

Circular No.55180/ ECA1 / 2016, dated: 20.10.2016

The Principals of all Engineering Colleges are requested to forward the applications seeking readmission in Even semesters (II, IV, VI, VIII and X) for the year 2016-17, classes commencing from January 2017 onwards.

- Applications for Readmission should be made through online web portal.
- The Web portal address is given below.

<http://122.252.253.17:8889/forms/frmservlet?form=readmission2016&config=webutil>

Institutions are requested to log on to the web portal using the User-ID and Password assigned. All other instructions for feeding in data, saving data, editing data, locking data & printing report will be made available in the web portal itself

**Web portal opening and closing dates are as follows :**

Web portal opening	<b>24/10/2016</b>	<b>10.00am</b>
Web portal closing	<b>16/12/2016</b>	<b>5.00pm</b>
Last date of receipt of hard copy of applications in this office	<b>19/12/2016</b>	

Principals are informed that the online applications received alone, would be processed by this office. The process includes.

1. **Applying**
2. **Discrepancy/Query Information**
3. **Issue of Readmission order**

Following instructions are issued with regard to Readmission requests for Even semester 2016-17

1. The principal are permitted to readmit eligible students in Even semester and allow them to attend classes from the date of commencement of classes announced by Anna University in anticipation of DOTE Readmission orders
2. Readmission orders will be sent after verification of hard copy of application form
3. Before readmitting the student the Principal shall ensure the following

- As per guidelines issued in G.O. (Ms) No. 434, Higher Education (J2), , dated: 23.10.2008, Readmission cum Transfer is not permitted.
- The student was originally enrolled in the College before break of study.
- The semester in which readmission is sought is correct and the students must be eligible to move to the Even semester during 2016-17.
- Proof of lack of attendance in the Even semester of study in which Readmission is sought.
- Candidate has registered for the previous Odd semester examination and eligible to move to the Even semester 2016-17. As a proof the odd semester mark sheet issued by the University is to be verified.

Important Conditions:

- (1) If any court case is involved in respect of student for whom Readmission is sought, the Principal are requested to readmit the student and allow the student to attend classes only after obtaining Readmission orders from DOTE Ratification of Readmission is not applicable in such cases.
- (2) If any ineligible student is readmitted by the Principal for, any reasons Readmission will not be ratified irrespective of the fact that the candidate was allowed to attend classes from the beginning of the semester. Such student cannot claim any right merely on the basis that the college had permitted him/her to attend the classes.

Details to be verified before forwarding the Readmission Applications:

Register No., Branch, and Year of admission, Year of Discontinuance, Reason for Discontinuance etc., of the student concerned.

Documents to be submitted along with Readmission Applications:

- (1) Copy of mark sheet of the previous odd semester in which the student had appeared.
- (2) Copy of Performa sent to the Controller Examination indicating the lack of attendance for the candidate in Even semester i.e May / June Examinations.

If the copies of the above documents are not produced, the application will not be considered for processing. Hence, the Principals are requested to ensure that the above documents are attached with the hard copy of application in order to avoid unnecessary delay in according readmission.

  
20/10/16  
Director of Technical Education

Copy To:

1. The Controller of Examinations, Anna University Chennai, Chennai - 25
2. The Registrar, Anna University Chennai, Chennai - 25