

தேதி: 22.10.2020

### சுற்றறிக்கை

#### கல்லூரி சேர்க்கை:-

அண்ணா பல்கலைக்கழக உறுப்பு பொறியியல் கல்லூரி ஆரணியில் (UCE Arni) பி.இ., (B.E) பட்ட படிப்புகளுக்காக, TNEA 2020-21 கலந்தாய்வின் மூலம் அனுமதிக்கப்பட்டிருக்கும் மாணவர்கள் ஆன்லைன் வாயிலாக 22.10.2020 முதல் [www.aukdc.edu.in](http://www.aukdc.edu.in) என்ற இணையதளத்தை பயன்படுத்தி, கல்லூரிக் கட்டணத்தை (fees) செலுத்துமாறு கேட்டுக் கொள்ளப்படுகிறார்கள். பி.இ., (B.E) முதலாம் ஆண்டு 2020-21 படிப்பிற்கான கட்டண விவரம் கீழே இணைக்கப்பட்டிருக்கிறது.

பி.இ., (B.E) இணையவழி சேர்க்கையின் விவரங்கள் கல்லூரி இணையதளத்தில் (<https://aucearni.in>) அறிவிக்கப்பட்டுள்ளது.

#### விடுதி சேர்க்கை:-

விடுதியில் சேர விரும்பும் மாணவர்களுக்கு விடுதியில் அறை ஒதுக்கீடு மற்றும் விடுதி சேர்க்கைக்கான கட்டணம், அதை செலுத்தும் முறை ஆகியவை பின்னர் அறிவிக்கப்படும். மாணவர்கள் கல்லூரி சேர்க்கைக்கு நேரில் வரும் போது விடுதி கட்டணம் வசூலிக்கப்படும்.

மேலும் தகவல்களுக்கு கீழ்க்கண்ட தொலைபேசி எண்களையோ அல்லது மின்னஞ்சலையோ தொடர்பு கொள்ளவும்.

தொலைபேசி எண்கள்: 04173 244400 / 01

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புல முதல்வர்



# UNIVERSITY COLLEGE OF ENGINEERING ARNI

(A Constituent College of Anna University Chennai)

Thatchur, ARNI – 632 326

Phone/Fax: 04173-244400

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## **INSTRUCTION TO THE CANDIDATES FOR ADMISSION TO UG DEGREE PROGRAMME AY 2020-21**

The students, who are getting allotment to B.E Degree Programme at University College of Engineering Arni through TNEA 2020 Online counseling, conducted by Directorate of Technical Education, Government of Tamil Nadu, are instructed to remit their admission cum term fees through Knowledge Data Centre ([www.aukdc.edu.in](http://www.aukdc.edu.in)), Anna University on or before the due date given in the TNEA Provisional Allotment Order by the following a detailed step-by-step procedure given in the annexure – I.

In addition, the students, who have paid admission-cum-semester fees, are advised to report to the college with the following original certificates/documents along with 3 set of its photocopies and fees receipts paid though online at the time of reporting, which will be **intimated later**.

### **For any clarification, please contact us:**

Office Contact No : 04173 – 244401

Email ID : [annauniv.ucea@gmail.com](mailto:annauniv.ucea@gmail.com)

Website : [www.aucearni.in](http://www.aucearni.in)

## Annexure - I

### I. Procedure for Registering Mobile Number

#### **Important Note :**

The mobile number registered here will be used for all communications in future. This mobile number will be printed on the SMART CARD. DO NOT register temporary mobile number. After registration, if you want to change the mobile number, you have to apply through the Dean of the college.

- Step 1: Go to <https://www.aukdc.edu.in> and select "services menu" and select "DataSheet" submenu. (Google chrome is the preferred browser but all latest browsers are supported.)
- Step 2: Enter application number, Date of Birth and select admission year.
- Step 3: Enter Captcha and Click Login.
- Step 4: Select Registration menu and select Mobile registration submenu. Enter the mobile number to be registered.
- Step 5: Click "Get OTP". **If OTP is not received, wait for 30 seconds before you click "Regenerate OTP".**
- Step 6: Enter the OTP, you have received in your mobile and click verify OTP. Check the message displayed on the screen.

### II. Procedure for Registering E-Mail Id

#### **Important Note:**

The e-mail id registered here will be used for all communications in future, along with an e-mail id to be provided by the University. Mail id will be [registernumber@annauniv.edu.in](mailto:registernumber@annauniv.edu.in). DO NOT register temporary e-mail id.

