



**M. O. P. VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)**  
Chennai - 600 034, India.

## **2.1.2 – Communication from the Government prescribing Reservation Norms (2016-17 to 2020-21)**



### Abstract

Collegiate Education – Guidelines for Admission of students to UG/PG Courses in Government / Government Aided / University Constituent/Self-financing Colleges of Arts and Science for the Academic year 2020-21 – Orders - Issued.

### Higher Education (G1) Department

G.O.(1D)No.110

Dated : 18.07.2020,

சார்வரி வருடம், ஆடி -03

திருவள்ளூர் ஆண்டு, 2051.

Read:-

1. G.O. (1D) No.89, Higher Education (G1) Department, dated 15.04.2019.
2. G.O. (Ms) No.77, Higher Education (G1) Department, dated 18.07.2020.
3. From the Director Collegiate Education Letter No.5738/M1/2020, dated 16.04.2020 and 18.07.2020.

### 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 2019-20 were issued.

2. In the Government order second read above, orders have been issued to introduce online registration of application for Tamil Nadu Government Arts and Science Colleges Admission (TNGASA) from the academic year 2020-21.

3. In the letter third read above, the Director of Collegiate Education has stated that a Committee headed by the Director of Collegiate Education comprising of Joint Director (Finance), Joint Director (Planning & Development), Assistant Director (self-financing colleges), Directorate of Collegiate Education and Principals of various colleges was constituted for framing of guidelines for admission of students to UG/PG Courses in Government / Aided / University Constituent / Self Financing colleges of Arts and Science in Tamil Nadu. The Committee has recommended to make certain changes to guidelines issued for admission of students to UG/PG Courses in Government/ Aided/Unaided colleges of Arts and Science in Tamil Nadu for the Academic year 2019-20 and requested the Government to issue necessary orders on the guidelines for admission of students to UG/PG Courses in Government /Government Aided / University Constituent / Self-Financing Colleges of Arts and Science in Tamil Nadu for the Academic year 2020-21.

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4. The Government after careful examination approve the guidelines for admission of students to UG/PG courses in Government / Aided/ University Constituent / Self-Financing colleges of Arts and Science in Tamil Nadu for the academic year 2020-21 annexed with this order and direct that the said guidelines be followed strictly.

(By Order of the Governor)

Apoorva,  
Principal Secretary to Government.

To

The Director of Collegiate Education (FAC), Chennai-6.

All Regional Joint Directors of Collegiate Education.

(through Director of Collegiate Education (FAC))

Copy to:-

All Sections in Higher Education Department, Chennai-9.

The Special Personal Assistant to Hon'ble Minister (Higher Education),  
Chennai-9.

The Personal Assistant to Principal Secretary to Government,  
Higher Education Department, Chennai-9.

Sf/Sc.

//Forwarded by Order//

*H. Sankar*  
Section Officer.

*MSI*  
Principal  
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## ANNEXURE

### PROCEDURE FOR ADMISSION TO UG/PG COURSES IN ARTS AND SCIENCE COLLEGES 2020-21

1. The procedure given in this communication is applicable to all the Government/Government Aided/ University Constituent / Self Financing colleges of Arts and Science in Tamil Nadu. These are to be observed both in letter and spirit. Where otherwise stated these procedure for admission to UG/PG courses are common for both.
  2. Transparent exhibition of the fee structure for various courses should be given in the prospectus and to be uploaded in [www.tngasa.org](http://www.tngasa.org).
  3. The Principal of the college and the admission committee will be responsible for any violations in this regard.
  4. Admission committee is to be broadened to include senior teaching faculty, number to be specified as either 3 or 4.
  5. Implementation of Rules of Reservation should be followed strictly to each course separately.
  6. Admissions for aided courses are to be conducted before admissions for each self financing courses.
  7. a) The choices of colleges and courses, should be opted by the candidates at the time of registration.  
b) Filled in application should contain atleast one contact number.
  8. Documents to be scanned and uploaded as per instructions in the webportal:
    - a) Qualifying Examination Mark Sheet / Provisional Marksheet.
    - b) Community Certificate (wherever applicable)
    - c) Certificate of proof when admission is sought under Differently Abled/ Sports Quota/ NCC/Ex-Servicemen etc.
    - d) Transfer Certificate
    - e) **Eligibility certificate** for students from other States/ Boards / 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.
- 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 admission, the admission shall be cancelled.
9. The online application fee is Rs.48/- and registration fee is Rs.2/- for each college. There is no application fee for SC/ST Candidates.
  10. Last date for online registration by the candidates shall be **31.07.2020**. Date of commencement of uploading of scanned documents is **25.07.2020**. Last date for uploading of relevant scanned copies of documents shall be **05.08.2020**.

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**11. Age limit :**

The upper age limit for admission to UG courses will be 21 (twenty one) years as on 1<sup>st</sup> July 2020. However, a relaxation of 5 years is permitted for differently abled as per G.O.(Ms) No. 239, S.W. dated 03-9-1993. SC/SCA/ST/BC/BCM/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. Admission Committee for UG and PG courses:**

The Admission Committee is common for both UG and PG courses and it should include the following members apart from Principal.

- (i) Two Senior most staff members.
- (ii) A Senior most co-opted staff member belonging to SC/ST, one for UG and one for PG.

**13. Documents to be maintained**


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

- a) List of Applicants registered within the last date prescribed
- b) Rank list should be signed by the members of the Selection Committee.
- c) Rank list have to be displayed in the College Website.
- d) Minutes of Selection Committee meeting.
- e) Admission Register
- f) Communication with the University/ Director of Collegiate Education related to admission
- g) Copies of all letters to the University/ Director of Collegiate Education making requisition for increase in seats and letters from the University permitting increase.
- h) The colleges shall maintain registers regarding the applications received from SC/SCA/ST/MBC/DNC/BC/BCM 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)
- 2) 26.5% for Backward Classes (BC) other than BC Muslims and 3.5% for Backward Classes Muslims.
- 3) 20% for Most Backward classes (MBC) and Denotified Communities (DNC)
- 4) 15% for Scheduled Castes (SC) and 3 % for SCA.
- 5) 1% for Scheduled Tribes (ST).

  
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**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.
- c) 90% of seats in the cases of Aided Non minority colleges.
- d) 50% of seats in the Self-financing courses offered by the Aided Colleges.
- e) 50% of seats in the cases of Self-financing 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. Tamil Nadu native candidates alone will be considered for communal reservation. Other State candidates will be considered under "Open Competition".

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

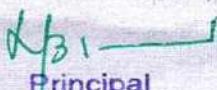
- a) If the college was started originally as a Co-educational institution, any number of women students may be admitted to each course on the basis of the common rank list prepared for both men, women and transgender applicants.
- b) If the college was started originally as a Men's college and permission was granted as per (1) GO.Rt.No.657, Education dated 16-5-90 and (2) G.O.(Rt) No.904, Education, dated 29-9-1992 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/G1/98-5, dated: 05-12-2000.

**16. 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 400 marks comprising a subject-component of 400 and admission to Government /Aided / University Constituent /Self Financing Colleges order of merit / rank list against the priority of choices recorded by applicants. No in person counseling is allowed in view of SOP of COVID 19.

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17. (a) Rank list should be prepared based on the marks obtained by the students in the subject component out of total 400 marks under Part III in Higher Secondary examination during 2019-20. Eligibility of students for admission to UG Courses in the colleges shall be as per the eligibility norms and guidelines of 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 subjects in the Higher Secondary (+2) shall be made as per the existing norms. For the students passed Higher Secondary (+2) prior to 2018-19 the marks can be converted to current stream. i.e to 400, instead of 800.

(b) If more than one allied is offered for a particular major subject, 50% of the seats shall be given to each allied.

