



ANNA UNIVERSITY  
MADRAS INSTITUTE OF TECHNOLOGY CAMPUS  
CHROMEPET, CHENNAI - 44



Dr.R.RAVICHANDRAN  
DEAN

☎: 044-22516006

Lr.No.Office of the Dean/MIT/TC

Date: 10.06.2024

CIRCULAR

It is informed that, the outgoing final year students/ discontinued students are requested to apply Transfer Cum Conduct Certificate immediately on completion of the course.

**Procedure for applying TC.**

1. Clear all your **NO DUES** in the student portal.
2. Apply for TC through Student Portal <https://www.auegov.ac.in/> → Governance Tab → Student Portal Tab → Student Login → Apply TC.
3. Fill the TC Application Form.
4. Upload all required Documents
  1. Old TC
  2. SSLC Marksheet
  3. Aadhaar Card
  4. Provisional / Course Completion Certificate
  5. Community Certificate If required.
5. View and Confirm all the uploaded documents
6. **Message displayed as** "TC Process is Completed. Now submit/send self addressed A4 size envelope to Dean's office with Postage stamp affixed for Rs. 40/-."
  - i). If the student can collect the TC **in person** then A4 size self addressed envelope is not required to submit.
7. **Status** : If the Student login status shows "**TC Issued**" then come and collect the **TC in person** from the Office of the Dean, MIT Campus.
  - a). The TC will be issued only to the student concerned.
  - b). The Parent can collect the TC on behalf of student by producing Authorization Letter from the Student along with ID proof of student and parent in person and the same may be forwarded to the [studsec@mitindia.edu](mailto:studsec@mitindia.edu).
8. **LATE FEE**: If Transfer Certificate is not applied within a year after the completion of course, it may attract LATE FEE the details are as follows:

**Fine Rates:**

- After 1 year to 3 years - Rs. 500/-  
After 3 years to 5 years - Rs. 1000/-  
After 5 years to 10 years - Rs. 2000/-  
Above 10 years - Rs. 5000/-

The applicable amount has to be paid and copy of challan/receipt should be enclosed.

*Dr. Ravi Chandran*  
10/6/24

DEAN, MIT CAMPUS

DEAN

Madras Institute of Technology Campus

Anna University

Chromepet, Chennai - 600 044.

To

All HODs / Centres  
The Executive Warden, MIT Hostels  
The Professor i/c, Library, MIT  
The Professor i/c, Central Workshop, MIT  
DCOE, MIT Campus

Note: Requested to display in the Department Notice Board.