



MADRAS INSTITUTE OF TECHNOLOGY CAMPUS ANNA UNIVERSITY



Prof. P. JAYASHREE
DEAN

Chromepet, Chennai 600044
044 2251 6006, dean@mitindia.edu
www.mitindia.edu / www.annauniv.edu

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

Date: 12.02.2026

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. No Due clearance is mandatory for TC Application process. Apply for No Due in the website <https://www.auegov.ac.in> The No Due status may be viewed in their student login and the students can contact the respective centres/units if the nodue clearance is pending.
2. Apply for TC through Centre for e-Governance Portal <https://www.auegov.ac.in/> in the Login → Apply TC → Fill the TC Application Form
3. Upload all the required Documents
 1. Old TC
 2. SSLC Marksheet
 3. Aadhaar Card
 4. Provisional / Course Completion Certificate or No Due / Discontinue Letter
 5. Community Certificate If required.
4. **View and Confirm all the uploaded documents**
5. **Message displayed as** "TC Process is completed. Now submit/send self addressed A4 size envelope to Dean's office with Postage stamp as required for speed post."
 - i). If the student can collect the TC **in person** then A4 size self addressed envelope is not required to submit.
6. **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.
7. **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 submitted.


12/2/26

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.