ANNA UNIVERSITY
CHENNAI - 600 025. INDIA

REGISTRAR

Circular. No.2993/Semester Fees/UCE/2017-2018

Date:02.06.2017

CIRCULAR

Sub: PAYMENT OF ODD SEMESTER FEE for Constituent Colleges - for All UG, PG, programmes 2017-2018 - for Academic Session Jun 201 7 - Nov 2017 - Reg.

=====

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. The defaulters (after fine & readmission fees) **will not be registered in COE database.**

4. For any clarifications contact Knowledge Data Centre (CPDE Building), Anna University, Chennai. Contact: 044 2235 7092/7091

IMPORTANT DATES

All UG & PG (FT & PT) {Except I Semester UG & I Semester PG}

Payment of semester fee	03.06.2017 to 02.07.2017
Payment of semester fees with fine (Rs.200/-)	03.07.2017 to 05.07.2017
Payment of semester fees with fine and re-admission fee (fine Rs. 200/- plus re-admission fee Rs.500/-)	06.07.2017 to 09.07.2017
Permanent deletion from roll	10.07.2017
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	10.07.2017
Dispatch of signed defaulter's list generated through ADaMS To Knowledge Data Centre	10.07.2017

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) 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 Heads of the respective department.

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.	03.07.17
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.	06.07.17
3	Defaulter's List – **to be displayed** in department notice board. The defaulter's name should be removed from the rolls.	10.07.17

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.

REGISTRAR

Copy to:

1. The Controller of Examination, Anna University, Chennai – with a request to register the students who have paid the fees.

2. 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.