



**UNIVERSITY COLLEGE OF ENGINEERING TINDIVANAM  
(A Constituent College of Anna University Chennai)**

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**INSTRUCTION TO THE CANDIDATES FOR ADMISSION TO  
UG DEGREE PROGRAMME ACADEMIC YEAR 2020-21**

The students, who are getting allotment to B.E/B.Tech Degree Programme at University College of Engineering Tindivanam through TNEA 2020 Online counseling, conducted by Directorate of Technical Education, Government of Tamil Nadu, are instructed to remit their admission cum term fees through Knowledge Data Centre ([www.aukdc.edu.in](http://www.aukdc.edu.in)), Anna University on or before the due date given in the TNEA Provisional Allotment Order by the following a detailed step-by-step procedure is given in annexure – I.

In addition, the students, who have paid admission-cum-semester fees should report to the college with the following original certificates/documents along with 3 set of its photocopies and fees receipts paid though online at the time of reporting, **the reporting date will be intimated later.**

**For any clarification, please contact us:**

**Office Contact No : 04147 – 224477**

**9444041265, 9884349221**

**Email ID : [annauniv.ucet@gmail.com](mailto:annauniv.ucet@gmail.com)**

**Website : [www.aucet.in](http://www.aucet.in)**

## I. Procedure for Registering Mobile Number

### Important Note :

The mobile number registered here will be used for all communications in future. This mobile number will be printed on the SMART CARD. DO NOT register temporary mobile number. After registration, if you want to change the mobile number, you have to apply through the Dean of the college.

- Step 1: Go to <https://www.aukdc.edu.in> and select "services menu" and select "DataSheet" submenu. (Google chrome is the preferred browser but all latest browsers are supported.)
- Step 2: Enter application number, Date of Birth and select admission year.
- Step 3: Enter Captcha and Click Login.
- Step 4: Select Registration menu and select Mobile registration submenu. Enter the mobile number to be registered.
- Step 5: Click "Get OTP". **If OTP is not received, wait for 30 seconds before you click "Regenerate OTP".**
- Step 6: Enter the OTP, you have received in your mobile and click verify OTP. Check the message displayed on the screen.

## II. Procedure for Registering E-Mail Id

### Important Note:

The e-mail id registered here will be used for all communications in future, along with an e-mail id to be provided by the University. Mail id will be [registernumber@annauniv.edu.in](mailto:registernumber@annauniv.edu.in). DO NOT register temporary e-mail id.

- Step 1 : Go to <https://www.aukdc.edu.in> and select "services menu" and select "DataSheet" submenu. (Google chrome is the preferred browser but all latest browsers are supported.)
- Step 2 : Enter application number, Date of Birth and select admission year.
- Step 3 : Enter Captcha and Click Login.
- Step 4 : Select Registration menu and select Email registration submenu. Enter the Email id to be registered.
- Step 5 : Click "Get OTP".
- Step 6 : Enter OTP, you have received in your mail and click verify OTP. Check the message displayed on the screen.

## III. Procedure for filling the student smartcard data sheet through online

**Important Note :** Scan the original documents **with 75 DPI resolution**. The size of a single file should be **less than 150 kb**. **DO NOT** scan the documents using **cam scanner or mobile**. All the documents except photo, **should be in PDF** format only. Photo should be **less than 50 kb** and in **JPEG** only.

Before proceeding to pay admission cum term fees, student have to fill the data for smartcard.