SOME ILLUSTRATIONS ARE GIVEN BELOW			
Group-I தொகுப்பு - I			கட்டாயம் படித்திருக்க வேண்டிய பாடங்கள்
1	கணிதம் Mathematics	(கணிதம், இயற்பியல், வேதியியல் பயின்ற மாணவர்களுக்கு மட்டும்) Ranking based on marks in Part III out of 400	அவசியம் கணிதம் பயின்றிருக்க வேண்டும். Should have studied Mathematics.
2	இயற்பியல் Physics	பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
3	புள்ளியியல் Statistics	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
Group-II தொகுப்பு - II			
4	தாவரவியல் Botany, Plant Biology & Plant Biotechnology	(தாவரவியல், விலங்கியல், உயிரியல், வேதியியல் பயின்ற மாணவர்களுக்காக) Ranking based on marks in Part III out of 400	வேதியியல் கட்டாயம் பயின்றிருக்க வேண்டும் Should have studied Chemistry
5	விலங்கியல் Zoology, Advanced Zoology & Biotechnology	பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
6	உயிர் வேதியியல் Bio Chemistry		

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Common to Group I and Group II			
7	வேதியியல் Chemistry	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Chemistry & Mathematics வேதியியல், கணிதம் கட்டாயம் படித்திருக்க வேண்டும். (or) Should have studied Chemistry & Biological Sciences வேதியியல், உயிரியல் கட்டாயம் படித்திருக்க வேண்டும்.
Group-III தொகுப்பு-III			
8	Electronic Science BES	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Physics & Mathematics இயற்பியல், கணிதம் கட்டாயம் படித்திருக்க வேண்டும்.
Group-IV தொகுப்பு-IV			
9	புவியமைப்பியல் Geology	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Physics & Chemistry இயற்பியல், வேதியியல் கட்டாயம் படித்திருக்க வேண்டும்.
10	Geography	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Preference should be given to concerned subject studied
11	A) Computer Science B) Computer Application	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	2/3 of seats reserved for students who have studied Computer science as a subject in plus two and 1/3 of seats are for students who have not studied computer science in plus two Should have studied Mathematics.

  
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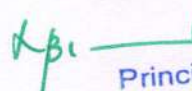


12	Home Science Nutrition & Dietetics	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	80% for students who have studied Chemistry with Biology or Home Science. 20% for vocational stream students who have studied Biology or Home Science
13	Microbiology	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	For general stream only. 80% for students who have studied (Botany and Zoology) or Microbiology subjects. 20% reserved for Biology students for general stream only.
14	B.A. Other than language	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	a) Preference should be given to concerned subject studied. b) 20% reserved for vocational stream.
15	B.Com General & B.Com Corporate Secretaryship	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Commerce and Accountancy in HSC. 20% reserved for vocational stream
16	BBM / BBA	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Commerce and Accountancy in HSC. 20% reserved for vocational stream
17	For UG courses other than above mentioned courses.	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have passed any group in HSC. As per the norms of concerned Universities.

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:

- The candidates who have passed the examination in the first attempt.
- If both the candidates have passed in the first attempt ranking should be done by the registration number.

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19. 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.

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.

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. For Government/Aided/Self-Financing Colleges, intimations of provisional selection should be sent to the candidates through electronic media by mail/SMS. The provisional selection list in respect of Govt. Colleges should be displayed in the web portal [www.tngasa.org](http://www.tngasa.org) and in respect of Govt. Aided/Self Financing Colleges, the provisional selection list is to be displayed in the respective college websites.

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, if seats in one medium are filled up, candidates may be considered for the other medium provided all the candidates who have applied for the particular medium have been considered for admission.

**24. For Supplementary candidates**

With regard to supplementary candidates, eligible for admission, separate notification will be put up in the web portal [www.tngasa.in](http://www.tngasa.in) / [www.tndceonline.org](http://www.tndceonline.org).

**25. 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 / BCM/MBC/ DNC /SC/SCAST Quota. The procedure implies that BC/BCM/MBC/DNC/SC/SCAST 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.

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

**26. Procedure for selection/admission under reserved quota for SC/SCA/ST/MBC/DNC/BC/BCM:**

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

**27. Procedure for Differently Abled quota:**

- a) Out of the quota of 19% (15% SC, 3% SCA and 1% ST) reserved for SC/SCA/ST, 5 out of every 100 seats shall be reserved for Differently Abled persons belonging to SC/SCA and ST.
- b) Out of the quota for 50% (26.5% BC, 3.5% for BCM 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, BCM, 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 genera'.

**28. 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.  
2) 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.

**29. 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.

  
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- 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).
30. The Selection list shall clearly reveal particulars of candidates selected under each category-OC/BC/BCM/MBC/DNC/SC/SCA/ST/ Differently abled/ Sports Quota / Ex- servicemen, NCC/etc.
31. **Every selection list must contain the following details:**
- Number of seats sanctioned for the course
  - Number of seats already filled up
  - Number of students selected in the list with rank marks
  - Number of seats still vacant
  - Particulars of candidates selected under each category - OC/BC/BCM/MBC/ DNC/SC/SCA/ST/ Differently Abled / Ex-servicemen / Sports Quota / NCC etc.
32. If there are any vacancies in any quota, after the First phase of admission, further Second, Third, Fourth etc., phases 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/BCM/MBC/DNC/SC/SCA/ST quota should be filled with BC/BCM/MBC/DNC/SC/SCA/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, provided the eligibility norm is satisfied.
33. 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.
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.

...10

  
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**35. Procedure for admission to PG courses:**

- a) Application Fee for PG course is fixed at Rs. 58/- (Rupees Fifty Eight only) + Rs.2/- (Rupees Two only) for Registration fee. For SC/ST candidates, there is no Application fee.
- 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 Financing Colleges, the date of registration for admission will be notified separately.
- d) For admission to all PG courses other than MBA and MCA, the qualifying examination marks will be intimated separately.
- e) For MBA/MCA admission, AICTE / Anna University norms will have to be followed. subject to modification.
- f) For admission to MSW course any degree holder is eligible.

Apoorva,  
Principal Secretary to Government.

//True Copy//

*M. S. S. S.*  
Section Officer.

*M. S. S. S.*  
Principal  
M.O.P. Vaishnav College for Women  
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## DEPARTMENT OF COLLEGIATE EDUCATION

From

Dr. Mrs. Ira. Sarumathy, M.Sc., B.Ed., M.Phil., Ph.D.,  
Director of Collegiate Education,  
Directorate of Collegiate Education,  
Chennai - 600 006.

To

All Regional Joint Directors of Collegiate Education.

Current Letter Number: 6375 / MI / 2019

Date: 16.04.2019

Sir/Madam,

Sub - Directorate of Collegiate Education - Academic Year 2019-20 -  
Student Admission Guidelines for Arts and Science Colleges -  
Sending - Reg.

Ref - Government Order 1(D) No.89, Department of Higher Education (G1)  
Date: 15.04.2019.

With Reference to the Government Order, The government has issued guidelines for the admission of students for the year 2019-20 to the Government, Government Aided Colleges, University Constituent Colleges and Self-Financing Arts and Science Colleges. This order is sent to the e-mail addresses of all Government, Government Aided Colleges, University Constituent Colleges and Self-Financing Arts and Science Colleges.

I urge all principals to strictly adhere to the student admission guidelines. I further request that the name list of Admission Committee Members to be sent to this website without fail and that the receipt of this letter to be sent to this website immediately.

Director of Collegiate Education

Annexure: Above

Copy to:

All Principals of Government Arts & Science Colleges.

I hereby certify that I translated this document from Tamil to English and that, to the best of my ability, it is an accurate and correct translation.

