

**VELAMMAL INSTITUTE OF TECHNOLOGY, CHENNAI-601204**

**SECOND YEAR B.E/B.TECH 2017-18- LATERALENTRY**

**GOVERNMENTQUOTA**

Candidates allotted under Lateral entry-Govt.quota may report immediately to Mrs. G. Vasumathy –Office r-Student Affairs at the college campus to complete their admission formalities between 9.00 am to 3.00 pm from Monday to Friday(after be Commencement of TNEA Counseling). List of documents to be submitted at the time of admission

**ORIGINAL DOCUMENTS**

1. TNEA 2017- Allotment order
2. 10<sup>th</sup> Mark Sheet
3. 12<sup>th</sup> MarkSheet (if applicable)
4. Diploma Mark List-I to VI Semester
5. Diploma Consolidated Marklist
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(1to12)**

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**