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# VEL TECH

Dr.RR & Dr.SR

## TECHNICAL UNIVERSITY

(Deemed to be University u/s 3 of the UGC Act, 1956)

#42, Avadi-Vel Tech Road, Avadi, Chennai 600 062, Tamil Nadu, India.



23rd May 2009

Dear Applicant,

Please refer to our call letter inviting you to attend the Counselling for admission to first year of the 4 year BE/BTech Program of this University based on the merit list.

Since then we have received numerous representations requesting for change of counselling date because of (1) Short notice time (2) Non-availability of train tickets (3) Counselling date being unsuitable for family reasons (4) Holidaying and (5) Inability to arrange for DEMAND DRAFT for full payment in time, etc.

Having considered all the above aspects, and in order to provide adequate opportunities to the short listed meritorious students, following revised arrangements have been made:-

### **A) THOSE UNABLE TO ATTEND ON PRESCRIBED DATE**

#### **i) Ready to make full payment in person :-**

- 1) In case a candidate is unable to attend the Counselling on the prescribed date and time, for whatever reason, the individual could appear on any subsequent date before 9<sup>th</sup> June 2009 in person with parent/s before the Counselling Committee with the required documents and a DEMAND DRAFT for Rs.96,000/- for Civil, Mechanical, Aeronautical & ECE or a DEMAND DRAFT for Rs.87,000/- for other branches, inclusive of Caution Deposit of Rs.5,000/- drawn in favour of 'Vel Tech Dr.RR & Dr.SR Technical University' payable at Chennai.
- 2) Upon presentation of the documents in original and DEMAND DRAFT, the candidate will be offered a seat in any of the Branch that may be available at that point of time.
- 3) The candidate could choose any of the Branches so offered and willing.
- 4) In the event of non-availability of seat to the satisfaction of the candidate, the candidate may collect back the DEMAND DRAFT.
- 5) For this purpose, the candidate would be given preference over the others who may be waiting for their turn as per merit on such date of Counselling. The candidate can directly approach the Certificate Verifying Officer and present the case.
- 6) However, in the event of a candidate not joining the course after confirmation of seat allotment, the candidate will forfeit the entire amount.

#### **ii) Ready to make part-payment in person :-**

- 1) In case a candidate is unable to attend the Counselling on the prescribed date and time, for whatever reason, the individual could appear on any subsequent date before 9<sup>th</sup> June 2009 in person with parent/s before the Counselling Committee with the required documents and a DEMAND DRAFT for Rs.24,000/- as non-refundable part-payment of Tuition fees towards provisional allotment of seat drawn in favour of 'Vel Tech Dr.RR & Dr.SR Technical University' payable at Chennai.
- 2) Upon presentation of the documents in original and DEMAND DRAFT, the candidate will be offered a seat in any of the Branch that may be available at that point of time for provisional allotment.

(...2)

- 3) The candidate could choose any of the Branches so offered and willing.
- 4) In the event of non-availability of seat to the satisfaction of the candidate, the candidate may collect back the DEMAND DRAFT.
- 5) In the event of the candidate failing to pay the balance fees before 15.6.09, he will forfeit the payment made and also the seat. The seat will automatically be allotted to the wait listed person.

## **B. THOSE OPTING FOR ALLOTMENT IN ABSENTIA**

### **i) Full payment by post :-**

- 1) In case a candidate is unable to attend Counselling on any of the dates, for whatever reason, the candidate could send a DEMAND DRAFT for Rs.96,000/- for Civil, Mechanical, Aeronautical & ECE or a DEMAND DRAFT for Rs.87,000/- for other branches, inclusive of Caution Deposit of Rs.5,000/- drawn in favour of 'Vel Tech Dr.RR & Dr.SR Technical University' payable at Chennai to reach the Admissions Officer on or before 9.6.09 alongwith xerox copies of the documents relating to the qualification, community, nativity, etc., in the prescribed proforma.
- 1) Upon receipt of the DEMAND DRAFT and the Proforma with documents, allotment of seat will be made in any one of the chosen branches in order of preference when the candidate's turn comes for consideration on the prescribed date or after, depending on the date of receipt of the DEMAND DRAFT. The candidate would be informed by post and by e-mail. However, for any reason, if any of the Branches asked for could not be allotted to the candidate on receipt of the DEMAND DRAFT, he/she will be informed of the same and the DEMAND DRAFT will be sent after deducting a sum of Rs.1,000/- before 30.6.09.
- 2) Candidate receiving intimation of allotment of seat shall appear on or before 15.6.09 with parent/s in person alongwith all documents in original before the Admissions Officer to get final confirmation of seat allocation. Failure to do so shall result in forfeiture of the amount paid and also cancellation of allotment of seat.
- 3) In the event of the candidate not joining the course after confirming the allotment, the candidate will forfeit the entire amount paid.
- 4) Allocation of a seat does not guarantee accommodation in Hostel, which is based on first come first served against vacancies.