  
(DR. R. RAJESWARI)

  
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20 R

/மிக மிக அவசரம்/

கல்லூரிக் கல்வித் துறை

அனுப்புநர்

பெறுநர்

முனைவர் (திருமதி) இரா. சாரமதி,  
எம்.எஸ்ஸி., பி.எட்., எம்.பில்., பி.எச்.டி.,  
கல்லூரிக் கல்வி இயக்குநர்,  
கல்லூரிக் கல்வி இயக்ககம்,  
சென்னை - 600 006.

அனைத்து மண்டல கல்லூரிக் கல்வி  
இணை இயக்குநர்கள்.

ந.க.எண்: 6375/எம்1/2019 நாள்: 16.04.2019

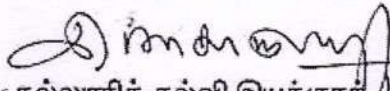
அய்யா/ அம்மையர்,

பொருள்- கல்லூரிக் கல்வித் துறை - 2019-20ஆம் கல்வியாண்டு - கலை மற்றும் அறிவியல் கல்லூரிகளுக்கான மாணவர் சேர்க்கை வழிகாட்டி நெறிமுறைகள் - அனுப்புதல் - தொடர்பாக.

பார்வை- அரசாணை 1 (டி) எண்.89, உயர்கல்வி (ஜி1) துறை நாள்:15.04.2019.

பார்வையில் காணும் அரசாணையில் அரசு, அரசு உதவி பெறும் கல்லூரிகள், பல்கலைக் கழக உறுப்பு கல்லூரிகள் மற்றும் சுயநிதி கலை மற்றும் அறிவியல் கல்லூரிகள் மேற்கொள்ள வேண்டிய 2019-20ஆம் ஆண்டிற்கான மாணவர் சேர்க்கை வழிகாட்டி நெறிமுறைகள் வெளியிடப்பட்டுள்ளன. இந்த அரசாணை அனைத்து அரசு, அரசு உதவி பெறும், பல்கலைக் கழக உறுப்பு கல்லூரிகள் மற்றும் சுயநிதி கலை மற்றும் அறிவியல் கல்லூரிகளின் மின்னஞ்சல் முகவரிக்கு அனுப்பப்படுகிறது.

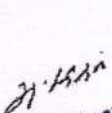
அனைத்து முதல்வர்களும் மாணவர் சேர்க்கை வழிகாட்டி நெறிமுறைகளை தவறாது கடைபிடிக்க வேண்டும் என கேட்டுக் கொள்கிறேன். மேலும் மாணவர் சேர்க்கை குழு உறுப்பினர்களின் பெயர் பட்டியலை தவறாது இவ்வலுவலகத்திற்கு அனுப்ப வேண்டும் எனவும், இக்கடிதம் பெற்றமைக்கான பெறல் ஏற்பிணையும் உடனடியாக இவ்வலுவலகத்திற்கு அனுப்புமாறு கேட்டுக் கொள்கிறேன்.

  
கல்லூரிக் கல்வி இயக்குநர் 16/04/19

இணைப்பு: மேற்படி

நகல்:

அனைத்து அரசு கலை மற்றும் அறிவியல் கல்லூரி முதல்வர்கள்

  
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### Abstract

Collegiate Education – Guidelines for Admission of students to UG/PG Courses in Government / Government Aided / University Constituent/Self-financing colleges of Arts and Science for the Academic year 2019-20 – Orders - Issued.

### Higher Education (G1) Department

G.O.(1D)No.89

Dated : 15.04.2019,

விகாரி, சித்திரை-2,

திருவள்ளூர் ஆண்டு, 2050.

Read:-

1. G.O. (Ms) No.133, Higher Education (G1) Department, dated 25.04.2018.
2. From the Director Collegiate Education Letter No.6375/M1/2019, dated 02.04.2019.

### 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 2018-19 were issued.

2. 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 (Finance), Joint Director (Planning & Development), Assistant Director (self-financing colleges), Directorate of Collegiate Education and Principals of various colleges was constituted for framing of guidelines for admission of students to UG/PG Courses in Government / Aided / University Constituent / Self Financing colleges of Arts and Science in Tamil Nadu. The Committee has recommended to make certain changes to guidelines issued for admission of students to UG/PG Courses in Government/ Aided/Unaided colleges of Arts and Science in Tamil Nadu for the Academic year 2018-19 and requested the Government to issue necessary orders on the guidelines for admission of students to UG/PG Courses in Government /Government Aided / University Constituent / Self Financing colleges of Arts and Science in Tamil Nadu for the Academic year 2019-20.

  
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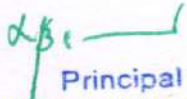


**ANNEXURE**

**PROCEDURE FOR ADMISSION TO UG/PG COURSES IN  
ARTS AND SCIENCE COLLEGES 2019-20**

1. The procedure given in this communication is applicable to all the Government/Government Aided/ University Constituent / Self Financing colleges of Arts and Science in Tamil Nadu. These are to be observed both in letter and spirit. Where otherwise stated these procedure for admission to UG/PG courses are common for both.
2. Transparent exhibition of the fee structure for various courses should be given in the prospectus.
3. The Principal of the college and the admission committee will be responsible for any violations in this regard.
4. Admission committee is to be broadened to include senior teaching faculty, number to be specified as either 3 or 4.
5. Implementation of Rules of Reservation should be followed strictly to each course separately.
6. Admissions for aided courses are to be conducted before admissions for each self financing courses.
7. a) Only one application form need to be issued with option to various courses should be followed very strictly.  
b) Filled in application should contain atleast 2 contact numbers.
8. **Enclosures:**  
Photocopies of the following should be enclosed with the filled in application:
  - 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 Differently Abled/ Sports Quota/ NCC/Ex-Servicemen etc.
  - d) Transfer Certificate
  - e) **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.

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 Counselling for admission, the admission shall be cancelled.

  
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**9. 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 five 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).

**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 15<sup>th</sup> day of the publications of plus two results in the 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/DNC/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 1<sup>st</sup> July 2019. 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. Admission Committee for UG and PG courses:**

The Admission Committee is common for both UG and PG courses and it should include the following members apart from Principal.

- (i) Two Senior most staff members.
- (ii) A Senior most co-opted staff member belonging to SC/ST.

*AB* Principal  
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### 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.
- f) Copies of Rank lists displayed.
- g) Minutes of Selection Committee meeting.
- h) Admission Register
- i) Communication with the University/the Director of Collegiate Education related to admission
- j) 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 :

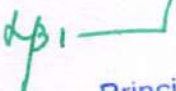
The admission shall be made purely on the basis of Merit subject to the rule of reservation of the Government of Tamil Nadu.

- 1) 31% for Open Competition (OC)
- 2) 26.5% for Backward Classes (BC) other than BC Muslims and 3.5% for Backward Classes Muslims.
- 3) 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.
- c) 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. Tamil Nadu native candidates alone will be considered for communal reservation. Other State candidates will be considered under "Open Competition".

  
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**15. 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.

**16. 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 400 marks comprising a subject-component of 400 and admission to Government /Aided / University Constituent /Self Financing Colleges should be through counselling.

17. (a) Rank list should be prepared based on the marks obtained by the students in the subject component out of total 400 marks under Part III in Higher Secondary examination during 2018-19. 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 subjects in the Higher Secondary (+2) shall be made as per the existing norms. For the students passed Higher Secondary (+2) prior to 2018-19 the marks can be converted to current stream. i.e to 400, instead of 800.
- (b) If more than one allied is offered for a particular major subject, 50% of the seats shall be given to each allied.

