



Abstract

Collegiate Education - Guidelines for Admission of students to UG/RQ Courses Government /Aided / Unaided Arts and Science Colleges for the Academic year 2018-19 - Approved - Orders - Issued.

Higher Education (G1) Department

G.O.(1D)No.133

c. - isl.

Dated 25.04.2018. விளப்பி. சித்தின் - 12. திருவள்ளுவர் ஆண்டு. 2049.

1. G.O. (Ms) No.157, Higher Education (G1) Department, dated 11.05 2017

2. From the Director Collegiate Education Letter No 991/M1/2018, dated 27.02.2018.

ORDER:-

In the Government order first read above, guidelines for admission of students to UG/PG Courses in Government / Aided / Unaided Arts and Science Colleges for the Academic year 2017-18 were issued.

- In the letter second read above, the Director of Collegiate Education has stated that a Committee headed by the Director of Collegiate Education comprising of Joint Director (Planning & Development), Assistant Director (self-financing colleges) and Principals was constituted for framing of guidelines for admission of students to UG/PG Courses in Government / Aided / Unaided (self-financing) Arts and Science Colleges. The Committee has recommended to make certain changes to guidelines issued for admission of students to UG/PG Courses in Government/Aided / Unaided Arts and Science Colleges for the Academic year 2017-18 and requested the Government to issue necessary orders on the guidelines for admission of students to UG/PG Courses in Government / Aided / Unaided (self-financing) Arts and Sciences Colleges for the Academic year 2018-19
- The Government after careful examination approve the guidelines for admission of students to UG/PG courses in Government/Aided/Un-Aided (self-financing) Arts and Science Colleges for the academic year 2018-19 annexed to this order and direct that the said guidelines be followed strictly.

(By Order of the Governor)

Sunit Paliwal Principal Secretary to Government

The Director of Collegiate Education, Chennal-6 , All Regional Joint Directors of Collegiate Education (through Director of Collegiate Education) All Sections in Higher Education Départment, Channaire

The Special Personal Assistant to Honble Minister (Higher Education Circle India)

The Private Secretary to Principal Secretary to Government

Higher Education Department Chennai-9 SfiSo

#Forwarded / By Order*

VIRUDHUNAGAR HINDU NADARS' SENTHIKUMARA NADAR COLLEGE (AUTONOMOUS VIRUDHUNAGAR



ANNEXURE

PROCEDURE FOR ADMISSION TO UG/PG COURSES IN ARTS AND SCIENCE COLLEGES 2018-19

- The procedures given in this communication are applicable to all the Government/Government Aided/Unaided colleges of Arts and Science in Tamil Nadu. These are to be observed both in letter and spirit. Where otherwise stated these procedures for admission to UG/PG courses are common for both.
- Transparent exhibition of the Fee Structure for various courses in the Prospectus.
- The Principals of the colleges and the admission committees will be responsible for any violations in this regard.
- 4 Admission committees to be broadened to include senior teaching faculty, number to be specified as either 3 or 4.
- To implement the Rules of Reservation Strictly to each course separately.
- 6 Admissions for Aided courses are to be conducted before admissions for each self financing courses are conducted.
- a) Only one application form need to be issued with option to various courses. This should be followed very strictly.
 - b) Filled in application should contain atleast 2 contact numbers.

8. Enclosures:

Photocopies of the following should be enclosed along with the filled in Application submitted.

- a) Qualifying Examination Mark Sheet/Provisional Marksheet should be attested by Head Master of the School.
- b) Community Certificate (wherever applicable)
- c) Certificate of proof when admission is sought under some Special Quota/Concessions-like Differently Abled/ Sports Quota/ NCC/Ex-Servicemen etc.
- d) Transfer Certificate
- Eligibility certificate for students from other States / Universities.
- f) As per Government letter No. 4527/G1/2003, dated 17.10 2003, admission may be accorded purely on merit basis on production of Identity Card issued by the concerned HQ Tahsildars in respect of students seeking admission from Sri Lankan Tamil refugee camp and those who were not enrolled in refugee camps may be admitted on production of VISA and Passport on merit basis.

