Candidates allotted under Lateral entry - Govt. quota may report immediately to Mrs. G. Vasumathy, Officer, Student Affairs at the college campus to complete their admission formalities between 9.00 am to 3.00 pm from Monday to Friday.

**List of documents to be submitted at the time of admission**

**ORIGINAL DOCUMENTS**

1. TNEA 2014 - Allotment order
2. 10th Mark Sheet
3. 12th Mark Sheet (if applicable)
4. Diploma Mark List - I to VI Semester
5. Diploma Consolidated Mark list
6. Diploma Provisional/Degree Certificate
7. Permanent Community Card (BC, MBC, SC, SCA, ST)
8. Transfer Certificate
9. Conduct Certificate
10. Physical Fitness Certificate
11. First generation Graduate Concession Certificate-Tahsildar (Only FOR FIRST GRADUATE)
12. First Generation Graduate Concession Certificate undertaking (Only FOR FIRST GRADUATE)
II. A COMPLETE SET OF ATTESTED XEROX COPIES OF THE ABOVE LISTED DOCUMENTS (Item No. 1 to 12)

III. Recently taken passport size photograph of the candidate-6 Nos.

IV. Student availing Hostel Facilities must bring photograph of their father, mother & guardian-2 Nos

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

• PARENTS/GUARDIAN PARTICULARS:

✓ OFFICE ADDRESS, CONTACT TELEPHONE NOS., PARENT’S MOBILE NUMBERS FOR SMS COMMUNICATION, EMAIL ID

➢ FOR FEE PARTICULARS, SEE COLLEGE NOTICE BOARD