



REGISTRAR

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Circular. No.2993/UG/PG II Sem. Fees/UCE/2018-2019

Date: 26.12.2018

CIRCULAR

Sub: PAYMENT OF EVEN SEMESTER FEE for Constituent Colleges – UG / PG (Full Time / Part Time) II semester programmes 2018-2019 - for Academic Session January 2019 - May 2019 - Reg.

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The Students of **UG / PG (Full Time / Part Time) II Semester** 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**. The NRI / FN Students are instructed to pay the INR Component 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 subjects in **COE database cannot be registered** unless he/she pay the tuition fees.
7. For any clarifications, submit form through <https://www.aukdc.edu.in/form>. Select Fees payment under "Fees & Refund queries".

IMPORTANT DATES

UG / PG (Full Time / Part Time) II Semester

Payment of semester fee	27.12.2018 to 10.01.2019
Payment of semester fees with fine (Rs.200/-)	11.01.2019 to 14.01.2019
Payment of semester fees with fine and re-admission fee (fine Rs. 200/- plus re-admission fee Rs.500/-)	15.01.2019 to 19.01.2019
Permanent deletion from roll	21.01.2019
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	21.01.2019
Dispatch of signed defaulter's list generated through ADaMS To Knowledge Data Centre	21.01.2019

NOTE TO ALL HEADS OF DEPARTMENTS:

- 1) The students who have not paid fee within the last date for payment of fees with fine and readmission fee shall not be permitted to attend classes. Their names shall not be registered in O/o COE, AU.
- 2) The subjects in COE database cannot be registered unless he/she pay the tuition fees.
- 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 Heads of the respective department and Deans of the respective Campuses.

- 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 and paid list).

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.	11.01.19
2	Defaulter's List – to be displayed in department notice board. The defaulter's name should be removed from the rolls.	21.01.19
3	All student's list (paid and not paid list – for the entire campus) – to be displayed in campus notice board.	21.01.19

- 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 and the students should not be allowed to attend the class.


26/12/18
REGISTRAR
26.12.18

To:

1. The Controller of Examination, Anna University, Chennai – with a request to register the students who have paid the fees.
2. The Director, Academic Courses, Anna University, Chennai
3. The Director, Student Affairs – with a request to send the readmission/break of study candidates list and the transfer student's list.
3. The Director, Merger Section, Anna University, Chennai.
4. The Dean, All Constituent Colleges of Anna University
5. The Director, Knowledge Data Centre, Anna University, Chennai.
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 P.S. to the Vice - Chancellor, Anna University, Chennai.
10. The P.A. to the Registrar, Anna University, Chennai.