



**UNIVERSITY COLLEGE OF ENGINEERING ARNI**  
(A Constituent College of Anna University Chennai)  
Thatchur, ARNI – 632 326

Dated: 26.06.2021

**NOTIFICATION**

**Sub : University College of Engineering Arni – Academic Year 2021 - 22 -  
Inter college Students Transfer / Transfer cum Re- admission /  
Re-admission – Odd Semester - (III / V & VII) – Instructions to  
Candidates – Reg.**

Ref : DOTE communication Lr.No.22080/ECA1/2021, Dated : 23.06.2021,  
Received on 26.06.2021.

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In accordance with the guidelines provided in the reference order cited, the following instructions are hereby issued to the candidates willing to apply for inter college Transfer / Transfer cum Re-admission / Re-admission in the Odd semester of the academic year 2021 - 22.

1. Applications for Transfer / Re-admission / Transfer cum Re-admission shall be entertained through online mode only.
2. The interested students are advised to send the scanned copy (as advance copy) of the applicable proforma along with their request letter duly signed by both student and their parent stating that the candidate apply for Transfer with knowledge of his/her parent or guardian to this office email "[annauniv.ucea@gmail.com](mailto:annauniv.ucea@gmail.com)" on or before 10.07.2021 by 05.00 P.M.
3. Further, the original request letter inclusive of all the supporting and relevant documents are required to be sent immediately to this office through postal/courier in such way that it should reach our office not later than the scheduled date.
4. Upon the receipt of students request letter with proforma, **online transfer applications shall be** generated by this office and the same will be sent to the students email for further processing at their end. If any, manual application submitted in this regard will not be entertained by this office.
5. Students should take the printout of the online generated application received in their email and return it back with their signatures without any delay to this office address given in the bottom of the circular via Courier/Postal on or before 13.07.2021 along with photocopy of following supporting and relevant documents without fail.

- (i) Photocopy of Last semester Hall Ticket ( April/May2021 Exam Hall Ticket)
- (ii) Photocopy of Last attended Mark Sheet (Nov/Dec 2020 Examinations)
- (iii) Photocopy of 12<sup>th</sup>/Diploma Mark Sheet
- (iv) Photocopy of Community Certificate
- (v) Photocopy of First Graduate Certificate
- (vi) Photocopy of Allotment Order
- (vii) Photocopy of Last semester attendance details taken print out from the University' s web-portal

6. Candidates seeking Transfer / Re-admission / Transfer cum Re-admission shall join at the requested college only after obtaining the transfer orders from DOTE and upon the TC issued by this office, till such time, the candidate should continue his/her study in the present college only.

7. The students seeking Re-admission will be permitted to attend classes from the date of commencement of Odd semester for the academic year 2021-22, provided the re-admission application has been fed online except in case of students involving Court cases.

8. The various important dates for applying inter college Transfer / Transfer cum Re-admission / Re-admission are given below:

| Sl.No. | Semester of Transfer | Web Portal Opening Date | Web Portal Closing Date | Last date of receipts of hardcopy of applications to DOTE Office |
|--------|----------------------|-------------------------|-------------------------|--|
| 1      | III / V / VII        | 24.06.2021              | 16.07.2021              | 19.07.2021   |

9. For further query, if any, in this regard, please contact:

- Office Land Line Number - 04173-244401
- Mr.J.Samuel Jeyasingh, Professional Assistant – I, Mobile Number: +91- 96595 72710.
- Mr.M.Naresh, Clerical Assistant, Mobile Number: +91- 94980 40853.

**DEAN i/c**

**Encl: Proforma - I & II**

**The communication address of the Dean Office:**

**The Dean i/c,**  
University College of Engineering Arni,  
Thatchur, Arni 632 326,  
Tiruvannamalai District

**Copy to:**

1. All HoDs - for kind information
2. College Website
3. All Notice Boards
4. Stock File



# UNIVERSITY COLLEGE OF ENGINEERING ARNI

(A Constituent College of Anna University Chennai)

Thatthur, ARNI – 632 326

Proforma – I

## DETAILS TO BE SUBMITTED BY THE CANDIDATE SEEKING

### INTER-COLLEGE TRANSFER

1. Name : Reg.No :
2. Semester : Branch :
3. Address : District :  
Pincode :
4. Mobile: E-mail Id :
5. TNEA Reg.No:
6. Community: First Graduate: Hostel/Dayscholar :
7. (To be filled only by Lateral Entry Students)
- (i) V Semester Diploma Marks:
- (ii) VI Semester Diploma Marks:
8. (To be filled only by High. Sec. Students)
- (i) HSC Maths :
- (ii) HSC Physics :
- (iii) HSC Chemistry : Cut Off :
9. Month and Year of Admission:
10. (Please Tick the appropriate for the Following)
- (i) First year/ Lateral entry
- (ii) Sought for transfer / Transfer Cum Re-admission
11. Last Examination appeared Month and year : April / May , 2020
12. Last Examination appeared Semester :
13. Name of the College for which transfer is requested :
14. Reason for transfer :

Signature of the Candidate

Signature of the Parent



**DETAILS TO BE SUBMITTED BY THE CANDIDATE**  
**SEEKING TRANSFER CUM RE-ADMISSION**

1. Name : Reg.No :
2. Semester : Branch :
3. Address : District :  
Pincode :
4. Mobile: E-mail Id :
5. TNEA Reg.No:
6. Community:
7. Month of Admission :
8. Year of Admission :
9. Through which mode the student was originally admitted :
10. Branch of Study :

| Description  | Semester | Year |
|--|----------|------|
| Semester/Year during which the course was discontinuance |          |      |
| Semester / Year during which Re-admission is sought      |          |      |

11. Reason for Discontinuance of study :
12. Mentioned Odd semester in which the student was put into lack of attendance(III,V,VII,IX) :
13. Total No.of periods taken into account for calculation of attendance for the above semester :
14. No.of periods attended by the student :
15. Percentage of the Attendance :

Signature of the Candidate

Signature of the Parent