Lr. No.626 / AU / CAI / App_Affln / 2022-23                    Dated: 07.01.2022

To

The Chairperson / Principals of Affiliated Colleges
of Anna University, Chennai.

Sir / Madam,

        Sub:   Anna University – Application for Grant of Provisional Affiliation for
the academic year 2022-23 – To be submitted online – Existing
Affiliated Colleges – Reg.

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    I am to inform you that a web application "Affiliation Monitoring System" is available for online submission of Application for Affiliation towards continuation of provisional affiliation for the existing course(s), variation in intake in the existing course(s) and new / additional course(s) of B.E. / B.Tech. / B.Arch. / M.E. / M.Tech. / M.Arch. / M.B.A. / M.C.A. programme(s) for the academic year 2022-23.

> ➢ Submission of online application should be done through the Anna University website *http://cai1.annauniv.edu/cai* the website can also be reached through the option 'Web Portal' under affiliation in the official website of Anna University.

> ➢ The details of all the permanently affiliated courses conducted in the College should also be submitted online in the same form to the University.

> ➢ The details of laboratory requirements are available in the Anna University website *http://www.annauniv.edu/cai/labrequirements.php*

> ➢ Faculty Qualifications, Experience, Scale of pay and Cadre Ratio should be strictly followed as per AICTE/UGC 7th CPC / COA(2020) norms for grant of Affiliation.

> ➢ All Certificates, AICTE Faculty ID, PAN and Aadhaar details should be verified with the originals of Faculty Members before uploading the details to the University.

> ➢ **THE LAST DATE FOR SUBMITTING THE APPLICATION FOR AFFILIATION IS 10.03.2022 (Thursday), 05:00 P.M.**

**The webportal will be opened for uploading the details from 10.01.2022(Monday), 10:00 A.M. onwards**. You are requested to upload the application for provisional affiliation for the academic year 2022-23 with all relevant details and documents using the same '**Username**' and '**Password**' which was used last year.

The processing of application, conducting inspection and granting affiliation are subjected to the fulfillment of the norms of Anna University and the following conditions:

1. Consolidated Report generated, after submitting all the details of the application, should be maintained by the respective Colleges in the form of both **SOFT COPY** and **HARD COPY**. It should be made available whenever demanded by the University.

2. Summary Sheet of Application for Affiliation generated, should be duly signed by the Principal and the Chairperson of the College.

3. Inspection / Processing fee should be made through RTGS/NEFT.

4. RTGS/NEFT transaction details should be submitted in the prescribed format which is available in CAI website *https://www.annauniv.edu/cai/format.php*

5. The hard copy of the Summary Sheet of Application for Affiliation generated from the webportal and Payment Receipt should be submitted at the Respective Regional Centre of Anna University by the Colleges coming under Regional Centres of Anna University. The Colleges coming under Chennai Region should submit the same to The Director, Centre for Affiliation of Institutions, Anna University, Chennai – 600025.

6. Colleges can admit students in the academic year 2022-23 ONLY after getting the grant of affiliation for the academic year 2022-23.

7. The existing institutions which do not submit the online application within the last date will not be considered for the grant of affiliation for the academic year 2022-23.

8. **The last date for grant of affiliation is 15th May of the relevant year. Under any circumstances, affiliation cannot be granted to any Course in a College beyond the closing date for grant of affiliation.**

9. **Online Application should be submitted on or before 10.03.2022, 05:00 P.M.**

10. **The requirements mentioned in the application for affiliation are subject to changes, if required on release of AICTE approval process handbook for the academic year 2022-2023.**

Yours sincerely

**REGISTRAR**