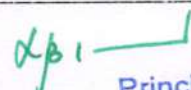
  
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SOME ILLUSTRATIONS ARE GIVEN BELOW			
Group-I தொகுப்பு - I			கட்டாயம் படித்திருக்க வேண்டிய பாடங்கள்
1	கணிதம் Mathematics	(கணிதம், இயற்பியல், வேதியியல் பயின்ற மாணவர்களுக்கு மட்டும்)	அவசியம் கணிதம் பயின்றிருக்க வேண்டும். Should have studied Maths  Preference should be given to concerned subject studied.
2	இயற்பியல் Physics	Ranking based on marks in Part III out of 400	
3	வேதியியல் Chemistry	பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
4	புள்ளியியல் Statistics		
Group-II தொகுப்பு - II			
5	வேதியியல் Chemistry	(தாவரவியல், விலங்கியல், உயிரியியல், வேதியியல் பயின்ற மாணவர்களுக்காக)	வேதியியல் கட்டாயம் பயின்றிருக்க வேண்டும்
6	தாவரவியல் Botany	Ranking based on marks in Part III out of 400	
7	விலங்கியல் Zoology	பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
8	உயிர் வேதியியல் Bio Chemistry		
Group-III தொகுப்பு-III			
9	Electronic BES	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Physics & Maths இயற்பியல், கணிதம் கட்டாயம் படித்திருக்க வேண்டும்.
Group-IV தொகுப்பு-IV			
10	புவியமைப்பியல் Geology	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Physics & Chemistry இயற்பியல், வேதியியல் கட்டாயம் படித்திருக்க வேண்டும்.

*(Signature)*

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11	Geography	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Preference should be given to concerned subject studied
12	A) Computer Science B) Computer Application	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	2/3 of seats reserved for students who have studied Computer science as a subject in plus two and 1/3 of seats are for students who have not studied computer science in plus two and should have studied Mathematics.
13	Home Science Nutrition & dietetics	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	20% for vocational stream students who should have studied Biology and Chemistry
14	Microbiology	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	80% for students who have studied Botany and Zoology subjects 20% reserved for Biology students
15	B.A. Other than language	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	a) Preference should be given to concerned subject studied b) 20% reserved for vocational stream
16	B.Com, general & Corporate Secretaryship	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	should have studied Commerce and Accountancy in HSC 20% reserved for vocational stream
17	BBM/BBA	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	should have studied Commerce and Accountancy in HSC 20% reserved for vocational stream

  
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18	For UG courses other than above mentioned courses.	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have passed any group in HSC.
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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:

- The candidates who have passed the examination in the first attempt.
- If both the candidates have passed in the first attempt ranking should be done by the registration number.

19. 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.

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 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 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

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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. For Supplementary candidates**

The supplementary candidates are eligible for admission if vacancies exist or arise. Admissions should be done as per the norms without waiting for the results of the supplementary candidates.

**25. 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.

**26. 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.

**27. 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.

**28. 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

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Ex-servicemen of Tamil Nadu origin if the college has two or less P.G. courses.

2) 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.

**29. 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).

30. 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.

**31. 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.,

32. 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.

33. 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.

34. 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

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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 either received in time or late - with the college for admission.

35. 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.

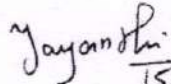

**36. Procedure for admission to PG courses:**

- 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.

Mangat Ram Sharma  
Principal Secretary to Government.

\\True Copy\\

  
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15/4/19  
Section Officer.  
  
15/4/19

From

Dr. (Tmt). A.Vennila, M.A., M.Phil, Ph.D,  
Joint Directorate of Collegiate Education,  
Chennai Region, Chennai - 600 015.

To

Principal / Secretary  
Govt / Govt aided and Self Financing Colleges

Current Letter No.2761/A3/2018

Date: 30.05.2018

Sir/Madam

Sub: Student Admission Guidelines for UG Arts & Science Colleges – Reg.  
Ref: University of Madras Registrar's Letter.

With Reference to the University of Madras Registrar's letter, admission should be completed before 16.07.18 (Saturday) by following attached guidelines. So, students admission should be over on the time.

The letter stated that, After completion of admission, details should be given in the format. When the above letter sent to University of Madras, copy should be send to this office without fail.

Annexure : Copy of the letter

Copy to : To

Director of Collegiate Education

Joint Directorate of Collegiate Education,  
Chennai Region, Chennai - 600 015.

I hereby certify that I translated this document from Tamil to English and that, to the best of my ability, it is an accurate and correct translation.

  
(DR. R. RAJESWARI)

  
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(Autonomous)  
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Chennai-600 034

கல்லூரிக் கல்வித் துறை



விடுநர்  
முனைவர் (திரும்பி) அ. வெண்ணிலா  
எம்.ஏ., எம்பி.எல்., பி.எச்.டி.,  
கல்லூரிக் கல்வி இணை இயக்குநர்,  
சென்னை மண்டலம், சென்னை - 600 015.

பெறுநர்  
முதல்வர்/செபலர்,  
அரசு/ அரசு உதவி பெறும் மற்றும்  
சுயநிதி கல்லூரிகள்,  
சென்னை மண்டலம்.

ந.க.எண் 2761/அ3/2018

நாள்.30.05.2018

அப்பா/அம்மையர்,

பொருள்- 2018-2019 ஆம் ஆண்டிற்கான இளங்கலை மற்றும் இளம் அறிவியல்  
மாணவர் சேர்க்கைக்கான வழிகாட்டு நெறிமுறைகள் - தொடர்பாக

பார்வை- சென்னை பல்கலைக்கழக பதிவாளர் கடிதம் A./GEN-CIR/ADM\_GUIDE/2018-  
2019/178 , நாள் 22.05.2018

பார்வையில் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் , அம்மாதத்துடன்  
இணைக்கப்பட்டுள்ள வழிகாட்டு நெறிமுறைகளை பின்பற்றி 16.07.18 - க்குள் ( சனிக்கிழமை )  
அனைத்து இளங்கலை மற்றும் இளம் அறிவியல் பாடப் பிரிவுகளில் மாணவர் சேர்க்கை முடிக்கப்பட  
வேண்டும் என்பதாக தெரிவிக்கப்பட்டுள்ளது. எனவே மேற்கண்டவாறு மாணவர் சேர்க்கைபிணை உரிய  
காலத்திற்குள் நிறைவு செய்யுமாறு கேட்டுக் கொள்ளப்படுகிறது .

அக்கடிதத்தில் மாணவர் சேர்க்கை நிறைவு பெற்றுவுடன் அதன் விவரத்தினை உரிய  
அட்டவணையில் அனுப்பி வைக்குமாறு தெரிவிக்கப்பட்டுள்ளது. மேற்கண்ட விவரத்தினை சென்னைப்  
பல்கலைக்கழகத்திற்கு அனுப்பி வைக்கும் போது அதன் நகலினை தயாராக இவ்வலுவலகத்திற்கு  
அனுப்பி வைக்குமாறு கேட்டுக் கொள்ளப்படுகிறது.

இணைப்பு: 49 த நகல்

நகல்: கல்லூரிக் கல்வி இயக்குநர் அவர்களுக்குப்  
பணிநேரடிப்பலாகிறது.

அ. வெண்ணிலா  
30.5.18  
கல்லூரிக் கல்வி இணை இயக்குநர்  
சென்னை மண்டலம், சென்னை-15

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Ri

Phone: 2530 9554

Fax: 91-044-25360749



# UNIVERSITY OF MADRAS

(Established Under the Act of Incorporation XXVII of 1857 - Madras University

Act 1923) (State University)

Centenary Building, Chippak, Chennai 600 005.

