



ANNA UNIVERSITY, CHENNAI  
UNIVERSITY COLLEGE OF ENGINEERING, TINDIVANAM

C.No.UCET/DEAN/Circular/2026/02

Date:18.02.2026

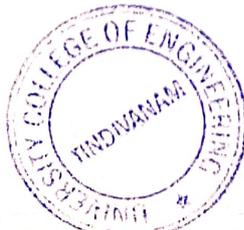
**CIRCULAR**

Consequent to the administrative transition at our institution and to maintain the routine and effective functioning of the college, all HoDs, Function/Centre Heads and Executive Warden (Hostels) are hereby instructed to submit their respective Registers and Records to the Office of the Dean. Further all are requested to ensure the records are verified and submitted immediately

**Requirements for Submission:**

All registers must have Stock Entries completed and updated specifically as on 13.02.2026. This includes all consumable and non-consumable stock Registers, cash books, sanction registers & any other financial records and academic records.

- Copy : 1. The Director, CCC, AU – for information  
2.All HOD's  
3 Executive Warden  
4.Heads of Various Centre's  
5.Superintendent  
6.Stock File



  
18/02/2026  
**DEAN**  
**DEAN**  
UNIVERSITY COLLEGE OF ENGINEERING  
TINDIVANAM - 604 001

