



**VINAYAKA MISSION'S
RESEARCH FOUNDATION**
(Deemed to be University under section 3 of the UGC Act 1956)



AVIT
AARUPADAI VEEDU INSTITUTE OF TECHNOLOGY
Vinayaka Missions Chennai Campus



Date :

Token No. :

S.No. :

Student Process Letter 2025

We request the candidate to fill in the following details

Application No.:

Name of the Candidate:

Programme B.E. ☐ B.Tech. ☐ Branch:

Industry Partners: Intel & NEC ☐ HCLTech ☐ Medini ☐ Bversity ☐

Please complete the below given procedures and submit the completed form to the admission cell. All columns are to be filled-in by staff members (for Office use only)

Accounts Department			Incharge Signature
Semester Tuition Fee Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Paid	
Semester Hostel Fee Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Paid	
Semester Transport Fee Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Paid	

Admission Department			Incharge Signature
Certificate Acknowledgement Issued	<input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate Ack. No.	
Admit Card Issued	<input type="checkbox"/> Yes <input type="checkbox"/> No	Admit Card No.	

Temporary ID Card			Incharge Signature
Temporary ID Card Issued	Academic	ID Card No.	
	Hostel	Hostel Room No.	Hostel warden
		Hostel Room Type 4 Sharing AC <input type="checkbox"/> Non AC <input type="checkbox"/> 3 Sharing AC <input type="checkbox"/> Non AC <input type="checkbox"/> 1 Sharing AC <input type="checkbox"/>	
		Transport Route No.	
	Transport	Boarding Point	Transport Department



Welcome Kit	Bag Issued <input type="checkbox"/> Yes <input type="checkbox"/> No		
	T. Shirt Issued <input type="checkbox"/> Yes <input type="checkbox"/> No	Size <input type="checkbox"/> XL <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> S	
	Welcome Letter Industry Collaboration <input type="checkbox"/> Intel & NEC <input type="checkbox"/> HCLTech <input type="checkbox"/> Medini <input type="checkbox"/> Bversity <input type="checkbox"/>	General <input type="checkbox"/>	

Please keep the following documents in the given order:

1. X & XII Std Mark Sheets
2. Transfer Certificate (TC)
3. Conduct Certificate
4. Migration Certificate
(for students outside the Tamil Nadu board)
5. Community Certificate
6. Nativity Certificate
7. Recent Passport-size Photos with Date - 10 nos.
8. Medical Fitness Certificate (Format attached)
9. Address Proof (Ration Card or Voter ID)
10. Aadhar Card (Student & Parents)
11. Sets of Xerox Copies of
All Original Certificates - 4 nos.

Important Instructions for Freshers – Documentation Process



01 Follow your token number issued at the reception and wait for your turn.



02 Meet your admission counselor for initial verification and to clarify any doubts.



03 Clear any pending dues of your fee (Tuition/Hostel/Transport) at the designated counters (Cash/Card/Online) and obtain an acknowledgment signature



04 Submit all required original documents at the certificate collection counter and collect the acknowledgment.



05 Collect your Admit Card from counters A1, A2, A3, A4 / B1/ C1/ D1, D2, D3.



06 Your photo will be taken for the ID card at the designated booth/counter.



07 Collect your ID Card after completing document verification and fee payment.



08 Welcome Kit will be issued only after ID Card collection.