It is found from experience that many students commit mistakes in giving the details or leave some columns blank. Such omissions and commissions adversely arrest the preparation of Rank-List. Original Certificates are to be produced at the time of admission only. However, if a candidate fails to produce the relevant certificates in original at the time of interview / Counselling for admission, the admission shall be cancelled. Principals may at their discretion give some grace time in individual cases considering merit of the case not exceeding two days.

Sale/Issue of Application Forms for UG Courses:

Cost of Application form is fixed at Rs.48/- (Rupees Forty Eight only) +
Rs.2/- (Rupees Two only) for registration. For SC/ST candidates, Application form is to be
issued free of cost on the production of the photocopy of community certificate

Application forms for admission may be issued before 5 days from the date of publication/Internet-website of results of Higher Secondary Examination of Tamil Nadu (hereafter referred to as the Plus Two Examination). The last date for the issue of Application Forms may be fixed at the discretion of the Principal. But in general, it should not be earlier to the last date fixed for the receipt of completed Application Forms.

10. Last date for the receipt of completed Applications for UG Courses:

Last date for receipt of filled in applications by the Colleges should be fixed as the tenth working day from the date of publication of Plus Two Examination result in website. Applications from other streams/private candidates may be entertained after the due date in the event of their results or issue of mark sheets is on a date later than that of regular Plus Two Candidates. The Principals shall fix the last date for them suitably.

Colleges should prepare the Rank list for Admission, from the next day onwards and it should be pasted on the Notice Board within 3 days. Counselling should be conducted after 15th day of the publications of plus two results in Internet.

Applications for admission may be received even after the last date fixed for receipt of applications. Such applications shall be registered as LATE APPLICATIONS and considered only after all the applications received in time have been considered. In the case of SC/ST/MBC/ Denotified Communities/BC candidates if applications received in time from such candidates get exhausted, late applications should also be considered to fill up the seats reserved for these communities.

11. The upper age limit for admission to UG courses will be 21 (twenty one) years as on 1rd July 2018. However, a relaxation of 5 years is permitted for Differently Abled as per G O.Ms.No 239, S.W dated 3-9-93. SC/ST/BC/MBC/DNC candidates and women candidates may be allowed the age relaxation of 3 years beyond 21 years for the admission into UG Courses.

The above age limit should be strictly followed and no student should be admitted above the age limit and no age relaxation will be granted by Government. If the Colleges fail to adhere the above instructions, severe action will be taken against the concerned college.

12. Selection Committee for UG and PG courses:

The Selection Committee shall consist of the Principal, and two senior most Assistant Professors / Associate Professors of the College. In addition, for selection to the UG courses the senior most member of the teaching staff belonging to SC/ST of the college, if available, shall be co-opted and for selection to the PG courses the senior most SC/ST staff from a Post Graduate Department shall be co-opted. If no such teacher is available, the person co-opted for the UG selection committee shall also serve in the Post graduate selection committee.

13. Registers to be maintained

The following Registers and other related documents pertaining to students admission should be maintained and preserved by the colleges:

- a) Sale of Application Forms
- b) List of Applications received within the last date prescribed
- c) List of Applications received after the last date prescribed.
- d) Rank list registers signed by the members of the Selection Committee.
- e) Information about the counselling date.
- Copies of Rank lists displayed.
- Minutes of Selection Committee meetings.
- Admission Register
- Communication with the University/the Director of Collegiate Education related to admission

- Copies of all letters to the University/the Director of Collegiate Education making requisition for increase in seats and letters from the University permitting increase.
- k) The colleges shall maintain registers regarding the applications received from SC/ST/MBC/DNC/BC students who have been selected for admission and the number of such candidates admitted in each course.

14. Rule of Reservation:

The admission shall be made purely on the basis of Merit subject to the rule of reservation of the Government of Tamil Nadu.

