



UNIVERSITY COLLEGE OF ENGINEERING KANCHEEPURAM
(A constituent college of Anna University, Chennai)
Karaipettai, Kanchipuram 631 552

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DEAN i/c

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Date: 05.08.2025

INSTRUCTION TO THE CANDIDATES FOR ADMISSION B.E DEGREE
PROGRAMME IN THE DISCIPLINE OF EEE (TRAINING INTEGRATED) YEAR
2025-26

- (1) **Greetings:** At the outset, hearty congratulations are extended to all the candidates who have been provisionally allotted for admission to B.E Degree Programme in the discipline of Electrical and Electronics Engineering (Training Integrated) at University College of Engineering Kancheepuram for the academic year 2025-26!
- (2) **Medical Fitness Test:** All the provisionally allocated candidates should undergo a Medical Test. Moreover, the final selection will be subject to clearance of the Medical Test as per the rules prevailing in Mando Anand India Private Limited.
- (3) **Generation of Online Zero-payment Receipt:** Immediately upon clearance of the Medical Fitness Test, all the candidates shall have to generate Zero Payment Receipt by following the detailed step by step procedure **Annexure - I** issued by Centre for e-Governance, Anna University, Chennai. Kindly click on the following link to proceed with the admission process and generation to zero receipt payment: <https://www.auegov.ac.in/Admissions/>
- (4) **Certificate Verification:** After successful completion the above-mentioned two procedures, the candidates must report to the college in person on or before **08.08.2025** along with medical fitness certificate, the receipt of zero-payment, original certificates and other supporting documents listed in **Annexure – II** for the verification and photo capture.
- (5) **Confirmation of Admission:** The Dean office will issue the admission slip to the reported candidates after verifying all original certificates/ documents and the receipt of payment of fees.
- (6) **Further Clarifications:** For any kind of further clarification regarding the admission, please feel free to contact our college admission helpdesk given hereunder:
 - (i) **Mr.R.Arun**, Professional Assistant II
Mobile No. : 99521 15729
 - (ii) **Mr. R. Selvakumar**, Professional Assistant II
Mobile No. : 99422 17527
 - (iii) **DEAN : 98949 75722**
 - (iii) EmailID : ucekdean@gmail.com



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The admission portal shall be opened using the url <https://www.auegov.ac.in> or through the menu **e-Governance** in www.annauniv.edu. Candidates opting for admissions after receiving their allotment order shall proceed by selecting "Admissions" in the "Services" menu, available in the e-Governance portal home page. The candidates are requested to proceed as per the instructions provided here.

1 Candidate Registration

- Select **New Registration**.
- Enter Application Number, Select the Admission Year and the Mobile Number (registered during the counselling process).
- Select **Send OTP**. The OTP is valid for 60 seconds and you may use **Resend OTP** if not received within 60 seconds.
- On successful submission of the OTP, you will be asked to set the password to login the portal. The password must be of 8 to 15 characters with the combination of at least one character each from lowercase letters, uppercase letters, digits and special characters.

2 Mobile Number and e-Mail ID Registration within the login

The candidate may login the portal by providing the application number as the user ID, selecting the Admission Year, and using the password (set at Step 1d).

On successful login, the candidate has to register the Mobile number and the e-Mail ID.

The registered Mobile Number and e-Mail ID will be used for the complete course duration for all e-governance services.

Mobile Number Registration

- Select **Registration** → **Mobile Number** menu.
- Enter the Mobile Number to be registered.
- Select **Send OTP**. The OTP is valid for 60 seconds and you may use **Resend OTP** if not received within 60 seconds.
- Enter the received OTP and select **Verify OTP**.

E-Mail ID Registration

- Select **Registration** → **e-Mail** menu.
- Enter the e-Mail ID to be registered.
- Select **Send OTP**. The OTP is valid for 60 seconds and you may use **Resend OTP** if not received within 60 seconds.
- Enter the received OTP and select **Verify OTP**.

