

**ANNA UNIVERSITY OF TECHNOLOGY MADURAI**  
(Established under Act No.27 of 2010 by the Government of Tamil Nadu).

**READMISSION/TRANSFER PROCEDURE FOR UNIVERSITY APPROVAL**

The procedure to be followed henceforth to get approval from Anna University Of Technology Madurai for the transfer / readmission candidates.

1. The candidate after being given approval by the Directorate of Technical Education, Chennai for transfer / readmission into a particular semester, the Principals of the respective institutions are requested to apply for approval from the University for the above candidates in the format enclosed herewith in triplicate with fee as applicable for approval of transferred / readmitted students.
2. When the University receives the above application for the transfer / readmission students through the respective principals, the University will send a communication to the Principal approving the admission of the transferred / readmitted students.
3. The Principals of affiliated colleges / institutions under Anna University of Technology Madurai are requested to submit the following particulars for readmission / transfer students.
  - (i) Year of Admission
  - (ii) Discontinued Year
  - (iii) Year of Readmission / Transfer
  - (iv) All the previous semester mark sheets with Principal's attestation.
  - (v) Demand Draft in favour of 'The Registrar, Anna University of Technology Madurai for Rs.1500/- towards readmission / transfer fee and readmission cum transfer fee Rs.3000/- (Rs.1500/- for readmission and Rs.1500/- for transfer fee)
  - (vi) Readmission / Transfer DOTE Approval copy

Kindly fill and send the enclosed format to get approval from Anna University of Technology Madurai for readmission / transfer candidates. The college should approach the University within a week after the receipt of the Transfer/ readmission approval from the DOTE.

DIRECTOR ACADEMIC COURSES

Encl : Approval Form for Transfer / Readmission

**ANNA UNIVERSITY OF TECHNOLOGY MADURAI**  
Alagar Koil Road, Madurai – 625 003

**APPROVAL FORM FOR TRANSFER / READMISSION CANDIDATES FOR UG/PG PROGRAMMES**

1.	Name of the student (in Block Letters)	:		
2.	College Code and Name of the College with Full Address	:		
3.	Specialization and semester to which the transfer / readmission approval is required	:	Full Time :	
			Lateral Entry :	
			Part Time :	
4.	Name of the college from which transferred	:		
5.	Month and year of admission in the First semester	:	Month	Year

6. Month and year of the semester examinations last appeared :

Month	Year	Semester	University Reg.No.	Name of the University	Result Status*

Readmission / Transfer DOTE Approval Ref.No. :

Approval (Transfer / Readmission) Fee Details :

Demand Draft No. :

Name of the Bank :

Demand Draft Date :

Endt.No.

Date :

Approval is requested for Thiru./Selvi \_\_\_\_\_ who is transferred to / readmitted in this college and is in the \_\_\_\_\_ semester \_\_\_\_\_ programme / specialization to be commenced during the month and year \_\_\_\_\_. The strength in the \_\_\_\_\_ semester in \_\_\_\_\_ programme / specialization is \_\_\_\_\_ including this transferee / readmission. The total strength in \_\_\_\_\_ semester in Programme /specialization concerned is \_\_\_\_\_ including this transferee and is within the sanctioned intake by the University.

Sanctioned Intake of Programme / Specialization concerned		Intake including the transferee	
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- Encl : i) Attested copy of readmission student's Previous semester Mark sheets  
 ii) DOTE Approval letter copy

The application will be summarily rejected, if the above particulars are found incorrect, not filled up properly, relevant documents not enclosed and absence of the Principal's Signature.

OFFICE SEAL

SIGNATURE OF THE PRINCIPAL OF THE COLLEGE TO WHICH HE / SHE IS TRANSFERRED/READMITTED

To  
 The Director Academic Courses  
 Anna University of Technology Madurai  
 Alagar koil Road,  
 Madurai - 625 003.

For UNIVERSITY USE ONLY

Ref : AUTMDU/ACADEMIC/

Date :

Approval is hereby given for the candidate Thiru./Selvi. \_\_\_\_\_ who is transferred / readmitted in \_\_\_\_\_ in the \_\_\_\_\_ semester \_\_\_\_\_ programme / specialization during the academic year \_\_\_\_\_ under the regulations \_\_\_\_\_ of Anna University of Technology Madurai.

The student may be instructed to take up the additional courses in the enclosed list. Applicable only to students who are transferred from other universities and also for students who has to switchover from one regulations to another at the time- of readmission.

DIRECTOR - ACADEMIC COURSES