



ANNA UNIVERSITY

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REGISTRAR

Circular No. KDC / Integrated System / 2018-19

Date : 20.03.2019

CIRCULAR

Sir/Madam,

Sub : AU - UD and UCE - Issue of No Dues Certificates, Course Completion Certificates, Refund of Caution Deposit and Issue of Transfer Certificate to students through online mode through ADaMS for the year 2018 -19 - Reg.

Anna University had successfully implemented the issue of "No Dues Certificate" for the students undergoing various Regular / Self Supporting UG/PG (FT/PT) degree programmes in the University Departments, University Colleges of Engineering and Regional Campuses of Anna University, since 2017 onwards, through ADaMS (Administrative Data Management System).

The refund of Caution Deposit for the course completed and discontinued students are through online system for UD, UCE and Regional Campuses since July 2017 onwards. The transfer certificates are generated and issued to the students through ADaMS since July 2018. Now, the "Course Completion Certificate" also shall be generated through ADaMS by the HoD's office.

In this regard, all the Dean's of campuses shall assign a staff in-charge for generation and verification of "Course Completion Certificates" to the students for each department.

Further to continue the issue of No-dues certificate process for this year, the Deans are requested to send the units common for all the students of the respective college after updation of the list already entered last year through the URL www.aukdc.edu.in/monitor, along with laboratory details report obtained after updation of details by the HODs using the URL www.aukdc.edu.in/labentry_hod.

The Deans can monitor the status and generate reports using the URL www.aukdc.edu.in/monitor by using ADaMS login ID.

Also, it is requested to give the details of staff members [Teaching / Non - Teaching / Administrative / Technical) / Professional Assistant] newly joined, during this academic year to Knowledge Data Centre in hard and soft copy (format enclosed : Annexure-V). The soft copy shall be in excel format and send to email id: **ud@annauniv.edu.in** for University Departments and **uce@annauniv.edu.in** for UCE & Regional Campus as early as possible and send the reports (without "Tentative " watermark) on or before 25.03.2019.

For any clarifications, please contact Knowledge Data Centre.


20/03/19
REGISTRAR


To

The Dean, CEG/ACT/MIT/SAP
The Director, Centre for International Affairs
The Director, University Library (and Book Bank/ MIT Library)
The Director, Ramanujan Computing Centre, Anna University
The Director, Merger Section
All the Directors of Centres
All Heads of Departments / Division
The Coordinator, NCC/NSS/NSO/YRC
The Professor and Nodal Officer, SC/ST Cell, Anna University
The Executive Warden, CEG/ACT/MIT/SAP
The Dean, All Constituent Colleges & Regional Campuses of Anna University
The Director, Knowledge Data Centre, Anna University, Chennai

Copy to :

The Controller of Examinations, Anna University, Chennai
The Additional Controller of Examinations (UD)
The Finance Officer, Anna University, Chennai
The P.S to Vice-Chancellor, Anna University, Chennai
The P.A to Registrar, Anna University, Chennai