- 1) 31% for Open Competition (OC)
- 26.5% for Backward Classes (BC) other than BC Muslims and
 3.5% for Backward Classes Muslims.
- 20% for Most Backward classes (MBC) and Denotified Communities
 (DNC)
- 4) 15% for Scheduled Castes (SC), and 3 % for Arunthathiyars (SCA).
- 5) 1% for Scheduled Tribes (ST)

The rule of reservation will apply to :

- a) 100% of seats in Government Colleges.
- b) 50% of seats in the case of Aided minority colleges
- g) 90% of seats in the cases of Aided Non minority colleges.
- d) 50% of seats in the cases of Unaided private (Self-financing) colleges
- e) 50% of seats in the Unaided (Self-financing) courses offered by the Aided Colleges.
- f) In respect of both Aided Courses and Unaided Courses in Minority Colleges, 50% of seats shall be filled by students belonging to minority concerned and the balance 50% of the seats shall be filled by following the rule of reservation.

However, wherever number of applications from minority communities is less than 50% of total seats, the remaining minority quota shall be filled up following the rule of reservation

Admission of Women students in Co-educational and Men's Colleges.

 a) If the college was started originally as a Co-educational institution, any number of women students may be admitted to each course on the basis of the common rank list prepared for both men, women and transgender applicants

- b) If the college was started originally as a Men's college and permission was granted as per (1) GO.Rt.No.657, Education dated 16-5-90 and (2) G.O.Rt.No.904. Education, dated 29-9-92 to admit women students up to 30% of the strength then the total number of women students admitted should not exceed 30% of the strength in each course. In such cases Rank-lists must be prepared for men, women and transgender students and admitted strength of men and women student should be 70% and 30% respectively of the total sanctioned strength. However, if enough applications are not received either from men or women students to maintain the percentage of 70 for men and 30 for women students strictly, application of other sex may be considered so that all seats sanctioned to the course will be filled up.
- c) The Muslim girls should not be denied admission into Colleges in their neighbourhoods on the ground that they should seek admission only in their own minority institutions as per Government Letter No.231/G 1/98-5, dated: 5-12-2000.

Preparation of Rank-List for UG Courses:

For admission to Under graduate courses (UG) a candidate must have passed the Higher Secondary Examinations of Tamil Nadu or an examination (like the CBSE) recognised by the Universities as equivalent thereto. Admission should be made based on the +2 marks only

The Rank-list will be out of 800 marks comprising a subject-component of 800 and admission to Government Colleges should be through counseling.

- 17. (a) Rank list should be prepared based on the marks obtained by the students in the subject component out of total 800 marks under Part III in Higher Secondary examination. No marks will be awarded in the interview during admission. Eligibility of students for admission to UG Courses in the colleges shall be as per the guidelines fixed by the Universities concerned. Apportionment of seats for each course with different streams (80% Academic / 20% Vocational) and also Apportionment of seats among students who have studied different subject in the Higher Secondary (+2) shall be made as per the existing norms.
 - (b) If more than one allied is offered for a particular major subject, 50% of the seats shall be given to each allied.

	SOM	E ILLUSTRATIONS ARE GIVEN BEL	ow .
Group-I தொகுப்பு – I			கட்டாயம் படித்திருக்க வேண் பாடக்கள்
1	சணிதம் Mathematics	TITINGS THE SOURCE CONTRACTOR OF THE PARTY	should have studied Maths
2	uninthaliano Statistics	Ranking based on marks in Part III out of 800	
3	Duighthudi Physics	ந்ததி III பொத்த மதிப்பெண் 800–க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தாட்டட்டியம்.	
4	வேதியியல் Chemistry		
roup-II Qg	ரகு(z) − II		
5	ேதியியல் Chemistry	குரவரவியல், விலங்கியல், உயிரியியல், வேதியியல் பயின்ற	
6	தாவரவியல்	பாணவர்களுக்காக)	
7	Botany விலங்கியல் Zoology	Ranking based on marks in Part III out of 800	வேதியியல் சுப்பாயம் பலின்றிருக்க வேண்டுப்
8	a ishi வேறியியல் Bio Chemistry	பகுதி III மொத்த மதிப்பெண் 800–க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தார்பட்டியல்	
roup-III Qg	அதப்பு-III	I	
9	Electronic	Ranking based on marks in Part 111	Should have studied Physi
	BES	out of 800	& Maths
		பகுதி III பொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தூப்பட்டியல்	இயற்பியல், கணிதம் சட்டாம 124த்திருக்க வேண்டும்
	1	I .	
roup-IV Og	L Linguy-IV		
roup-IV Og	L நாகுப்பு-IV புலியனம் பியல் Geology	Ranking based on marks in Pert III	Should have studied Physic



