Admission formalities to all allotted candidates to VEC starts from 18th July 2012 between 9.00 am to 3.00 pm from Monday to Friday.

FOR FURTHER DETAILS REGARDING ADMISSION CONTACT:

- MRS.GEETHA/PRO: 044-26591860/870, 26590579, MRS.MUTHULAKSHMI: 044-26590039
- REGARDING HOSTEL: MR.RAJARAMAN -044-26590097

List of documents to be submitted at the time of admission

1. ORIGINAL DOCUMENTS

1. TNEA 2012 - Allotment order
2. 10th Mark Sheet
3. 12th Mark Sheet
4. Permanent Community Card (BC, MBC, SC, SCA, ST)
5. Transfer Certificate
6. Conduct Certificate
7. Physical Fitness Certificate
8. First generation Graduate Concession Certificate-Tahsildar (Only FOR FIRST GRADUATE)
9. First Generation Graduate Concession Certificate undertaking (Only FOR FIRST GRADUATE)
II. A COMPLETE SET **ATTTESTED XEROX COPIES** OF THE ABOVE LISTED DOCUMENTS(Item nos.1 to 9)

III. ATTESTED XEROX COPIES OF 12th Mark Sheet – 3 NOS.

IV. ATTESTED XEROX COPIES OF COMMUNITY CARD (IF APPLICABLE) – 3 NOS.

V. RECENTLY TAKEN PASSPORT SIZE COLOUR PHOTOGRAPH OF STUDENT (Photograph taken in formal dress) - 5 NOS AND PHOTOGRAPHS OF FATHER, MOTHER & GUARDIAN- 2 NOS. each

**NOTE:**

- PARENT MUST ACCOMPANY THE STUDENT FOR ADMISSION FORMALITIES
- TAKE ENOUGH NO. OF XEROX COPIES OF THE DOCUMENTS BEFORE SUBMITTING IT TO THE COLLEGE

FOLLOWING PARTICULARS ARE REQUIRED BEFORE ENTERING INTO THE ADMISSION CENTRE

- **STUDENT PARTICULARS:**
  - HEIGHT, WEIGHT AND BLOOD GROUP OF THE STUDENT
  - STUDENT’S BANK A/C NO, NAME OF THE BANK, BRANCH NAME & ADDRESS
  - STUDENT’S EMAIL ID

- **PARENTS/GUARDIAN PARTICULARS:**
  - OFFICE ADDRESS, CONTACT TELEPHONE NOS., PARENT’S MOBILE NUMBERS FOR SMS COMMUNICATION, EMAIL ID, PAN CARD NOS., BANK A/C NO, NAME OF THE BANK, BRANCH NAME & ADDRESS
  - FOR FEE PARTICULARS, SEE COLLEGE NOTICE BOARD
  - PLEASE NOTE THAT ADMISSION FORMALITIES WILL NOT BE ENTERTED IF ANY OF THE ABOVE REQUIREMENT IS NOT FULFILLED