



REGISTRAR

ANNA UNIVERSITY

SARDAR PATEL ROAD, CHENNAI - 600 025

Phone : +91 - 44 - 2235 2161
Office : +91 - 44 - 2235 7004
+91 - 44 - 2235 7003
Fax : +91 - 44 - 2235 1956
E-mail : registrar@annauniv.edu

Lr. No.091/ CAI-1 / Ins. / 2020-21

Date: 27.02.2020

To

All the Chairmen / Principals of Existing Affiliated Colleges

Sir,

Sub: Centre for Affiliation of Institutions- **Visit of Inspection Committee** -
Grant of provisional affiliation for the existing/ additional programmes
/ variation in intake in the existing programmes for the academic year
2020-21 - Reg.

I am to inform that an Inspection Committee will visit your college shortly to verify the fulfillment of the requirements for the existing courses offered and for the additional courses / variation in intake opted by your college as per the norms and standards, curricula and syllabi of Anna University, Chennai for grant of affiliation, subject to the fulfillment of statutory requirements for the academic year 2020-21.

Colleges are recommended to purchase National or International Journals related to the UG/PG Courses among the list of Journals prescribed in the website of Centre for Research, Anna University <https://cfr.annauniv.edu/research/regulation/journal-list-04072019>. Equivalent AICTE open source software available in the AICTE website https://www.aicte-india.org/downloads/Commercial_Software.pdf may be used wherever applicable.

The Affiliation webportal will be opened two days before the date of inspection for entry of updated details of faculty members. Necessary updations, if any, could be done after logging in to your college Affiliation web portal. '**Summary sheet of faculty members (2020-21)**' should be generated prior the date of Inspection and the same should be submitted to the Inspection Committee on the day of inspection. The webportal will be closed on the date of Inspection.

You are requested to follow the AICTE Notification Dated: 1st March 2019 for cadre ratio, qualification and payscale of faculty members. The Inspection Committee will verify the Original Certificates of the faculty members including Aadhaar, PAN and Genuineness of Ph.D. Degree Certificate. In addition, the Committee will verify the journal publications and support documents for producing Ph.D. candidates for the faculty members of higher cadre such as Associate Professor, Professor and Principal. You are requested to promptly furnish the following details to the Inspection Committee upon, their arrival during their visit to your college.

1. Summary Sheet of faculty members working in the college, generated from the web portal duly attested by the Principal of the College.
2. Details of the available library books and journals in the prescribed format given in the website: www.annauniv.edu/cai/format.php
3. The details of laboratory requirements for all the Semesters for the B.E / B.Tech. / B.Arch. / M.E. / M.Tech. / M.C.A. / M.B.A. programmes as applicable to the Semester concerned are available in the website: www.annauniv.edu/cai/labrequirements.php

The Inspection process shortly commences from the First week of March. The exact date of Inspection will be informed about two days before the date of Inspection. Any request for change in the schedule shall not be entertained. You are requested to extend your utmost cooperation.


27/2/20
REGISTRAR
REGISTRAR
ANNA UNIVERSITY
CHENNAI-600 025


27/2/2020


27/2


27/2