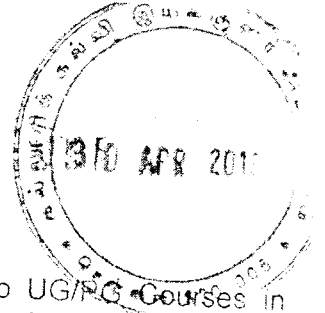
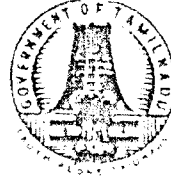


013534



Abstract

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

Higher Education (G1) Department

G O (Ms) No.133

013534

Dated 25.04.2018.

விளம்பி, சித்திரை-12,

திருவள்ளூர் ஆண்டு, 2049.

Read:-

1. G O (Ms) No.157, Higher Education (G1) Department, dated 11.05.2017.
2. From the Director Collegiate Education Letter No.991/M1/2018, dated 27.02.2018.

ORDER:-

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

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 2017-18 and requested the Government to issue necessary orders on the guidelines for admission of students to UG/PG Courses in Government / Aided / Unaided (self-financing) Arts and Science Colleges for the Academic year 2018-19.

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 2018-19 annexed to this order and direct that the said guidelines be followed strictly.

(By Order of the Governor)

Sunil Paliwal
Principal Secretary to Government.

To
The Director of Collegiate Education, Chennai-6.
Regional Joint Directors of Collegiate Education
(through Director of Collegiate Education)

Copy to:-

Sections in Higher Education Department, Chennai-9.
The Special Personal Assistant to Hon'ble Minister (Higher Education), Chennai-9.
The Private Secretary to Principal Secretary to Government,
Higher Education Department, Chennai-9.

Sf Sc

//Forwarded / By Order//

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

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 to each course separately.
6. Admissions for Aided courses are to be conducted before admissions for each 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 should be attested by Head Master of the School.
 - b) Community Certificate (wherever applicable)
 - c) Certificate of proof when admission is sought under some Special Quota/Concessions-like Differently Abled/ Sports Quota/ NCC/Ex-Servicemen etc.
 - d) Transfer Certificate
 - 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

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

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

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

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

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

12. Selection Committee for UG and PG courses:

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

13. Registers to be maintained

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

- a) Sale of Application Forms
- b) List of Applications received within the last date prescribed
- c) List of Applications received after the last date prescribed.
- d) Rank list registers signed by the members of the Selection Committee.
- e) Information about the counselling date.
- 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

- 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

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 counseling.

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

2.2 Number of seats earmarked for reserved category as per GOI/ State

Upload supporting document**

| | SC | ST | OBC | Others | Total |
|---------|----|----|-----|--------|-------|
| 2013-14 | 40 | 34 | 112 | 71 | 257 |
| 2014-15 | 40 | 34 | 112 | 71 | 257 |
| 2015-16 | 40 | 34 | 112 | 71 | 257 |
| 2016-17 | 43 | 36 | 119 | 76 | 274 |
| 2017-18 | 43 | 36 | 119 | 76 | 274 |

B. Narasimha Reddy
14/9/2018



Dr. B. VASANTHA KUMARI
Principal
Sree Ayyappa College for Women