



ANNA UNIVERSITY

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Circular. No.2993/Even Sem. Fees/UD/2018-2019

Date: 20.12.2018

CIRCULAR

Sub: PAYMENT OF EVEN SEMESTER FEE for University Departments - PG (FT / PT) II Semester and PG (Part Time) IV Semester (Except MBA (FT/PT) II Semester and MBA (PT) IV Semester) programmes 2018-2019 - for Academic Session January 2019- May 2019 - Reg.

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The Students of **PG (Full Time / Part Time) II Semester and PG (Part Time) IV Semester** (Except MBA (Full Time / Part Time) II Semester and MBA (Part Time) IV Semester) both Regular / Self supporting degree Programmes are instructed to pay the Semester fees for the Academic Session January 2019 - May 2019, **through online payment only using Internet Banking.**

Procedure for paying semester fee (Tuition Fee) through online using Internet Banking

- Step 1 : Visit Knowledge Data Centre (KDC) portal at <http://www.aukdc.edu.in> and select **Fees** (Google Chrome is the preferred browser but all latest browsers are supported)
- Step 2 : Enter the Registration Number, Date of Birth and select Term fee to **Login**. Enter Password and click Login Button. The respective Student's particulars will be displayed if all the shown particulars are correct then press "**Pay Fees**"
- Step 3 : Select the mode of payment and upon selection you will be redirected to the respective Bank's Payment Portal (you may need to authenticate yourself in the payment portal). (Fee Payments at **zero transaction charges** is available with State Bank of India/Indian Overseas Bank/Indian Bank/Canara Bank **Internet Banking** mode of payment)
- Step 4 : On successful completion of the transaction, the candidate will be provided with a temporary receipt. A digitally signed copy of receipt will be made available in the same portal within the next 48 working hours.

IMPORTANT NOTE

1. Students availing bank loan must pay through the KDC's portal only. The student shall visit <https://www.aukdc.edu.in/faq.html> for more instructions.
2. Students availing Post Matric Scholarship (PMS) should **CONFIRM** their scholarship in the KDC's payment portal within the stipulated time period. Fine as per payment academic schedule will be levied for defaulters.
3. Differently abled students should **CONFIRM** their concession in the KDC's payment portal within the stipulated time period. Fine as per payment academic schedule will be levied for defaulters.
4. NRI / FN students should pay the INR component in the KDC's payment portal within the stipulated time period. Fine as per Payment academic schedule will be levied for defaulters.

5. ICCR students should **CONFIRM** their scholarship in the KDC's payment portal within the stipulated time period. Fine as per payment academic schedule will be levied for defaulters.
6. The students **cannot register the subjects in ACOE database** unless he/she pay the Tuition fee.
7. For any clarifications, submit form through <https://www.aukdc.edu.in/form>. Select Fees payment under "Fees & Refund queries".

IMPORTANT DATES

PG (Full Time / Part Time) II Semester and PG (Part Time) IV Semester (Except MBA (FT / PT) II Semester and MBA (PT) IV Semester)

Payment of semester fee	21.12.2018 to 07.01.2019
Payment of semester fees with fine (Rs.200/-)	08.01.2019 to 10.01.2019
Payment of semester fees with fine and re-admission fee (fine Rs. 200/- plus re-admission fee Rs.500/-)	11.01.2019 to 13.01.2019
Permanent deletion from roll	14.01.2019
Dispatch of final enrollment and student nominal roll to Dean's / Director of Academic Courses, generated through ADaMS (Knowledge Data Centre) in PDF format – soft copy	14.01.2019
Dispatch of signed defaulter's list generated through ADaMS To Knowledge Data Centre	14.01.2019

NOTE TO ALL HEADS OF DEPARTMENTS:

- 1) The students who have not paid fee within the last date for payment of fees with fine shall not be permitted to attend classes.
- 2) Attendance shall be given for the defaulters only from the date of payment of semester fees with fine / with fine plus re-admission fee.
- 3) The names of students who fail to pay the fees, even after the last date for payment of semester fees with fine and readmission fee shall be removed from the nominal rolls permanently.
- 4) The final Enrollment and the student nominal roll and defaulters list shall be generated through ADaMS on the day next to the last date for payment of semester fees with fine and readmission fee by the Head of the Departments.
- 5) Copies of such defaulters list department-wise, branch-wise shall be obtained from ADaMS by Additional Controller of Examinations, Finance officer and Deans of the respective Campuses for records.

- 6) The names of such defaulters shall be put on the Notice Board and also be informed to the Class Committee Chairpersons for necessary action. (HoD's are provided with login id & password to generate the defaulter's list, paid list and all student's list with current status).

S. No	ACTIVITY	DATE
1	List of Candidates to pay the fees along with fine amount Rs. 200/- to be displayed in department notice board.	08.01.2019
2	List of Candidates to pay the fees along with fine amount Rs. 200/- & readmission amount Rs 500/- to be displayed in department notice board.	11.01.2019
3	Defaulter's List – to be displayed in department notice board. The defaulter's name should be removed from the rolls.	14.01.2019
4	All student's list (for the entire campus) – to be displayed in campus notice board.	14.01.2019

- 7) The students who do not pay the fees even after the deadline, are deemed to have discontinued the course. Their names will be deleted from the rolls permanently.


EXAMINATION FEE:

THE SCHEDULE FOR PAYMENT OF EXAMINATION FEE WILL BE ISSUED BY ADDITIONAL CONTROLLER OF EXAMINATIONS, UNIVERSITY DEPARTMENTS.

The students are instructed to pay the examination fee (both Regular and Arrear) through online payment only, after the schedule is announced by Additional Controller of Examinations, University Departments.


20/12/18
REGISTRAR

To:

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1. The Dean, CEG / ACT / MIT / SAP Campus, Anna University, Chennai.
- with a request to display this Circular in Notice Board at College / Hostels / Canteen.
 2. The Additional Controller of Examinations (UD), Anna University, Chennai
- with a request to register the students who have paid the fees.
 3. All Heads of the Departments / Directors of Centers
- with a request to arrange to display this Circular in Notice Board.
 4. The Director, Knowledge Data Centre, Anna University, Chennai.
 5. The DCOE, CEG / ACT / MIT / SAP Campus - for necessary action.
 6. The Finance Officer, Anna University, Chennai.
 7. The Deputy Registrar (C & G) , Anna University, Chennai.
 8. The Superintendent, FA 30 / FA 40 Section, Anna University, Chennai.
 9. The Nodal Officer, SC/ST Cell, Anna University, Chennai.
 10. The P.S. to the Vice - Chancellor, Anna University, Chennai.
 11. The P.A. to the Registrar, Anna University, Chennai.