



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



Welcome to AVIT!

We're excited to have you join our vibrant campus community.

Congratulations on beginning this transformative chapter of your academic and professional journey!

At AVIT, we're committed to supporting you every step of the way in a compassionate, inclusive, and safe environment. We can't wait to see your smiling faces around campus as you grow, explore, and thrive.

Your journey begins with completing the admission formalities outlined below. Please report to the AVIT campus on 31st July, 2025, and ensure you have completed the steps as instructed.

Venue: VMCC Multipurpose Hall

Step 1

Payment of Balance Fee

Students are required to pay their balance fee, which includes:

Academic Fee

- Tuition fee
- Miscellaneous fee
- Caution deposit

Hostel Fee* (Go to Step 4)

Transport Fee* (Go to Step 4)

Payment Mode: You can pay the balance fee at the link below

Payment Link – <https://payment.collexo.com/login/institute/>

Note: Please ensure timely payment before arrival to avoid delays.

Step 2

Submission of Original Documents

Please bring the following documents with you on reporting day.

Note: A Medical Fitness Certificate (in AVIT format) is mandatory – attached as an annexure to this letter.

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

Note: Upon submission of the above documents, please ensure to collect the Certificate Acknowledgement Letter duly signed by the authorities, as well as the Student and Parent Affidavit, which will be provided at the counter.

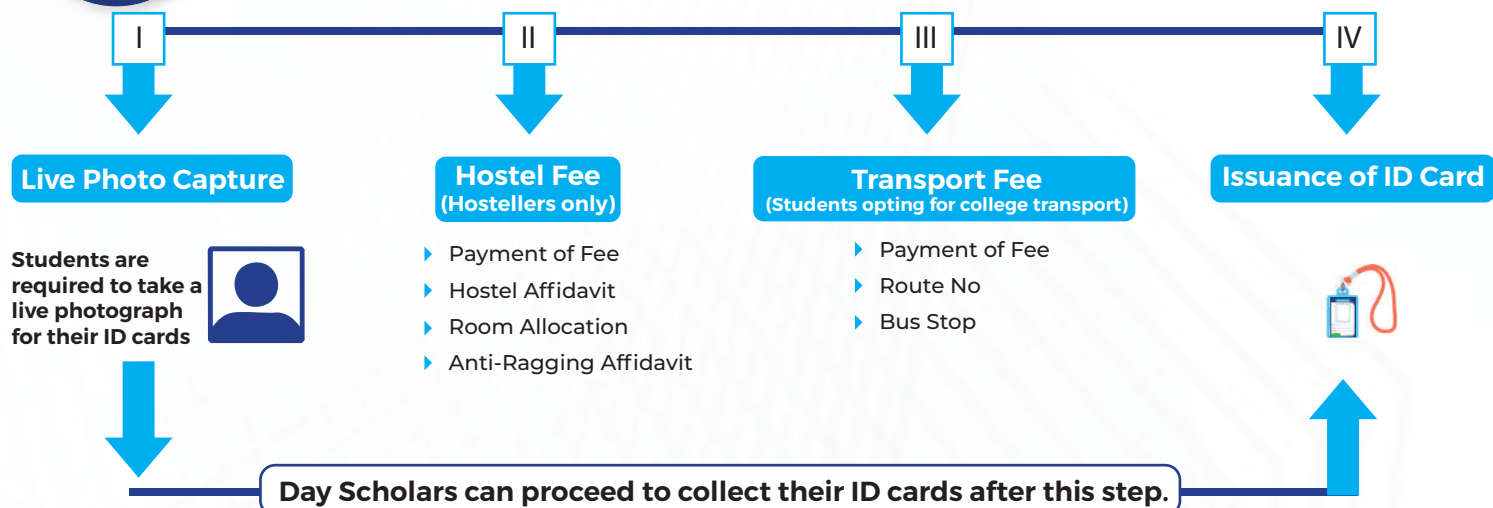


Collection of Admit Card

- ▶ After completion of Step 1 (Fee Payment) and Step 2 (Submission of Original Documents) collect the admit card.



Collection of ID Card*



To attend classes and use campus facilities, ID and admit card are mandatory.

Helpdesk

Contact Person

Contact Number

Hostel Support

Deputy Chief Warden Rattan Kumar .V (Boys)
Deputy Chief Warden Pilo Lincy Sneha .L (Girls)

+91 94454 51453

+91 99403 07351

Transport Help

Mr. Hakim V

+91 97898 61676

We look forward to seeing you on campus and wish you the very best as you begin your academic life at AVIT

Date: 31st July, 2025
Place : Paiyanoor, Chennai

Warm regards,
Deputy Registrar – Admissions
AVIT, Paiyanoor, Chennai