11	Geography	Ranking based on marks in PartiPreference should be given to concerned		
			subject studied	
		பருதி III பொத்த பதிப்பெண் 800–க்கு பெறப்பட மதிப்பெண்கள்		
12	A) Computer	அடிப்படையில் தரப்பட்டியல் Ranking based on marks in Part	2/3 of seats are for students	
	Science	III out of 800	who have studied Computer	
	B) Computer Application		Science as a subject in plus two 1/3 of seats are for students who have not studied computer science as a subject in plus two and should have studied	
			Mathematics.	
13	Home Science	Ranking based on marks in Part	20% for vocational stream	
	Nutrition &	III out of 800	students who should have	
	dietetics	பகுதி III பொத்த மதிப்பெண் 800–க்கு பெறப்பட்ட மதிப்பெண்கள் நடிப்படையில் தரப்பட்டியல்		
14	Microbiology	Ranking based on marks in Part	80% for students who have	
		Ill out of 800	studied Botany and Zoology	
		AND III O miss to D'O win ann-Am	subjects 20% reserved for Biology students	
15	BA. Other than	Ranking based on marks in Part	a) Preference should be given to concerned	
	language	III out of 800	subject studied	
		பகுதி III பொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	b) 20% reserved for vocational stream	
16	B.Com, general	Ranking based on marks in Part		
	& Corporate	III out of 800	and Accountancy in HSC 20%	
	Secretaryship	பகுதி III பொத்த மதிப்பெண் 800-க்கு பெரப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	reserved for vocational stream	
17	BBM/BBA	Ranking based on marks in Par	should have studied Commerce and	
		III out of 800	Accountancy in HSC 20% reserved for	
		பகுதி III மொத்த மதிப்பெண் 800–க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்		

- 18. All eligible applications should be ranked strictly according to the decreasing order of total marks. In case, more than one candidate secures the same marks, such candidates shall be ranked as follows:
 - a) The candidates who have passed the examination in the first attempt.
 - b) If both the candidates have passed in the first attempt ranking should be done by the registration number.
- 18. a) As far as Arts subjects i.e. English / Tamil / Telugu and other languages are concerned, the order of preference shall be as follows:
 - i) Candidates who have applied for the language and studied that language at the plus two level under Part III, the ranking shall be based on marks in that language.
 - ii) After exhausting all applications under category (i) applications of other candidates may be ranked on the basis of the marks secured in Part I and Part II as the case may be.

Supplementary candidates

- 19. The supplementary candidates are eligible for admission if vacancies exist or anse. Admissions should be done as per the norms without waiting for the results of the supplementary candidates.
- 20. Admission is subject to verification of marks certificate by the Director of Government Examinations competent authority. If the mark certificate is found to be bogus, admission will be cancelled and criminal action will also be taken. This information shall be given in the prospectus inviting application forms.
- 21. The selection of candidates for admission into the various courses and medium of instructions shall be made from out of the rank list strictly according to the Government rules of reservation.
- 22. Other than Government colleges intimation of provisional selections should be sent to the candidates. The list of selected candidates should be displayed in the College Notice Board. Clear one-week's time shall be given to the candidates to report to the Principal for admission. If the candidate fails to turn up—on the date of Interview/ counseling the selection will be cancelled. This procedure shall be scrupulously followed and the Principals should not give room for any complaint.

23. The Principal on the basis of the selection made by the selection committee, shall make the admissions. The selection committee is responsible for the entire admission. Hence they should follow the admission norms scrupulously.

However, the over all responsibility will rest with the Principal only.