Now the candidate shall start the admission data entry. All the documents for upload should be in PDF only. The size of every single pdf document should be less than 500KB and have minimum 72dpi resolution. All documents must be clear and readable. Do not scan the documents using cam scanner or smartphones to avoid stretching and uneven clarity.

3 Admission Data Entry

- The candidate can view the preliminary information as per your allotment order on the top of the screen after successful login.
- The details to be entered are grouped in to FIVE tabs. The candidate has to enter all the details without any omission or mistakes in each tab and save them.
- On completion of the Data Entry, the candidate can see the preview of all the data before the confirmation.
- Any edit/update of the existing data will be allowed only before **confirmation**. After confirmation, **NO EDIT** is possible.

4 Documents Upload

- Download the **Anti-ragging form**, **Medical fitness form**, and **Joint declaration form** from the download menu, and prepare the signed, scanned copy for upload.
- Upload the scanned pdf copies of the certificates one by one carefully and preview them before confirmation.
- On completion of the uploads, please **confirm** the uploaded documents. After confirmation, **NO UPDATION** can be made.

5 Payment

The candidates must pay the applicable fee prior to the scheduled admission. Payment of the fee will be only in **ONLINE MODE** and proceed as follows.

- Select **Fee Payment** menu.
- Select **Pay Now** and proceed with the payment through the gateway.
- On successful completion of the payment, the receipt will be provided in your login. In case, if the amount is debited from the account and fee receipt is not generated, please wait for **30 minutes** for confirmation.

For any payment related queries, contact e-Governance support centre. egovernanceau@gmail.com / 044 2235 7973/7974

6 Certificate Verification & Admission

The date of admission will be announced by the respective campus Deans/websites. The candidates are requested to report the respective campuses for admission in person with all **Original Documents** (as per the admission notification) for verification and also for photo capturing. The respective Dean office will issue the admission slip after completion of the admission. The admission slip has the QR code, which may be scanned for verifying the admission information.

REFUND POLICY

The candidates are eligible for **FULL REFUND** in the case of claims **prior to the confirmation of the admissions**. If any **Admitted Candidate** would like to **CANCEL** the admission, due procedure for **DISCONTINUANCE** will be **STRICTLY** followed. In this case, the candidate is eligible for claiming only REFUNDABLE component in the fee and the amount will be transferred to the bank account by following due procedures of Anna University.

Annexure II

**Certificates/ Documents to be produced by the candidate for admission to
B.E Degree Programme in the discipline of Electrical and Electronics
Engineering (Training Integrated)**

Sl.No	List of Certificates/Documents required	Original required	Photo copies required
1	Allotment Order	3 Copies	
2	Transfer Certificate	Required	1 Copy
3	SSLC MARK SHEET (Original shall be returned to the student immediately)	Required	1 Copy
4	HSC (+1 MARK SHEET) (Original shall be returned to the student immediately), if applicable	Required	1 Copy
5	HSC (+2 MARK SHEET) (original shall be returned to the student immediately) (if applicable)	Required	1 Copy
6	Diploma: Consolidated and all individual mark sheets	Required	1 Copy
7	Provisional Certificate (Original shall be returned to the student immediately), if issued	Required	1 Copy
8	Diploma Certificate, (Original shall be returned to the student immediately)	Required	1 Copy
9	Community Certificate, if applicable	Required	1 Copy
10	Joint Declaration and Anti- ragging Form (signed by student and parent / guardian) available at www.auegov.ac.in	Required	Nil
11	Medical Certificate, if applicable	Required	Nil
12	AADHAR CARD (Original shall be returned to the student immediately)	Required	1 Copy
13	Recent Passport Size Photos	4 Nos.	Nil
14	ZERO PAYMET FEE RECEIPT – Generated from www.auegov.ac.in	Required	Nil
15	STUDENT DATA FORM (downloaded from www.auegov.ac.in)	Required	Nil
16	Nativity Certificate, if applicable	Required	1 Copy

[Signature]
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