25 MAY 2018

No. A1/GEN-UR/ADM\_GUIDE/2018-2019/ 178

Dated: 22 MAY 2018

From  
The Registrar  
University of Madras,

To  
The Principals / Managements of all  
Affiliated Colleges (Arts and Science Colleges)

Sir/Madam,

**Sub: Guidelines for admission of students to the various UG/PG courses for the academic year 2018-2019 - Regarding**


\*\*\*\*\*

I am, by direction, to inform you that the admission to all Under-Graduate courses should be completed by 14<sup>th</sup> July 2018 (Saturday) for which your kind co-operation is requested. You should submit a statement showing the number of candidates admitted according to the reservation rules immediately soon after the admissions are over. The Colleges are also advised to follow the guidelines as given in ANNEXURE-I.

All the fees due to the University collected from the students shall be remitted to the University with break up details immediately soon after the admissions are over.

Your kind co-operation is very much appreciated; any lapse in this regard will be viewed seriously.

Yours faithfully,

  
REGISTRAR

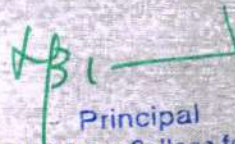
Encl: as above (ANNEXURE-I)

Copy communicated to:

1. The Secretary to Government, Higher Education Department, Government of Tamilnadu, Fort St. George, Chennai-600 009.
2. The Director of Collegiate Education, College Road, Chennai-600 006.
3. The Joint Director of Collegiate Education, Chennai Region, No.807, Anna Salai, Chennai- 600 002.
4. The Director of Rehabilitation, Chippak, Chennai -600 005.
5. The Dean i/c, College Development Council, University of Madras.
6. The Controller of Examinations, University of Madras.
7. The Additional Controller of Examination, University of Madras
8. The Assistant Registrar, Academic, University of Madras.

  
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9. The Senior P.A. to the Vice-Chancellor, University of Madras.
10. The Senior P.A. to the Registrar, University of Madras.
11. The Senior P.A. to the Controller of Examination, University of Madras.
12. The Public Relations Officer, University of Madras.
13. The Secretary, University Students Advisory Bureau, University of Madras.
14. The Section Officer, C & R III Section, University of Madras.
15. The Section Officer, V-1/A-II Section, University of Madras.
16. The Section Officer, Enquiry Section, University of Madras.
17. The Section Officer, ERC Section.



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## ANNEXURE-I

### GUIDELINES FOR ADMISSION OF STUDENTS TO UG/PG COURSES

#### COLLEGE PROSPECTUS WITH FEES DETAILS:

- As per the UGC Grievance Redressal Guideline 2012, you are requested to provide all information about various fees to be paid by the students in the prospectus and in the case of on-line admission, the prospectus must be uploaded in the website.

#### ELIGIBILITY CERTIFICATE FOR ADMISSION:

- Eligibility certificate for admission to various courses of studies in this University be not insisted upon in the case of candidates who have passed the Higher Secondary Examination of Government of Tamil Nadu.
- Regular / Private Study [Recognition fee of Rs. 100/- each], All India Senior School Certificate Examination/Delhi Senior School Certificate Examinations of C.B.S.E. New Delhi/Indian School Certificate Examinations of Council for the Indian School Certificate Examination, New Delhi [Recognition fee of Rs.200/-each] provided they have passed the Examination with a minimum of five subjects of which the subject 'ENGLISH' shall be compulsory.
- Principals of colleges should scrutinize the Certificates of these Candidates before admission and collect a sum of Rs.100/-, Rs.200/- (Recognition Fee) and remit the same to the University along with the list of candidates in the prescribed format soon after the admissions are over. **Eligibility Certificate will, however, be required in respect of the other State School Board Examinations, both Indian and Foreign.**

#### VERIFICATION OF CERTIFICATES:

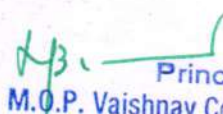
- It is also mandatory on the part of the college administration to be more vigilant during admission and the Principal should make necessary arrangements to verify all the Certificates before admitting them to any course of study and a record of the name and signature of the person who verified the certificates should be maintained.

#### NO EXCESS ADMISSION :

- The total number of candidates admitted to any branch or study should not exceed the Number of students strength sanctioned by the University for any branch.
- The Principals of colleges are also instructed that under no circumstances, they should make excess admission over and above the sanctioned strength without obtaining prior permission from the University. Any deviation in this regard will be viewed very seriously as per the Affiliation conditions.

#### GUIDELINES FOR ADMISSION OF GOVERNMENT OF TAMILNADU

- The College must follow the guidelines whichever is applicable to the college issued by Collegiate Education, Government of TamilNadu.

  
Principal  
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Chennai-500 034

From

Dr. J. Manjula, M.Sc. , B.Ed, M.Phil, Ph.D.,  
Director of Collegiate Education,  
Directorate of Collegiate Education,  
Chennai - 600 006.

To

1. All Regional Joint Directors of Collegiate Education
2. All Government Arts College Principals

Current Letter No. 5150/M1/2017

Date: 11.05.2017

Sir/Madam

Sub: Department of Collegiate Education --Academic Year 2017 -18 - Student Admission  
Guidelines for Arts and Science Colleges - reg.

I hereby certify that I translated this document from Tamil to English and that, to the best of my ability, it is an accurate and correct translation.



Principal

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Chennai-600 034

  
(DR. R. RAJESWARI)



கல்லூரிக் கல்வித் துறை



அனுப்புநர்

பெறுநர்

முனைவர். ஜெ. மஞ்சளா,  
எம்.எஸ்.எல்.சி., பி.எட்., எம்.பில்., பி.எச்.டி.,  
கல்லூரிக் கல்வி இயக்குநர்,  
கல்லூரிக் கல்வி இயக்ககம்,  
சென்னை - 600 006.

1. அனைத்து மண்டல கல்லூரிக் கல்வி இணை இயக்குநர்கள்.
2. அனைத்து அரசு கலை மற்றும் அறிவியல் கல்லூரி முதல்வர்கள்

ந.க.எண்: 5150/எம்1/2017 நாள்: 11.05.2017

அய்யா/அம்மையர்,

பொருள்- கல்லூரிக் கல்வித் துறை - 2017-18ஆம் கல்வியாண்டு - கலை மற்றும் அறிவியல் கல்லூரிகளுக்கான மாணவர் சேர்க்கை வழிகாட்டி நெறிமுறைகள் - அனுப்புதல் - தொடர்பாக.



**Abstract**

Collegiate Education - Guidelines for Admission of Students to UG/PG Courses in Government /Aided / Unaided Arts and Science Colleges for the Academic year 2017-18 - Approved - Orders - Issued.

Higher Education (G1) Department

G.O.(D) No.157

Dated: 11.05.2017  
ஹேலிஎம்பி, சித்திரை-28  
திருவள்ளூர் ஆண்டு 2048

Read:-

1. G.O. (Ms) No.175, Higher Education Department, dated 18.05.2016.
2. From the Director of Collegiate Education Letter No.5150/M1/2017, dated 07.03.2017, 21.03.2017 and 25.04.2017.

**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 Academic year 2016-17 were issued.

2. 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 2016-17 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 Science Colleges for the Academic year 2017-18.

3. The Government after careful examination...

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Principal

ANNEXUREPROCEDURE FOR ADMISSION TO UG/PG COURSES IN  
ARTS AND SCIENCE COLLEGES 2017-18

1. 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.
2. Transparent exhibition of the Fee Structure for various courses in the Prospectus.
3. 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.
5. To implement the Rules of Reservation Strictly.
6. Admissions for Aided courses are to be conducted before admissions for self financing courses are conducted.
7. 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
  - 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
  - e) Eligibility certificate for students from other States / Universities.
  - f) As per Government letter No. 4527/G-1/2003, 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.

*MB*

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It is found from experience that many students commit mistakes in giving the correct details or leave some columns blank. Such omissions and commissions adversely affect 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.

9. 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.