In Government / Aided / Un-Aided Colleges where degree courses are taught through English and Tamil Medium, candidates must indicate in the application form the medium of their choice. If seats in one medium are filled up, candidates may be considered for the other medium provided they give a written request and all the candidates who have applied for the particular medium have been considered for admission.

24. Procedure for selection/admission under Open Competition Quota:

Candidates are selected / admitted under Open Competition Quota on the basis of merit from the Rank-List irrespective of the community to which a candidate belongs. If any seat falls vacant in the open quota, after making admission of candidates, such vacancies in open competition should always be filled by merit only from the Rank-List irrespective of community and irrespective of the fact that some of them have already been selected / admitted under BC / MBC/ DNC / SC / ST Quota. The procedure implies that BC / MBC/ DNC / SC / ST candidates already admitted should not be left out of consideration for filling up the vacancies in the open competition, if they are eligible to be selected under Open Competition according to merit.

SC/ST/MBC/DNC/BC candidates selected under the open quota as per merit from the Rank-List are not to be taken into account against the reserved quota.

Procedure for selection/admission under reserved quota for SC/ST/MBC/

DNC/BC:

After filling up the vacancies in the open competition quota as aforesaid, the vacancies BC / MBC/ DNC / SC / ST quota must be filled by candidates from the respective communities only according to merit from the Rank List.



26. Procedure for Differently Abled quota:

- a) Out of the quota of 19% (18% SC and 1% ST) reserved for SC/ST, 5 out of every 100 seats shall be reserved for Differently Abled persons belonging to SC and ST.
- b) Out of the quota for 50% (30% BC and 20% MBC/DNC) reserved for Backward Classes, Most Backward Classes and Denotified Communities, 5 out of every 100 vacancies/seats shall be reserved for Differently Abled persons belongs to BC, MBC and DNC.
- c) Out of the quota of 31% intended for open competition 5 out of every 100 seats shall be reserved for Differently Abled in general.

27. Quota for Ex-servicemen / Tamil students of Andaman and Nicobar.

- a) Six seats in Under Graduate courses shall be reserved for the children of Ex-servicemen of Tamil Nadu Origin. (G.O.Ms.No.281, Hr.Edn.(D1), dated 26-6-98)
- b) 1) Two seats in P.G. courses shall be reserved for the children of Ex-servicemen of Tamil Nadu origin if the college has two or less P.G. courses.
 - Three seats in P.G courses shall be reserved if the colleges has more than two P.G. courses (G.O.Ms.No.230, Higher Education (G1) Department, dated 23-7-2001).
 - c) Two seats shall be reserved in Under Graduate courses in Tamil Medium in each college for the benefit of Tamil students of the Union Territory of Andaman and Nicobar.

28. Quota for outstanding sports / NCC persons:

a) 3% of seats in UG courses and 2% of seats in PG courses as per Government Order must be reserved under Sports Quota for students who have represented at the District Level/Divisional Level and above. Relevant certificates should be produced.



- b) One seat in UG courses for "A" certificate holders and 1 seat in PG courses reserved for NCC cadet of outstanding merit with "C" certificate holders. (G.O. 354, Higher Education (D1) dept, dated 8.7.1997).
- 29. The Selection list shall clearly reveal particulars of candidates selected under each category-OC/BC/MBC/DNC/SC/ST/ Differently abled/ Sports Quota / Ex-servicemen, NCC/etc.

