



ABSTRACT

Collegiate Education-Guidelines for Admission of Students in Government/Aided/Unaided Arts and Science Colleges for the academic year 2011-2012 – Approved – Orders Issued.

Higher Education (G1) Department

G.O. (1D) No.115

Dated.27.6.2011

Aani - 12
Thiruvalluvar Aandu-2042,

Read:

- 1) G.O.(1D).No.88, Higher Education Department dated 13.5.2010.
- 2) From the Director of Collegiate Education Letter Rc.No.11003/M1/2011 dated 21.4.2011.

ORDER:

The Director of Collegiate Education in her letter second read above has sent the draft admission guidelines for admission to UG/PG courses in Arts and Science Colleges for the academic year 2011-2012 for approval of the Government.

2. The Government after careful examination approve the guidelines sent by the Director of Collegiate Education and direct that the admission guidelines annexed to this order be followed for admission of students to UG/PG courses in Government / Aided / Unaided Arts and Science Colleges for the academic year 2011-2012.

(By Order of the Governor)

R. Kannan,
Principal Secretary to Government.

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

/Forwarded by Order/

Section Officer.

ANNEXURE

PROCEDURE FOR ADMISSION TO UG/PG COURSES IN ARTS AND SCIENCE COLLEGES 2011-12

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. Only one application form need to be issued with option to various courses. This should be followed very strictly.

3. Enclosures:

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

- a) Qualifying Examination Mark Sheet
- 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 Pass port 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 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.

4. **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 only one 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 from 15th May 2011 or from the date of publication of results of Higher Secondary Examination of Tamil Nadu (hereafter referred to as the Plus Two Examination), whichever is earlier. 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.

5. **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 issue of Plus Two Examination mark statement. 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.

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.

6. The upper age limit for admission to UG courses will be 21 (twenty one) years as on 1st July 2011. However, a relaxation of 5 years is permitted for Differently Abled as per G.O.Ms.No. 239, S.W., dated 3-9-93 and 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 U.G. 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 to the above instructions, severe action will be taken against the concerned college.

7. Selection Committee for UG and PG courses:

The Selection Committee shall consist of the Principal, and two seniormost Selection Grade Lecturers/Readers of the College. In addition, for selection to the UG courses, the seniormost 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 seniormost 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.

8. 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) Department-wise rank list registers signed by the members of the Selection Committee.
- e) Despatch of Interview cards
- f) Copies of selection lists published
- 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.

9. **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) 20% for Most Backward Classes (MBC) and Denotified Communities (DNC)
- 3) 30% for Backward Classes (BC) within this 3.5% for Muslims
- 4) In the 18% for Scheduled Castes (SC), 3 % of seats offered to Arunthathiyars (within the seats reserved for S.C)
- 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 courses offered by the Aided Colleges.
- f) In respect of both Aided Courses and Unaided Courses in colleges which are under the direct administration of Regional Joint Director of Collegiate Education, 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.
- g) However wherever number of applications from minority communities is less than the 50% of total seats, the remaining minority quota shall be filled up following the rule of reservation.

10. **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 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 separately 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 5-12-2000.

11. 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.

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

12. The General Rule to calculate the marks for the subject-component for the candidates who apply for UG courses shall be as given below, unless specifically specified otherwise for any particular course in this guidelines.

வ. எண்			கட்டாயம் படித்திருக்க வேண்டிய பாடங்கள்
Group – I தொகுப்பு – I			
1	கணிதம் Mathematics	(கணிதம், இயற்பியல், வேதியியல் பயின்ற மாணவர்களுக்கு மட்டும்) Ranking based on marks in Part III out of 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு தரப்பட்டியல் இறங்கு வரிசையில் கலந்தாய்வு மூலம் சேர்க்கை	அவசியம் கணிதம் பயின்றிருக்க வேண்டும் Should have studied Maths
2	புள்ளியியல் Statistics		
3	இயற்பியல் Physics		
4	வேதியியல் Chemistry		
Group – II தொகுப்பு – II			
5	வேதியியல் Chemistry	(தாவரவியல், விலங்கியல், உயிரியல் பயின்ற மாணவர்களுக்காக)	
6	தாவரவியல் Botany		
7	விலங்கியல் Zoology		
8	உயிர் வேதியியல் Bio Chemistry		
Group – III தொகுப்பு – III			
9	Electronic BES	” ”	Should have studied Physics & Maths இயற்பியல், கணிதம் கட்டாயம் படித்திருக்க வேண்டும்.
Group – IV தொகுப்பு – IV			
10	புவியமைப்பியல் Geology	” ”	Should have studied Physics & Chemistry இயற்பியல், வேதியியல், கட்டாயம் படித்திருக்க வேண்டும்
11	புவியியல் Geography	” ”	
12	A) Computer Science B) Computer Application	பகுதி III மொத்த மதிப்பெண் 800-க்கு தரப்பட்டியல் Ranking based on marks in Part III out of 800	Computer Science compulsory 2/3 of seats for computer students. Maths compulsory. 1/3 of seats for non-computer science students
13	Home Science Nutrition & dietetics	” ”	25% for vocational stream students Should have studied Biology and Chemistry
14	Microbiology	” ”	80% Botany and Zoology 20% reserved for biology students
15	B.A. Other than language	” ”	should have studied in HSC
16	B.Com, general & Corporate Secretaryship	” ”	should have studied Commerce and Accountancy in HSC 20% reserved for vocational stream
17	BBM / BBA	” ”	”

13. All eligible applications should be ranked strictly according to the decreasing order of total marks. In case, more than one candidate secures the same marks, such candidates shall be ranked as follows:
- a) The candidate who has passed the examination in the first attempt.
 - b) If both the candidates have passed in the first attempt ranking should be done by the registration number.
 - c) 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.

14. Supplementary candidates

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.

15. 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.
16. The selection of candidates for admission into the various courses and media of instructions shall be made from out of the rank list strictly according to the Government rules of reservation.
17. 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 shall be sent to candidates under Certificate of Posting. 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, the selection will be cancelled. This procedure shall be scrupulously followed and the Principals should not give room for any complaint.

18. 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 Media, 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.

19. **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.

20. 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.

21. 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 31% intended for open competition 3 out of every 100 seats shall be reserved for Differently Abled in general.

22. 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.

23. 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 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).

24. 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/etc.

25. Waiting list for filling up of vacancies:

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 list card should also be sent under certificate of posting.

26. 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.

27. 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.,

28. 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.

29) The unfilled SC 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 S.T. vacancies shall be filled up by S.C. and if there is no S.C. they shall be filled up from DNC / MBC.

30) 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.

31. 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.

32. Procedure for admission to PG courses:

- a) Cost of application for P.G. is the same as in the last year.
- 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 working 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 (b) 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

**R.KANNAN,
PRINCIPAL SECRETARY TO GOVERNMENT.**

/TRUE COPY/

SECTION OFFICER.