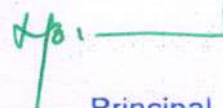
Application forms for admission may be issued before 5 days from the date of publication/Internet-website of results of Higher Secondary Examination of Tamil Nadu (hereafter referred to as the Plus Two Examination). The last date for the issue of Application Forms may be fixed at the discretion of the 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 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.

Filled in Application should reach the college within 10 days from the plus two results published in the internet. Colleges should prepare the Rank list for Admission, from the 11<sup>th</sup> day onwards and it should be pasted on the Notice Board on or before 14<sup>th</sup> day itself (result published). Counselling should be conducted between 15<sup>th</sup> and 20<sup>th</sup> days of the publications of plus two results in Internet (within 5 days only).

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.



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11. The upper age limit for admission to UG courses will be 21 (twenty one) years as on 1<sup>st</sup> July 2017. 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.
- f) Copies of Rank lists displayed.
- g) Minutes of Selection Committee meetings.
- h) Admission Register
- i) Communication with the University/the Director of Collegiate Education related to admission

  
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- j) 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)
- 2) 30% for Backward Classes (BC) within this 3.5% is earmarked for Muslims.
- 3) 20% for Most Backward classes (MBC) and Denotified Communities (DNC)
- 4) In the 18% for Scheduled Castes (SC), 3 % of seats offered to Arunthathiyars (within the seats reserved for SC)
- 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.
- c) 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.

  
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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

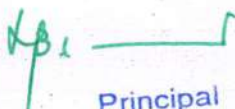
**15. Admission of Women students in Co-educational and Men's Colleges:**

- 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) G.O.Rt.No.657, Education, dated 16-5-90 and (2) G.O.Rt.No.904, Education, dated 29-9-92 to admit women students upto 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.

**16. 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 counselling.

  
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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. 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.

SOME ILLUSTRATIONS ARE GIVEN BELOW			
Group-I தொகுப்பு - I		கட்டாயம் படித்திருக்க வேண்டிய பாடங்கள்	
1	கணிதம் Mathematics	கணிதம், இயற்பியல், வேதியியல் பயின்ற மாணவர்களுக்கு மட்டும் Ranking based on marks in Part III of 800	அவசியம் கணிதம் பயின்றிருக்க வேண்டும்.
2	புள்ளியியல் Statistics	பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
3	இயற்பியல் Physics		
4	வேதியியல் Chemistry		
Group-II தொகுப்பு - II			
5	வேதியியல் Chemistry	தாவரவியல், விலங்கியல், உயிரியியல், வேதியியல் பயின்ற மாணவர்களுக்காக Ranking based on marks in Part III out of 800	வேதியியல் கட்டாயம் பயின்றிருக்க வேண்டும்
6	தாவரவியல் Botany	பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
7	விலங்கியல் Zoology		
8	உயிர் வேதியியல் Bio Chemistry		

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Group-III தொகுப்பு-III			
9	Electronic BES	Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டால்	Should have studied Physics & Maths இயற்பியல், கணிதம் கட்டாயம் படித்திருக்க வேண்டும்.
Group-IV தொகுப்பு-IV			
10	புவியமைப்பியல் Geology	Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டால்	Should have studied Physics & Chemistry இயற்பியல், வேதியியல் கட்டாயம் படித்திருக்க வேண்டும்.
11	Geography	Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டால்	Preference should be given to concerned subject studied
12	A) Computer Science B) Computer Application	Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டால்	அரசியல் கணிதம் பயின்றிருக்க வேண்டும். 2/3 of seats are for students who have studied computer 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.
13	Home Science Nutrition & dietetics	Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டால்	25% for vocational stream students who should have studied Biology and Chemistry
14	Microbiology	Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டால்	80% for students who have studied Botany and Zoology subjects 20% reserved for Biology students
15	B.A. Other than language	Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டால்	a) Preference should be given to concerned subject studied b) 20% reserved for vocational stream
16	B.Com, General & Corporate Secretaryship	Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டால்	should have studied Commerce and Accountancy in HSC 20% reserved for vocational stream

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17	BBM/BBA	Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டால்	should have studied Commerce and Accountancy in HSC 20% reserved for vocational stream
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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:
- The candidates, who have passed the examination in the first attempt.
  - 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:
- 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.
  - 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 should be incorporated in the appropriate place in the rank list and they are eligible for admission if vacancies exist or arise. However, 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.

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22. The rank list for selection in Arts and Science Colleges in Government / Aided and Unaided colleges may be released within 10 days after the last date for receipt of applications. There shall not be any awarding of marks in the interview for admission, unless otherwise specifically stated in these guidelines elsewhere.

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.

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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.

25. 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, 3 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, 3 out of every 100 vacancies/seats shall be reserved for Differently Abled persons belonging to BC, MBC and DNC.
- c) Out of the quota of 31% intended for open competition, 3 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.

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2) 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.

*M/31*  
Principal  
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Chennai-600 034

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 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 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.

  
Principal  
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- 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, the last date for receipt of filled in application shall be 10 days from the date of publication of the UG results of the relevant subject 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.

K.Chandran  
Deputy Secretary to Government

//True Copy//

T. Nallathambi  
Section Officer 11/5/2017

200  
11/5/17

K.P. ———  
Principal  
M.O.P. Vaishnav College for Women  
(Autonomous)  
No. 20, IV Lane, Nungambakkam High Road  
Chennai-600 034

From

Dr. P.Kanniga, M.Com., M.Phil, Ph.D,  
Joint Director of Collegiate Education,  
Chennai Region, Chennai - 600 015.

To

Secretaries

All Government Aided Colleges,  
Chennai Region,

Current Letter No.03109/A3/2016

Date: 20.05.2016

Sir/Madam

Sub: Admission guidelines – Arts & Science Colleges for the Academic year 2016 -17 –  
Government Order released – Reg.

Ref: 1. Director of Collegiate Education (Additional In charge), Chennai – 6, Current Letter  
No. 2377/MI.2016, Date 20.05.2016.  
2. Government Order No. D 175 Higher Education (G1) Dept Dated 18.05.2016.

-----  
Student admission guidelines for Government, Government aided and Self Financing  
Arts & Science Colleges for the year 2016-2017 released. The Government Order and guidelines were  
sent by mail to all Government Colleges. All Secretaries should follow the guidelines for Students  
Admission for the Academic year 2016 -2017.

I request you to send the receipt of receiving this letter to the office.

Annexure : Above

Copy to : To

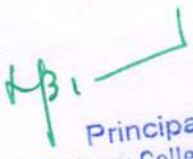
Director of Collegiate Education

Joint Directorate of Collegiate Education,

Chennai Region, Chennai - 600 015.

I hereby certify that I translated this document from Tamil to English and that, to the best of my  
ability, it is an accurate and correct translation.

  
(DR. R. RAJESWARI)

  
Principal  
M.O.P. Vaishnav College for Women  
(Autonomous)  
No. 20, IV Lane, Nungambakkam High Road  
Chennai-600 034

From

Dr. K. Sekar M.Sc, M.Phil, Ph.D,

Director of Collegiate Education (Additional In charge),

Directorate of Collegiate Education,

Chennai-600 006.

To

1. All Regional Joint Directors of Collegiate Education
2. All Government Arts College Principals

Current Letter No.2377/M1/2016 Date: 20.05.2016

Sir/Madam

Sub: Directorate of Collegiate Education - Academic Year 2016-17 - Student Admission  
Guidelines for Arts and Sciences Colleges - Sending - Reg.

Ref: Government Order No: 175, Department of Higher Education (G1) Date: 18.05.2016

Government has issued Student Admission Guidelines for the year 2016-17 for Government, Government Aided Colleges and Self-Funded Arts and Science Colleges. The above order is attached to the office email address in order to be sent to all Government, Government aided and self-financing Arts and Sciences Colleges. Attached is a copy of the Government Order.