30. Every selection list must contain the following details:

- a) Number of seats sanctioned for the course
- b) Number of seats already filled up
- c) Number of students selected in the list with rank marks
- d) Number of seats still vacant
- e) Particulars of candidates selected under each category OC/BC/MBC/ DNC/SC/ST/ Differently Abled / Ex-servicemen / Sports Quota / NCC etc.,
- 31. If there are any vacancies in any quota, after the First Counselling, further Second, Third, Fourth etc., Counselling shall be conducted by adopting the above said procedures. The vacancies in the open quota must first be filled on the basis of merit; vacancies against BC/MBC/DNC/SC/ST quota should be filled with BC/MBC/DNC/SC/ST candidates respectively in the order of merit.
 All vacancies shall be filled up by this procedure only.
 - If the vacancies still exist in any UG Course after considering the order of preference indicated for each subject, any student who has passed +2 Examination is eligible to undergo the relevant U.G. Course,
 - 32. The unfilled SC/ST vacancies can be filled by MBC / DNC candidates. Unfilled MBC / DNC seats can be filled by BC candidates as well as unfilled BC vacancies can be filled by other communities. Unfilled Muslim BC vacancies can be filled by other BC. The unfilled ST vacancies shall be filled up by SC and if there is no SC they shall be filled up from DNC / MBC.
 - 33. If applications received for a course are exhausted, but vacancies still exist in that course, then no fresh applications should be entertained if there are applications of candidates not selected for other courses are still pending with the college, such vacancies should be notified and requests for transfer of application to such course be called for and processed by the aforesaid procedures.
 If there are no such pending applications from SC/ST/MBC/DNC/BC candidates,



late applications may be considered to fill up the seats reserved for those communities

Fresh applications may be entertained only when no application is pending eather received in time or late - with the college for admission.

- 34. The Principals of Government Colleges are instructed to send their request for increase in seats, if required to the Universities concerned through the Director of Collegiate Education and the Principals of other colleges through the management of the college. THE GUIDELINES FOR ADMISSION ISSUED BY GOVERNMENT WILL ALSO APPLY FOR THE ADDITIONAL INCREASED SEATS IN ALL COLLEGES.
- 35. Procedure for admission to PG courses:
- a) Cost of application form for PG course is fixed at Rs. 58/- (Rupees Fifty Eight only) + Rs.2/-(Rupees Two only) for Registration fee. For SC/ST candidates, application form is to be issued free of cost on the production of the photocopy of community certificate.
- b) For admission to Post Graduate courses (PG) a candidate must have passed the 3 years degree courses (under the 10+2+3 pattern) recognized by the University as equivalent thereto.
- c) In the case of admission to PG course in all Colleges including Autonomous, Aided and Self Finance Colleges, the last date for receipt of filled in application shall be 10 working days from the date of publication of the UG results of the respective Universities.
- d) The admission list shall not be published under any circumstances before the last date for receipt of filled in applications as specified in (c) above.
- e) For admission to all PG courses other than MBA and MCA, the qualifying examination marks in part III (Major, Allied/ Ancillary) alone shall be taken into consideration.
- f) For MBA/MCA admission, AICTE / Anna University norms will have to be followed subject to modification
- g) For admission to MSW course any degree holder is eligible.

Sunit Paliwal

Principal Secretary to Government

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Section Officer

late applications may be considered to "I up the seats reserved for this communities

Fresh applications may be entertained only when no application is pending either received in time or late - with the college for admission.

- 34 The Principals of Government Colleges are instructed to send their request for increase in seats, if required to the Universities concerned through the Dust in of Collegiate Education and the Principals of other colleges through the management of the college. THE GUIDELINES FOR ADMISSION ISSUED BY GOVERNMENT WILL ALSO APPLY FOR THE ADDITIONAL INCREASED SEATS IN ALL COLLEGES.
- 35. Procedure for admission to PG courses:
- a) Cost of application form for PG course is fixed at Rs. 501- (Reports Fitty Fight sale) is Rs.2/-(Rupees Two only) for Registration fee. For SC/51 candidates, applicable form is to be issued free of cost on the production of the placescopy of continuous.
- b) For admission to Post Graduate courses (PG) a candidate must have passed the 3 years degree courses (under the 10+2+3 pattern) recognized by the University 45 equivalent thereto.
- c) In the case of admission to PG course in all Categor including Autonomous, Aided and Solf Finance Colleges, the last date for reliept of filled in application shall be 15 working days from the date of publication of the UG results of the respective Universities.
- d) The admission list shall not be published under any occumetances before the last date for receipt of filled in applications as spaceful in (a) above
- e) For admission to all PG courses other than MBA and MCA, the qualifying examine is a marks in part III (Major, Allied/ Annillary) alline shall be taken into consideration.
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PRINCIPAL
VIRUDHUNAGAR HINDU NADARS'
SENTHIKUWARA NADAR COLLEGE
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