- Step 1 : Go to <https://www.aukdc.edu.in> and select "services menu" and select "DataSheet" submenu. (Google chrome is the preferred browser but all latest browsers are supported.)
- Step 2 : Enter application number, Date of Birth and select admission year.
- Step 3 : Enter Captcha and Click Login.
- Step 4 : Select Registration menu and select Email registration submenu. Enter the Email id to be registered.
- Step 5 : Click "Get OTP".
- Step 6 : Enter OTP, you have received in your mail and click verify OTP. Check the message displayed on the screen.

### III. Procedure for filling the student smartcard data sheet through online

**Important Note :** Scan the original documents **with 75 DPI resolution**. The size of a single file should be **less than 150 kb**. **DO NOT** scan the documents using **cam scanner or mobile**. All the documents except photo, **should be in PDF** format only. Photo should be **less than 50 kb** and in **JPEG** only.

Before proceeding to pay admission cum term fees, student have to fill the data for smartcard.

- Step 1: Go to <https://www.aukdc.edu.in> and select "services menu" and select "DataSheet" submenu. (Google chrome is the preferred browser but all latest browsers are supported.)
- Step 2: Enter application number, Date of Birth and select admission year.
- Step 3: Enter Captcha and Click Login.
- Step 4: View existing data using Dashboard menu.
- Step 5: Fill personal, academic details using "Add/Edit Data Sheet" submenu of "Data Sheet" menu
- Step 6: Click "Add" button to save.
- Step 7: Check the entered details on the screen. To make corrections use "Edit" button make correction and click "Update".
- Step 8: Select "view/confirm Data Sheet" submenu of "Data Sheet" menu, and Click "View PDF" to Generate PDF file with "Tentative Report" water mark, Check all the details entered are correct, If all data are correct, complete the data entry by clicking "Confirm" button at the end of the PDF file. If "No" is selected, close and edit the data again.
- Step 9: Upload all the necessary Original certificate's scanned copy in the format prescribed.
- Step 10: Verify each uploaded files for readability and relevance.
- Step 11: Confirm each uploaded certificate.

**Note :** Filling the student smartcard data sheet will be made available from 22.10.2020.

### IV. Procedure for paying admission cum term fees through online using Internet Banking.

All allotted candidates must pay the admission, semester fee through online payment only.

Step 1: Go to [www.aukdc.edu.in](http://www.aukdc.edu.in), Knowledge Data Centre website (Google chrome is the preferred browser but all latest browsers are supported.)

Step 2: Select (Click) "Student Portal / Fees"

Step 3: Enter the Registration / Application Number, Date of Birth and press login button and **set password** (Set Password according to the mentioned requirements. Enter the same password in confirm password. "Click set password". Check the message displayed on the screen). The respective student's particulars will be displayed on the webpage. If all the shown information is correct then press "Pay Fees".

Step 4: After clicking Pay Fees, the user will be requested to select a bank for payment on the webpage and proceed to the respective bank's website for payment (if internet banking enter the login name, password and proceed).

Step 5: On successful completion of the transaction, the candidate can take a temporary receipt of the payment for further reference. A signed copy of the receipt will be available in the same portal within 48 working hours.

#### **NOTE :**

1. The signed receipt copy must be produced at the time of admissions.
2. For making payment, at zero transaction charges, the candidate may require an Internet Banking Account in any one of the following banks.  
**(I) State Bank of India (II) Indian Overseas Bank (III) Indian Bank.**
3. Other mode of payments may require transaction charges as indicated in the web portal.

The online fee payment will be made available from **22.10.2020 to 28.10.2020**

**How to register Mobile / E-Mail / Smart Card are available in video format at [www.aukdc.edu.in](http://www.aukdc.edu.in) → FAQ → Registration**

For any clarification on datasheet, admission cum term fees contact **044-22357091, 044-22357092.**

