

GENERAL INSTRUCTIONS TO THE CANDIDATES FOR APPLYING READMISSION / TRANSFER / REPEAT OF SEMESTER

1. The particulars required in the application must be furnished neatly and legibly. Any column left blank the Application is liable to be rejected.
2. No student of any affiliated Colleges of this University should be admitted by another affiliated Colleges / Departments without obtaining the written permission of this University.
3. The students who wish to seek re-admission to UG or PG Courses within the jurisdiction of Annamalai University must apply for prior permission in the prescribed format (Readmission application can be downloaded from the University website www.annamalaiuniversity.ac.in).
4. The fee prescribed for the Re-admission is Rs. 3000/-.
5. The fee of Rs. 3000/- should be remitted through directly to the University Accounts maintained in favour of the Registrar, Annamalai University, ICICI Bank, Annamalainagar Branch – 608002 (Account No.621201159593) (IFSC Code: ICIC0006212), (MICR Code No.608229009) by way of RTGS/NEFT/Cash Receipt mode. The original remittance challan/receipts with UTR number should be enclosed with the application form.
6. The following documents should be enclosed, failing which the application is liable to be rejected.
 - a. Re-admission filled in application – **Signed by the Principals of**
 - i. College where candidate last studied
 - ii. College where candidate wishes to rejoin the course.
 - b. Principal attested Mark sheet / Result Galley copy of all semesters.
 - c. Attendance Certificate.
7. The filled-in application and enclosures should be sent through the concerned Principal of the Colleges to the University on or before the Date as specified in the Re-admission last date circular.
8. Any transfer/recommendation in incorrect semester with wrong or misleading supporting documents will lead to cancellation of orders issued, at whatever stage of study the student might be.

REGULATIONS

TRANSFER OF STUDENTS

1. A student in the Arts or Science Programmes desirous of transfer from one institution to another shall apply to the University for Permission through his / her parent institution.
2. The students who have taken the language other than Tamil under Part-I shall be permitted for transfer only if they have cleared the same.
3. An application for any transfer within the University affiliated colleges (other than autonomous colleges) shall be accompanied by the following documents:
 - a. A written consent from the Principal of the parent institution.
 - b. A written consent from the Principal where the student has proposed to join along with a certificate to the effect that there is a vacancy for the candidate.
4. After verifying the application, the University shall grant permission for the transfer and also direct the college to issue the transfer certificate to the permitted students.
5. The above guidelines are also applicable in the case of transfer of students for Post Graduate programmes.

READMISSION

1. A student who has discontinued his /her studies in the middle of a semester or who has not appeared for current semester examinations can apply and obtain readmission in the same or in any one of the subsequent semesters subject to the following.
2. Readmission application should be submitted within the period of the programme.
3. A student who had been expelled from an institution, for any reasons, is not eligible for readmission.
4. A student, whose petition is pending in any court with respect to his / her admission/ exam results / punishments etc. and who has discontinued the studies is not eligible for readmission.
5. Readmissions are not permissible for those who have not appeared for any University semester examinations before his / her discontinuance of the study.
6. A student is eligible for admission on breakup for one time only with a maximum period of break up for two years.

REPEAT THE SEMESTER

1. Students who have shortage of attendance in a semester and not appeared for the current semester examinations will not be permitted to write subsequent semesters examinations and will be eligible to repeat the course only in the concerned odd /even semesters of the following academic year.