### **ii) Part-payment by post :-**

- 1) The candidate may immediately send a DEMAND DRAFT by Registered Post to the Admissions Officer for an amount of Rs.24,000/- only, alongwith the enclosed Proforma indicating preference of the Branch.
- 2) Upon receipt of the DEMAND DRAFT and the above form, he will be informed by e-mail and by post, the provisional allotment of seat in any one of the chosen branches in order of preference with the condition that the candidate should pay the balance amount on or before 15.6.09 and submit all documents required for admission, in person alongwith parent/s.
- 3) However, if any of the Branches asked for cannot be allotted to the candidate on receipt of DEMAND DRAFT for Rs.24,000/-, the candidate will be informed accordingly and the DEMAND DRAFT for Rs.23,000/- will be issued to the candidate before 30.6.09.
- 4) The candidate should understand clearly that in the event of being found that he or she is not entitled to admission for whatever reason, then the person will forfeit the amount of Rs.24,000/- as having claimed a seat on false premises.
- 5) In the event of the candidate failing to pay the balance fees before 15.6.09, he/she will forfeit the payment made and also a seat. The seat will automatically be allotted to the wait listed person.
- 6) Allocation of a seat does not guarantee accommodation in Hostel, which is based on first come first served against vacancies.

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**From**

Date .....

Candidate's Name :  
S/o / D/o :  
Address :

Contact No. ....

E-mail ID .....

**To**

The Admissions Officer  
Vel Tech Dr.RR & Dr.SR Technical University  
42 Avadi-Vel Tech Road  
**CHENNAI - 600 062**

Sir,

**Sub:** SWC – Inability to attend – Request for allotment of seat.**Ref:** VTUEEE09 No. \_\_\_\_\_

- I have been called for Counselling on ..... for allotment of a seat in your University for the first year of 4 year BE/BTech Programme.
- Since I am unable to attend the counselling on the appointed date, I request you to allot me a seat in one of the following branches in that order of preference :-

Order of Preference	Branch Preferred
1	
2	
3	

- In this connection, I am enclosing a DEMAND DRAFT for Rs.96,000 / Rs.87,000 / Rs.24,000/- (strike out not applicable) bearing no..... dated..... drawn on .....Bank, .....Branch in favour of 'Vel Tech Dr.RR & Dr.SR Technical University' payable at Chennai representing full / part Tuition fee for the first year of 4 year BE/BTech Programme in your University and request you to allot me a seat in any of the 3 branches in that order of preference when my turn is taken on the appointed date. I understand that in case a branch preferred most is not available at the time of receipt of this DEMAND DRAFT, you may consider allotment in second preferred branch and so on. In this connection, I am enclosing xerox copies of the following documents:-

Sl.No.	Description	YES	NO
1.	10 <sup>th</sup> Mark sheet		
2.	12 <sup>th</sup> Mark sheet		
3.	Community Certificate		
4.	Nativity Certificate		
5.	Transfer Certificate		
6.	Conduct Certificate		
7.	Medical Fitness Certificate		

(contd..2)

4. I understand that in the event of the University not being able to provide a seat in any of the above 3 branches, it will refund the DEMAND DRAFT after deducting Rs.1,000/- only, towards administrative charges before 30.6.09.
5. I further understand that in case I do not join the course for any reason, I will forfeit the entire amount paid and will have no claim against the University.
6. I further understand that the allotment of seat is subject to the following conditions :-
  - i) personal interview along with my parent/s on any day before 15.6.09.
  - ii) submission of all original documents and verification before the Admissions Officer on any day before 15.6.09 in person with parent/s.
  - iii) payment of balance tuition fees for the first year (applicable in case where DEMAND DRAFT for Rs.24,000/- is sent) on any day before 15.6.09 and my satisfying the prescribed academic, social and physical qualifications.
7. I also understand that by paying Rs.24,000/- only (strike out, if paying full), the allotment made is purely provisional subject to confirmation by 15.6.09 upon payment of full applicable fees for first year and submission of other required documents.
8. I further agree that allocation of a seat does not guarantee hostel accommodation, which is based on first cum first served against vacancies, in spite of all efforts taken to provide Hostel accommodation for allotted students. Hence
  - i) Even if Hostel accommodation is not available, I may be allotted a seat of my preference;
  - ii) If Hostel accommodation is not possible, I will forgo my allotment of seat, if made and the payment made by me may be returned after deducting Rs.1,000/- towards administrative charges by 30<sup>th</sup> June 2009.   
(Tick ✓ whichever is applicable)
9. I fully understand the above terms & conditions and agree to abide by the same and accordingly I am enclosing the documents and Demand Draft as mentioned above.

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Signature of the Parent

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Signature of the Candidate