**Also, contact through [www.aukdc.edu.in/form](http://www.aukdc.edu.in/form) by entering application number.**

### V. RULES FOR REFUND OF FEES

Sl. No.	Percentage of Refund of Fees	Procedures
1.	<b>Refund of fees - 100%</b> <ul style="list-style-type: none"><li>• 100% of the One Time Fee***</li><li>• 100% of the Semester Fee</li><li>• Full refund of the refundable of deposits.</li></ul>	15 days before the formally - notified date of commencement of classes
2.	<b>Refund of fees - 80%</b> <ul style="list-style-type: none"><li>• 80% of the One Time Fee***</li><li>• 80% of the Semester Fee</li><li>• Full refund of the refundable of deposits.</li></ul>	Not more than 15 days after the formally - notified date of commencement of classes
3.	<b>Refund of fees - 50%</b> <ul style="list-style-type: none"><li>• 50% of the One Time Fee***</li><li>• 50% of the Semester Fee</li><li>• Full refund of the refundable deposits.</li></ul>	More than 15 days but less than 30 days after formally - notified date of commencement of classes
4.	<b>Refund of fees - 0%</b> <ul style="list-style-type: none"><li>• 0% of the One Time Fee</li><li>• 0% of the Semester Fee</li><li>• Full refund of the refundable deposits.</li></ul>	More than 30 days after formally - notified date of commencement of classes

\*\*\* excluding the non-refundable processing fees such as Smart Card, Co-operative Society Membership and Recognition, Registration and Enrollment fee.

\* **Enrolment means the date of opening of the institution.**

**Director - KDC**

**LIST OF DOCUMENTS IN ORIGINAL AND FEES RECEIPT PAID**  
**THROUGH ONLINE ARE TO BE PRODUCED AT THE TIME OF ADMISSION:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>No. of Copies</b>
1	Provisional Allotment order and acknowledgement for receipt of initial payment.	Original certificates along with 03 set of photocopies
2	10th Mark Sheet	
3	HSC XI and XII / Equivalent Mark Sheet.	
4	Transfer Certificate and conduct certificate obtained from the institution last studied.	
5	Medical fitness certificate.	
6	Permanent Community Certificate for BC /BCM /MBC / DNC / SC /SCA /ST candidates in Permanent card or electronic form / digitally signed e-certificate.	
7	Nativity Certificate (for Tamil Nadu candidates who have not studied in Tamil Nadu for the last five years or any one of VIII, IX,X, XI, XII Std.) in electronic form / digitally signed e-certificate.	
8	First graduate certificate and joint declaration (if applicable) in electronic form / digitally signed e-certificate.	
9	Srilankan Tamil Refugee Certificate (if applicable).	
10	Income certificate for AICTE TFW Scheme / Post Matric Scholarship (for SC/SCA/ST and SC/SCA converted Christians) (if applicable).	
11	Special Category (Sports/Differently Abled/Ex-Serviceman Certificate (if applicable)	
12	Aadhaar Card	
13	Online Generated Fees Receipts through <a href="http://www.aukdc.edu.in">www.aukdc.edu.in</a>	
14	Passport size photograph.	04 No's



# UNIVERSITY COLLEGE OF ENGINEERING ARNI

(A Constituent College of Anna University, Chennai)

