odd Semesters (I, III, V, VII) during the period June – Dec

FORMAT – I (Lack of Attendance particulars)

Name of the Student	
Reg. No of the Student	
Mention the Odd Semester in which the student was put into lack of attendance (I, III, V, VII)	
Total No. of Periods taken into account for calculation of attendance for the above Semester	
No. of Periods attended by the Student	
Percentage of the Attendance	

Note: The attendance particulars communicated to the Controller of Examinations Anna University should be furnished above, with the proof of copy sent to the Controller of Examination.

The Principal is requested to fill up the following format certifying the date of joining of the student in odd semester 2017-18.

FORMAT – II (Current odd Semester attendance particulars)

(To be filled in if the application is forwarded after commencement of classes. Otherwise fill in "NOT APPLICABLE")

Joining date of the student in the odd Semester for the academic year 2017-18	
No. of working days completed from the date of commencement of classes	
No. of days attended by the student from the date of commencement of classes.	
% Attendance in the current Odd Semester till date	

Office Seal:

Signature of the Principal

GENERAL INSTRUCTIONS

1	Application received after the due date will be summarily rejected.
2	The Re-admission application should be sent only as per the revised format which is available in the Centre for Student affairs website. (http://www.annauniv.edu/dsa)
3	No student should be permitted to attend Practical and Theory Examinations without obtaining Re-admission orders from Anna University.
4	The following particulars should be furnished correctly
	i) Institution in which the student last studied
	ii) Semester last studied by the Student
	iii) Month and Year of appearance of Last Examination attended by the Student
5	The following documents should be attached:
	i) Mark Sheet of the previous even semester.
	ii) Copy of details of Lack of Attendance sent to Controller of Examination during Nov/Dec Examinations.
	iii) A necessary Medical and Fitness Certificate from the authorized Medical Officer to be enclosed if the student Discontinued on Medical grounds
	iv) Copy of Re-admission order / orders if any issued to the students who apply for Re-admission for more than one time to be enclosed.