I request all College principals to be instructed in a circular to adhere to the above student admission guidelines.

I request you to send the receipt of receiving this letter to the office.

Director of Collegiate Education

Annexure: Above

I hereby certify that I translated this document from Tamil to English and that, to the best of my ability, it is an accurate and correct translation.

*M.P.*  
Principal  
M.O.P. Vaishnav College for Women  
(Autonomous)  
No. 20, IV Lane, Nungambakkam High Road  
Chennai-600 034

*R. Rajeswari*  
(DR. R. RAJESWARI)



DCE  
50

## கல்லூரிக் கல்வித் துறை

அனுப்புநர்  
முனைவர். பா.கன்னிகா,  
எம்.காம்.,எம்ஃபில்,பிஎச்.டி.,  
கல்லூரிக் கல்வி இணை இயக்குநர்  
சென்னை மண்டலம்  
சென்னை-600 015.

பெறுநர்  
செயலர்கள்,  
அனைத்து அரசு உதவிபெறும்  
கல்லூரிகள்,  
சென்னை மண்டலம்.

ந.க எண் 03109/அ3/2016 நாள் 20.05.2016



அய்யா/அம்மையர்,

பொருள் : 2016-2017 ஆம் கல்வியாண்டு கலை மற்றும் அறிவியல்  
கல்லூரிகளில் மாணவர் சேர்க்கை - வழிகாட்டி நெறிமுறைகள் -  
அரசாணை வெளியிட்டுள்ளது தொடர்பாக.

பார்வை : 1. சென்னை-6, கல்லூரிக் கல்வி இயக்குநர் (மு.கூ.பொ)  
அவர்களின் கடித ந.க எண் 2377/எம்1/2016, நாள் 20.05.2016.  
2. அரசாணை எண் டி175 உயர்கல்வி (ஜி1) துறை நாள் 18.5.2016.

அரசு, அரசு உதவி பெறும் மற்றும் சுயநிதி கலை மற்றும் அறிவியல் கல்லூரிக்கான  
2016-2017 ஆம் கல்வியாண்டிற்கான மாணவர் சேர்க்கை வழிகாட்டி நெறிமுறைகள்  
வெளியிடப்பட்டுள்ளன. அவ்வரசாணை மற்றும் வழிகாட்டி நெறிமுறைகள் அனைத்து  
கல்லூரிகளுக்கு மின்னஞ்சல் மூலம் அனுப்பப்பட்டுள்ளது. மாணவர் சேர்க்கை குறித்து  
2016-2017 ஆம் ஆண்டிற்கான வழிகாட்டி நெறிமுறைகளை தவறாது நடைமுறைப்படுத்துமாறு  
அனைத்துக் கல்லூரிச் செயலர்களுக்கும் தெரிவிக்கப்படுகிறது.

இக்கடிதம் கிடைக்கப் பெற்றமைக்கான பெறல் ஏற்பினை உடன் இவ்வலுவகத்திற்கு  
அனுப்புமாறு கேட்டுக் கொள்ளப்படுகிறது.

இணைப்பு : மேற்கூறியவாறு.

நகல்  
கல்லூரிக் கல்வி இயக்குநர் அவர்களுக்கு  
பணிந்தனுப்பலாகிறது.

கல்லூரிக் கல்வி இணை இயக்குநர்,  
சென்னை மண்டலம், சென்னை - 15.

27/5/16

27/5/16

Principal  
M.O.P. Vaishnav College for Women  
(Autonomous)  
No. 20, IV Lane, Mungambakkam High Road  
Chennai-600 034

27/5/16

/மிக மிக அவசரம்/

கல்லூரிக் கல்வித் துறை



அனுப்புநர்

பெறுநர்

முனைவர் கா.சேகர்,  
எம்.எஸ்ஸி., எம்.பில்., பி.எச்.டி.,  
கல்லூரிக் கல்வி இயக்குநர் (மு.சு.பொ),  
கல்லூரிக் கல்வி இயக்ககம்  
சென்னை-600 006.

1. அனைத்து மண்டல கல்லூரிக் கல்வி இணை இயக்குநர்கள்.
2. அனைத்து அரசு கலைக் கல்லூரி முதல்வர்கள்

ந.க.எண்: 2377/எம்1/2016 நாள்: 20.05.2016

அய்யா/அம்மையர்,

03/09

பொருள்- கல்லூரிக் கல்வித் துறை - 2016-17 ஆம் கல்வியாண்டு - கலை மற்றும் அறிவியல் கல்லூரிகளுக்கான மாணவர் சேர்க்கை வழிகாட்டி நெறிமுறைகள் - அனுப்புதல் - தொடர்பாக.

பார்வை- அரசாணை எண்: 175 , உயர்கல்வி (ஜி) துறை நாள்: 18.05.2016

பார்வையில் காணும் அரசாணையில், அரசு, அரசு உதவி பெறும் கல்லூரிகள் மற்றும் சுயநிதி கலை மற்றும் அறிவியல் கல்லூரிகளுக்கான 2016-17 ஆம் ஆண்டிற்கான மாணவர் சேர்க்கை வழிகாட்டி நெறிமுறைகள் வெளியிடப்பட்டுள்ளன. மேற்காண் அரசாணையினை அனைத்து அரசு, அரசு உதவி பெறும் மற்றும் சுயநிதி கலை மற்றும் அறிவியல் கல்லூரிகளுக்கு அனுப்பும் பொருட்டு, தங்கள் அலுவலக மின்னஞ்சல் முகவரிக்கு அனுப்பப்பட்டுள்ளது. அரசாணையின் நகல் இத்துடன் இணைத்தனுப்பப்படுகிறது.

மேலும் மாணவர் சேர்க்கையினை, வழிகாட்டி நெறிமுறைகளின்படி தவறாது கடைபிடிக்க அனைத்து கல்லூரி முதல்வர்களுக்கும் சுற்றறிக்கை மூலம் அறிவுறுத்தலுமற்றும் கேட்டுக் கொள்கிறேன்.

இக்கடிதம் பெற்றமைக்கான பெறல் ஏற்பினை உடன் இவ்வலுவலகத்திற்கு அனுப்புமாறு கேட்டுக் கொள்கிறேன்.

இணைப்பு: மேற்படி

கல்லூரிக் கல்வி இயக்குநர் (சு.மு.பொ.)

20/5/16

சு.மு.பொ.  
20/5/16

2/4

Principal  
M.O.P. Vaishnav College for Women  
(Autonomous)  
No. 20, IV Lane, Nungambalam High Road  
Chennai-600 034



**Abstract**

Collegiate Education – Guidelines for Admission of Students to UG/PG Courses in Government /Aided / Unaided Arts and Science Colleges for the Academic year 2016-17 – Approved – Orders - Issued.

Higher Education (G1) Department

G.O.(D) No.175

Dated: 18.05.2016

துன்முகி, வைகாசி 5

திருவள்ளூர் ஆண்டு 2047

Read:-

1. G.O. (Ms) No.101, Higher Education Department, dated 17.4.2015.
2. From the Director Collegiate Education Letter No.2377/M1/2016, dated 07.04.2016.



**ORDER:-**

In the G.O. first read above guidelines for admission of students to UG/PG Courses in Government/Aided / Unaided Arts and Science Colleges for the Academic year 2015-16 were issued.

2. 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 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 2015-16 and requested the Government to issue necessary orders on the guidelines for admission of students to UG/PG Courses in Government / Aided / Unaided Arts and Science Colleges for the Academic year 2016-17.

3. 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 2016-17 annexed to this order, and direct that the said guidelines be followed strictly.