Thatchur, Arni - Tiruvannamalai District - 632 326

## Fees Structure: Academic Year 2020-21

Sl. No.	Particulars	For General Students	For First Graduate (FG) Students (OC/BC/BCM/ MBC/DNC)	For SC/SCA/ST Students	For Differently Abled General Students	For Differently Abled SC/SCA/ST Students
<b>A. One Time Fees (Payable at the time of Admission)</b>						
1	Admission Fee	550	550	550	-	-
2	Academic Course Fee	300	300	300	-	-
3	Provisional Certificate & Degree Certificate	600	600	600	-	-
4	Personality & character Development Programme	200	200	200	-	-
5	Placement & training Charges	1,000	1,000	1,000	-	-
6	NSS Fee	10	10	10	-	-
7	Sports Affiliation Fee	200	200	200	-	-
8	YRC Special Camping / Activities	200	200	200	-	-
9	Valar Tamil Mandram Development Fund	50	50	50	-	-
10	Smart Card Fee	500	500	500	500	500
11	Recognition, Registration & Admission Fee	1,200	1,200	1,200	1,200	1,200
<b>Total (A)</b>		<b>4,810</b>	<b>4,810</b>	<b>4,810</b>	<b>1,700</b>	<b>1,700</b>
<b>B. Caution Deposit (Refundable)</b>						
1	Institutional Deposit	6,000	6,000	6,000	6,000	6,000
2	Library Deposit	3,000	3,000	3,000	3,000	3,000
<b>Total (B)</b>		<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b>C. Semester Fee (Payable Every Semester)</b>						
1	Tuition Fee	6,000	-	-	-	-
2	Development Fee	3,000	3,000	3,000	-	-
3	Library Fee	650	650	650	-	-
4	Computer Charges	1,000	1,000	1,000	-	-
5	Laboratory Contingency Charges	1,000	1,000	1,000	-	-
6	Educational Media Charges	500	500	500	-	-
7	Internet Society Fee	270	270	270	-	-
8	Sports & Games Fee	200	200	200	-	-
9	University Cultural & Professional Society Fee	500	500	500	-	-
10	Student Accident & Medical Relief Fund	500	500	500	-	-
11	Registration & Enrollment Fee	800	800	800	-	-
12	YRC / Army Flag day Subscription	15	15	15	-	-
13	Industrial Visit	500	500	500	-	-
14	Sports Affiliation Fee	65	65	65	-	-
<b>Total (C)</b>		<b>15,000</b>	<b>9,000</b>	<b>9,000</b>	-	-
<b>Grand Total (A+B+C)</b>		<b>28,810</b>	<b>22,810</b>	<b>22,810</b>	<b>10,700</b>	<b>10,700</b>
Amount paid at the time of counselling		5,000	5,000	1,000	5,000	1,000
<b>Fees to be paid (Through online:<a href="https://www.aukdc.edu.in">https://www.aukdc.edu.in</a>)</b>		<b>23,810</b>	<b>17,810</b>	<b>21,810</b>	<b>5,700</b>	<b>9,700</b>

**Annexure – II**

**HOSTEL ADMISSION**

**Hostel Fee Structure for the Academic Year 2020-21**

<b>Sl. No</b>	<b>Fees - Details</b>	<b>Time of Collection</b>	<b>Amount in Rs.</b>
1	Admission Fee	At the time of Admission to Hostel (Non-refundable)	500/-
2	Appliance and Amenities Fund	At the time of Admission to Hostel (Non-refundable)	600/-
3	Room Rent	Every Year	600/-
4	Electricity Charges	Every Year	600/-
5	Water Charges	Every Year	500/-
6	Caution Deposit	At the time of Admission to Hostel (Refundable)	5000/-
7	Establishment Charges	Every Year	15000/-
		Total	22800/-

**Mess Fee:**

<b>Sl. No</b>	<b>Fees - Details</b>	<b>Time of Collection</b>	<b>Amount in Rs.</b>
1	Mess Advance	Every Semester (Dividing System)	12000/-
		Total	12000/-

The Hostels of University College of Engineering Arni is administered by the following officers:

The Warden	:	<b>Dr. R. Arularasan</b> 94872 27462
Executive Warden	:	<b>Dr. P. Saravana Kumar</b> 94434 62057
Deputy Wardens Boys Hostel	:	<b>Mr. G. Mani</b> 98425 27788
Girls Hostel	:	<b>Dr. R. Ezhilarasi</b> 75024 20066

### **Hostel Admission Procedure:**

1. Documents required during hostel admission are as follows:
  - a. Copy of admission order in University college of Engineering, Arni.
  - b. Filled in Hostel admission form with parent / Guardian signature (Copy available in hostel office).
  - c. Hostel Fee (Rent & Mess) paid receipt. (Copy of Hostel Fee and Mess Fee Challans are available in hostel office)
  - d. Student passport size Photo – Two numbers.
  - e. Copy of permanent address proof. (Eg: Aadhar card)
2. On Verification of above documents submitted and further approval of Warden, the Hostel block and room will be allocated with formal issue of allocation order.
3. Copy of the allocation order is to be submitted to the respective Hostel office.
4. Allotted room can be occupied with belonging on the day of admission.
5. Every student, before being admitted to the hostel, shall give an undertaking in writing, endorsed by the parents, that he/she be full boarders of the hostel.

### **Mess Details:**

The Mess runs on dividing system basis. In the total expenditure for boarding and providing amenities to all hostel dwellers shall be met from the residential and other applicable charges collected from the hostel inmates. Hence hostel is running on, no loss and no gain basis.

The students can approach any of the above listed officers for help, guidance and grievance redressal and if have any representations to higher officers, it must be forwarded through proper channel.