- Step 1: Go to <https://www.aukdc.edu.in> and select "services menu" and select "DataSheet" submenu. (Google chrome is the preferred browser but all latest browsers are supported.)
- Step 2: Enter application number, Date of Birth and select admission year.
- Step 3: Enter Captcha and Click Login.
- Step 4: View existing data using Dashboard menu.
- Step 5: Fill personal, academic details using "Add/Edit Data Sheet" submenu of "Data Sheet" menu
- Step 6: Click "Add" button to save.
- Step 7: Check the entered details on the screen. To make corrections use "Edit" button make correction and click "Update".
- Step 8: Select "view/confirm Data Sheet" submenu of "Data Sheet" menu, and Click "View PDF" to Generate PDF file with "Tentative Report" water mark, Check all the details entered are correct, If all data are correct, complete the data entry by clicking "Confirm" button at the end of the PDF file. If "No" is selected, close and edit the data again.
- Step 9: Upload all the necessary Original certificate's scanned copy in the format prescribed.
- Step 10: Verify each uploaded files for readability and relevance.
- Step 11: Confirm each uploaded certificate.  
**Note :** Filling the student smartcard data sheet will be made available from 22.10.2020.

## IV. Procedure for paying admission cum term fees through online using Internet Banking.

All allotted candidates must pay the admission, semester fee through online payment only.

Step 1: Go to [www.aukdc.edu.in](http://www.aukdc.edu.in), Knowledge Data Centre website (Google chrome is the preferred browser but all latest browsers are supported.)

Step 2: Select (Click) "Student Portal / Fees"

Step 3: Enter the Registration / Application Number, Date of Birth and press login button and **set password** (Set Password according to the mentioned requirements. Enter the same password in confirm password. "Click set password". Check the message displayed on the screen). The respective student's particulars will be displayed on the webpage. If all the shown information is correct then press "Pay Fees".

Step 4: After clicking Pay Fees, the user will be requested to select a bank for payment on the webpage and proceed to the respective bank's website for payment (if internet banking enter the login name, password and proceed).

Step 5: On successful completion of the transaction, the candidate can take a temporary receipt of the payment for further reference. A signed copy of the receipt will be available in the same portal within 48 working hours.

### NOTE :

1. The signed receipt copy must be produced at the time of admissions.
2. For making payment, at zero transaction charges, the candidate may require an Internet Banking Account in any one of the following banks.  
**(I) State Bank of India (II) Indian Overseas Bank (III) Indian Bank.**
3. Other mode of payments may require transaction charges as indicated in the web portal.

The online fee payment will be made available from **22.10.2020 to 28.10.2020**

**How to register Mobile / E-Mail / Smart Card are available in video format at [www.aukdc.edu.in](http://www.aukdc.edu.in) → FAQ → Registration**

For any clarification on datasheet, admission cum term fees contact **044-22357091, 044-22357092.**

**Also, contact through [www.aukdc.edu.in/form](http://www.aukdc.edu.in/form) by entering application number.**

## V. RULES FOR REFUND OF FEES

| Sl. No. | Percentage of Refund of Fees   | Procedures  |
|---------|--|---|
| 1.      | <b>Refund of fees - 100%</b> <ul style="list-style-type: none"><li>• 100% of the One Time Fee***</li><li>• 100% of the Semester Fee</li><li>• Full refund of the refundable of deposits.</li></ul> | 15 days before the formally - notified date of commencement of classes                            |
| 2.      | <b>Refund of fees - 80%</b> <ul style="list-style-type: none"><li>• 80% of the One Time Fee***</li><li>• 80% of the Semester Fee</li><li>• Full refund of the refundable of deposits.</li></ul>    | Not more than 15 days after the formally - notified date of commencement of classes               |
| 3.      | <b>Refund of fees - 50%</b> <ul style="list-style-type: none"><li>• 50% of the One Time Fee***</li><li>• 50% of the Semester Fee</li><li>• Full refund of the refundable deposits.</li></ul>       | More than 15 days but less than 30 days after formally - notified date of commencement of classes |
| 4.      | <b>Refund of fees - 0%</b> <ul style="list-style-type: none"><li>• 0% of the One Time Fee</li><li>• 0% of the Semester Fee</li><li>• Full refund of the refundable deposits.</li></ul>             | More than 30 days after formally - notified date of commencement of classes                       |

\*\*\* excluding the non-refundable processing fees such as Smart Card, Co-operative Society Membership and Recognition, Registration and Enrollment fee.

\* **Enrolment means the date of opening of the institution.**

Director - KDC