



UNIVERSITY COLLEGE OF ENGINEERING VILLUPURAM

(A Constituent College of Anna University, Chennai)

VILLUPURAM – 605 103

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DEAN

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Cir.No:110/First Year Students/A5/DEAN/UCEV/2020

Date: 16/12/2020

CIRCULAR

Sub: UCEV – First Year Students – Documents Submission – Reg.

This is to inform that the First Year students should submit the following **Original Certificates and documents** along with **2 set of Photocopies** on or before 31-12-2020 in college office.

1. Admission Slip (Available at www.aukdc.edu.in Date Sheet Login).
2. Allotment Order (original).
3. Online Fee Payment Receipt (Available at www.aukdc.edu.in Fee Login or Student Portal Login).
4. Data Sheet (Available at www.aukdc.edu.in Date Sheet Login).
5. Anti-Ragging Form (Available at www.aukdc.edu.in Date Sheet Login).
6. Declaration by the Parent / Guardian and the Candidate (Available at www.aukdc.edu.in Date Sheet Login).
7. Undertaking Form to be given by the Candidate & Parent (Available at www.aukdc.edu.in Date Sheet Login).
8. Transfer Certificate and Conduct Certificate obtained from the Institution last studied (Original)
9. Aadhar Card Copy (Xerox Only).
10. 10th Mark sheet (Original).
11. +1 Mark Sheet (Original).
12. +2 Mark Sheet (Original).
13. Permanent Community Certificate (Original).
14. Nativity Certificate (Original).
15. Income Certificate (Original).
16. Medical Fitness Certificate (Original).
17. First Graduate Certificate (If applicable – Online Certificate Only).
18. First Graduate Joint Declaration (First Graduate Students Only – Form Available at UCEV website).
19. Three Copies of Passport Size Photograph (write Name and Department on the back side of photo).

First Graduate Students Only – Separate Photocopies to be submitted:

1. Allotment Order (Xerox)
2. First Graduate Certificate (Online Certificate Only Xerox)
3. First Graduate Joint Declaration (Xerox)

Copy to:

1. All HoD's – with a request to circulate among their first year students
2. Academic Co-ordinator.
3. All Notice Boards
4. Website

DEAN
16/12/20
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