## HOSTEL RULES AND REGULATIONS

- 1) The Application for admission to the hostel shall be made available in the prescribed form before the commencement of every Academic year.
- 2) Every student seeking admission in the hostel should give an undertaking in the prescribed form countersigned by the parents.
- 3) After admission, no student shall leave the hostel
  - (a) Without the written application from his or her parents  
and
  - (b) Without the written permission of the Warden
- 4) Hostel will be closed during working hours of college and hostel Students are not allowed & stay in the hostel without proper permission from Deputy Warden during working hours of college.
- 5) Study hours are tentatively fixed as 9.00 pm to 10pm. This might get altered / extended during study holidays and exam days. During study hours, Students are informed strictly to avoid Cell phone, laptop, T.V, etc.,
- 6) The inmates of the hostel should not leave the hostel on any day without prior permission of the Dy.Warden, Ex.Warden, Warden failing which severe disciplinary action will be taken against them which/may include termination of the students from the hostel.
- 7) Hostel students should not leave the hostel after 6.00 pm for (Girls) and 6.30pm for (Boys). Severe action will be taken against the students, who is going out without permission.
- 8) The inmates should not misuse with the electrical power in their rooms. The use of extra light, electric heater or electric iron or fan or audio or video tapes or any other electrical appliances is strictly forbidden.
- 9) Students shall not remove the furniture from one place to another or exchange among themselves.
- 10) Hostellers are forbidden from defacing or damaging any bathroom tap, window class, etc, part of the hostel/mess. Students who are involved in such activities will be punished severely to the extent of dismissal from the hostel. The cost of any such damage so caused, shall also be recovered from them.
- 11) The mess fees must be paid in the college hostel office before the prescribed date.
- 12) Students are advised not to leave cash or valuables in their rooms. The hostel Authorities will not be responsible for articles or money lost by students. Students can deposit their cash in the nearest banks.
- 13) Tea, meal and tiffin is not allowed to be taken inside the room unless it is approved by the Care Taker under emergency cases where the inmates are sick and bed ridden.
- 14) The day's scholar students are not permitted to take food in the hostel mess and also no students are permitted to enter into the kitchen..



- 15) No guest can be entertained without the permission of the Dy. Warden, Ex. Warden, and Warden.
- 16) Guests are confined to the reception hall and students are not permitted to take the guests to rooms, lest they will be dealt with severely.
- 17) Students who are expelled for non-payment of mess dues will be permitted to join the mess only on clearing his/her mess dues.
- 18) Possession of cigarettes, alcoholic beverages, intoxication drugs or use of such forbidden items is strictly prohibited.
- 19) Any breach of discipline in the hostel shall be dealt with either by fine, suspension or expulsion from the hostel or even handing over to the police. Expulsion from the hostel, either temporarily or permanently shall entail similar expulsion from the College as deemed fit and necessary.
- 20) The Warden/Deputy Warden has the right to refuse admission/readmission to anyone without assigning any reason.
- 21) Hostel Students (Boys/Girls) outing is permitted only on Sundays from 9 am to 12.00 noon.
- 22) Hostellers shall be permitted to stay/ present in their allotted room only.
- 23) During Working days Proper Permission shall be obtained from Concerned department (Faculty / Class advisor), Deputy Warden and Executive Warden for availing leave and Mess fee reduction.
- 24) Birthday celebration and cake cutting are strictly prohibited inside the hostel.
- 25) Students of the hostel should not organize or convene meeting of any sort without getting permission from the Deputy Warden, Executive Warden and Warden in writing.
- 26) Students are compulsorily instructed to use individual plate in mess hall. Students are advised to use the mess table in food timing and strictly avoid rooms, portico, floors, etc.,
- 27) A student who is removed or suspended from the college shall automatically cease to be the member of the hostel.

**The hostel students shall adhere to the timings strictly.**

- |              |   |  |
|--------------|---|--|
| 1. Breakfast | : | 7.30 am to 8.45 am                               |
| 2. Lunch     | : | 12.50 noon to 1.50pm                             |
|              |   | (Likely to change in accordance with time Table) |
| 3. Snacks    | : | 5.30 pm to 6.30 pm                               |
| 4. Dinner    | : | 7.30 pm to 9.00 pm                               |

**Note:** Students shall strictly confine to the food timings. Food will not be served beyond the specified timings unless specific directions obtained from Ex. Warden on extra-ordinary Circumstances.