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Circular. No.2993/Semester Fees/2015-2016

Date:24.06.2015

CIRCULAR

Sub: PAYMENT OF ODD SEMESTER FEE (Except I Semester) - for All UG, PG, M.Sc. (5 years) & M.Sc. (2 years) programmes 2015-2016 - for Academic Session July - Nov. 2015 - Reg.

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The Students of All UG, PG, M.Sc. (5 years) & M.Sc. (2 years) (Full time / Part time, both Regular / Self supporting) degree Programmes (except I Semester and NRI/FN students) are instructed to pay the Semester fees for the Academic Session July - November 2015, **through online payment only using Internet Banking.**

Procedure for paying semester fee (Tuition Fee) through online using Internet Banking

All students of U.G, P.G, M.Sc. (5 years) & M.Sc. (2 years) (Full Time / Part Time, both Regular & Self Supporting) Courses, **except I Semester and NRI/FN Students** must pay the semester fee through **online payment only.**

- Step 1 : Go to **www.aukdc.edu.in** Knowledge Data Centre website (Google Chrome is the preferred browser but all latest browsers are supported)
- Step 2 : Select (Click) "**Fees**" on **www.aukdc.edu.in**
- Step 3 : Enter the Registration Number, Date of Birth and choose Term fee in the login form and Press Go button. The respective student's particulars will be displayed on the webpage. If all the shown information is correct then press "Confirm".
- Step 4 : On confirmation, the user will be requested to select a bank for payment on the Webpage and proceed to the respective bank's website for payment (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 receipt will be available in the same portal within 48 working hours.

NOTE

1. 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. Canara Bank
 - III. Indian overseas Bank
 - IV. Indian Bank
2. The students who are availing bank loan also should pay through online payment mode only (For fee structure to be given to Bank, the students may register in the portal. A signed "fee structure certificate" will be available in the same portal in the next day)
3. NRI/FN students need to contact "Centre for International Affairs (CIA)" for payment of their tuition fees.

SEMESTER FEES

IMPORTANT DATES:

All UG & PG and M.Sc. (5 years) & M.Sc. (2 years) {(Except I Semester UG & PG, M.Sc. (5 years & 2 years) Full time and Part time)}

PAYMENT OF SEMESTER FEE	26.06.2015 to 06.07.2015
PAYMENT OF SEMESTER FEES WITH FINE (Rs.200/-)	07.07.2015 to 17.07.2015
PAYMENT OF SEMESTER FEES WITH FINE AND RE-ADMISSION FEE (FINE Rs. 200/- plus RE-ADMISSION FEE Rs.500/-)	18.07.2015 to 30.07.2015
PERMANENT DELETION FROM ROLL	31.07.2015
DESPATCH OF FINAL ENROLLMENT AND STUDENT NOMINAL ROLL TO DEAN'S /DIRECTOR OF ACADEMIC COURSES / ACOE, GENERATED THROUGH ADaMS (KNOWLEDGE DATA CENTRE)	31.07.2015

NOTE TO ALL HEADS OF DEPARTMENTS:

- 1) The students who have not paid fee within the last date for payment of fees with fine shall not be permitted to attend classes.
- 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 last date for payment of semester fees with fine and readmission fee by the Head of the Departments.
- 5) The names of such defaulters shall be put on the Notice Board and also be informed to the Class Committee Chairpersons for necessary action.
- 6) Copies of such defaulters list department-wise, branch-wise shall be obtained from ADaMS by Additional Controller of Examinations, Finance officer and Deans of the respective Campuses for records.
- 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.

The Office of the ACOE may be requested to upload the list in the ARMS as soon as the list is obtained from ADaMS.

EXAMINATION FEE:

THE SCHEDULE FOR PAYMENT OF EXAMINATION FEE WILL BE ISSUED BY ADDITIONAL CONTROLLER OF EXAMINATIONS, UNIVERSITY DEPARTMENTS.

The students are instructed to pay the examination fee (both regular and arrear) through online payment only, after the schedule is announced by Additional Controller of Examinations, University Departments

For further details please contact "The Director, Knowledge Data Centre, Anna University, Chennai" (Contact No.044-2235 7091 / 7092)


DIRECTOR i/c
ACADEMIC COURSES

Copy to:

1. The Dean, CEG / ACT / MIT / SAP Campus, Anna University, Chennai.
- with a request to display this Circular in Notice Board at College / Hostels / Canteen.
2. The Additional Controller of Examinations (UD), Anna University, Chennai
- with a request to arrange to issue separate Notification for the collection of Examination fee.
3. All Heads of the Departments / Directors of Centers
- with a request to arrange to display this Circular in Notice Board.
4. The Director, Knowledge Data Centre, Anna University, Chennai.
5. The DCOE, CEG / ACT / MIT / SAP Campus - for necessary action.
6. The Nodal Officer, SC/ST Cell, Anna University, Chennai.
7. The P.S. to the Vice - Chancellor, Anna University, Chennai.
8. The P.A. to the Registrar, Anna University, Chennai.
9. The Finance Officer, Anna University, Chennai.
10. The Deputy Registrar (C & G) , Anna University, Chennai.
11. The Superintendent, FA 30 / FA 40 Section, Anna University, Chennai.
12. The Stock file.