(By order of the Governor)

Apoorva  
Secretary to Government

To  
The Director of Collegiate Education, Chennai-6 (w.e.).  
All Regional Joint Directors of Collegiate Education. (w.e)  
Copy to:-  
All Sections in Higher Education Department, Chennai-9 (w.e.).  
The Special Personal Assistant to Hon'ble Minister (Higher Education), Chennai-9. (w.e.).  
Sf/Sc.

//Forwarded by Order//

18.5.16  
Section Officer  
18/5/2016

Principal  
M.O.P. Vaishnav College for Women  
(Autonomous)  
No. 20, IV Lane, Nungambakkam High Road  
Chennai-600 034

ANNEXURE

G.O.(D) No.175, Higher Education (G1) Department, dated 18.05.2016

PROCEDURE FOR ADMISSION TO UG/PG COURSES INARTS AND SCIENCE COLLEGES 2016-17

1. 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.
2. **Transparent exhibition of the Fee Structure for various courses** in the Prospectus.
3. 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.**
5. To implement the Rules of Reservation Strictly.
6. Admissions for Aided courses are to be conducted before admissions for self financing courses are conducted.
7. 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
  - b) Community Certificate (wherever applicable)
  - c) Certificate of proof when admission is sought under some Special Quota/Concessions-like Differently Aabled/ Sports Quota/ NCC/Ex-Servicemen etc.
  - d) Transfer Certificate
  - e) 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 Lanka, Tamil refugee camp and those who were not enrolled in refugee camps may be admitted on production of VISA and Passport on merit basis.

K/31

Principal  
M.O.P. Vaishnav College for Women  
(Autonomous)  
No. 20, IV Lane, Nungambakkam High Road  
Chennai-600 034

It is found from experience that many students commit mistakes in giving the correct details or leave some columns blank. Such omissions and commissions adversely affect 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 / Counseling 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.

9. Sale/Issue of Application Forms for UG Courses:

**Cost of Application form is fixed at Rs.25/- (Rupees Twenty five 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 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.

Filled in Application should reach the college within 10 days from the plus two results published in the internet. Colleges should prepare the Rank list for Admission, from the 11<sup>th</sup> day onwards and it should be pasted on the Notice Board on or before 14<sup>th</sup> day itself (result published). Counselling should be conducted between 15<sup>th</sup> and 20<sup>th</sup> days of the publications of plus two results in Internet (within 5 days only).

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.

2/31  
Principal  
M.O.P. Vaishnav College for Women  
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No. 20, IV Lane, Nungambakkam High Road  
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11. The upper age limit for admission to UG courses will be 21 (twenty one) years as on 1<sup>st</sup> July 2016. 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.

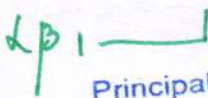
12. Selection Committee for UG and PG courses:

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) Issue of admission cards/Information about the counselling date.
- f) Copies of Selection lists displayed.
- g) Minutes of Selection Committee meetings.
- h) Admission Register
- i) Communication with the University/the Director of Collegiate Education related to admission

  
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- j) 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)
- 2) 30% for Backward Classes (BC) within this 3.5% is earmarked for Muslims.
- 3) 20% for Most Backward classes (MBC) and Denotified Communities (DNC)
- 4) In the 18% for Scheduled Castes (SC), 3 % of seats offered to Arunthathiyars (within the seats reserved for SC)
- 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.
- c) 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.

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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

**15. 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.

**16. 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 counselling.

  
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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. 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.

SOME ILLUSTRATIONS ARE GIVEN BELOW			
Group-I தொகுப்பு - I			கட்டாயம் படித்திருக்க வேண்டிய பாடங்கள்
1	கணிதம் Mathematics	(கணிதம், இயற்பியல், வேதியியல் பரிந்துரை மாணவர்களுக்கு மட்டும்) Ranking based on marks in Part III out of 800	அவசியம் கணிதம் படின்றிருக்க வேண்டும். should have studied Maths
2	புள்ளியியல் Statistics	பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
3	இயற்பியல் Physics		
4	வேதியியல் Chemistry		
Group-II தொகுப்பு - II			
5	வேதியியல் Chemistry	(தாவரவியல், விலங்கியல், உயிரியியல், வேதியியல் பரிந்துரை மாணவர்களுக்காக) Ranking based on marks in Part III out of 800	வேதியியல் கட்டாயம் படின்றிருக்க வேண்டும்
6	தாவரவியல் Botany	பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
7	விலங்கியல் Zoology		
8	உயிர் வேதியியல் Bio Chemistry		

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Group-III தொகுப்பு-III			
9	Electronic BES	Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Physics & Maths இயற்பியல், கணிதம் கூட்டாயம் படித்திருக்க வேண்டும்.
Group-IV தொகுப்பு-IV			
10	புவியமைப்பியல் Geology	Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Physics & Chemistry இயற்பியல், வேதியியல் கூட்டாயம் படித்திருக்க வேண்டும்.
11	Geography	Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	should have passed in HSC
12	A) Computer Science B) Computer Application	Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	அவசியம் கணிதம் பயின்றிருக்க வேண்டும். 2/3 of seats are for students who have studied computer 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.
13	Home Science Nutrition & Dietetics	Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	25% for vocational stream students who should have studied Biology and Chemistry
14	Microbiology	Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	80% for students who have studied Botany and Zoology subjects 20% reserved for Biology students
15	B.A. Other than language	Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	a) Preference should be given to concerned subject studied b) Should have passed in HSC c) 20% reserved for vocational stream
16	B.Com. general & Corporate Secretaryship	Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	should have studied Commerce & Accountancy in HSC 20% reserved for vocational stream

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17	BBM/BBA	Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	should have studied Commerce and Accountancy in HSC 20% reserved for vocational stream
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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:
- The candidates who have passed the examination in the first attempt.
  - 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:
- 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.
  - 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 should be incorporated in the appropriate place in the rank list and they are eligible for admission if vacancies exist or arise. However, 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. *Book from Gov.*
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.

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22. The rank list for selection in Arts and Science Colleges in Government / Aided and Unaided colleges may be released within 10 days after the last date for receipt of applications. There shall not be any awarding of marks in the interview for admission, unless otherwise specifically stated in these guidelines elsewhere.

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.

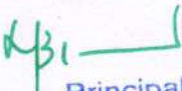
23. The Principal on the basis of the selection made by the selection committee, shall make the admissions. The selection committee is responsible for the entire admission. Hence they should follow the admission norms scrupulously.

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.

  
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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.

25. 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, 3 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, 3 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 37% intended for open competition 3 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.

  
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2) 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. Waiting list for filling up of vacancies: (for Aided Colleges)

Along with the regular selection list, a waiting list for an equal number of seats under each quota, viz., OC/BC/MBC/DNC/SC/ST shall be sent and also put up on the notice board along with the regular list. The candidates placed in the waiting list shall be asked to report two days after the date set for admission of candidates selected in the regular list to take their chances. The waiting lists should also be sent.

31. The regular selection / waiting list of the candidates for each course under each category shall be in the descending order from the respective Rank-Lists.

  
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32. 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.,

33. If there are vacancies in any quota, after exhausting the candidates in the First selection List / Waiting List, further Second, Third, Fourth etc., Selection Lists / Waiting Lists against all such vacancies should be drawn up 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.

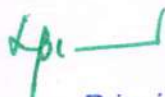
All vacancies shall be filled up by this procedure only.

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,

34. 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.
35. 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 either received in time or late - with the college for admission.



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36. 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

37. Procedure for admission to PG courses:

- a) Cost of application form for PG course is fixed at Rs. 40/- (Rupees Forty 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, the last date for receipt of filled in application shall be 10 days from the date of publication of the UG results of the relevant subject 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.

Apoorva  
Secretary to Government

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*Q. S. S. S. S.*  
Section Officer  
18/5/2016