

**INFORMATION TO STUDENTS**  
**APPLYING FOR FIRST YEAR MBA MANAGEMENT QUOTA**

**Candidate must submit the following during admission formalities**

**I ORIGINAL DOCUMENTS**

1. 10<sup>th</sup> Mark Sheet
2. 12<sup>th</sup> Mark Sheet
3. Diploma Certificate & Diploma Mark lists(for Diploma holders only)
4. UG Mark Sheet Consolidated/Semester wise
5. UG Provisional/Degree Certificate
6. Permanent Community Card (BC, MBC, SC, SCA, ST)
7. Transfer Certificate
8. Conduct Certificate
9. Physical Fitness Certificate
10. Eligibility Certificate from Anna University for the students qualified from other states

**II. TWO SETS OF PHOTO COPIES OF ITEM NO. 1 to 8**

**III. RECENTLY TAKEN PASSPORT SIZE COLOUR PHOTOGRAPH OF STUDENT**

(Photograph taken in formal dress) – 5 NOS

and

PHOTOGRAPH OF FATHER, MOTHER / GUARDIAN – 1 NOS

**III.DEMAND DRAFTS**

i)DD. for the First Semester Fee Payable (DD drawn in favor of **Velammal Engineering College** - payable at Chennai( Refer College Notice Board)

ii)Demand Draft for Caution Deposit for Rs. 5000/- should drawn in favour of **“VELAMMAL ENGINEERING COLLEGE–CAUTION DEPOSIT “** payable at Chennai.

ii) DD. for Rs. 400/- Favoring **“CONSORTIUM OF SELF – FINANCING PROFESSIONAL,ARTS AND SCIENCE COLLEGES IN TAMILNADU”**-payable at Chennai

**IV. Cash of Rs.50/**

