

## **ABSTRACT**

Collegiate Education- Revised Guidelines for Admission of Students in Government / Aided / Unaided Arts and Science Colleges from 2008-2009- Approved.

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### **Higher Education (G1) Department**

**G.O.(1D) No.75**

Dated: 10.5.2008.  
Chithirai 28,  
Thiruvalluvar Aandu-2039,  
**Read:**

- 1) G.O. (MS) No.187, Higher Education Department dated 7.5.2004.
- 2) G.O. (MS) No.91, Higher Education Department dated 20.4.2007.
- 3) From the Director of Collegiate Education Letter Rc.No.2909/M1/2008, dated 19.3.2008.

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### **ORDER:**

The Director of Collegiate Education in her letter third read above has sent a revised admission guidelines for Arts and Science Colleges from the academic year 2008-09.

2. The Government after careful examination approve the guidelines suggested by the Director of Collegiate Education with certain changes and direct that the revised admission guidelines annexed to this order be followed for admission of students in Government / Aided / Unaided Arts and Science Colleges from the academic year 2008-09.

(By Order of the Governor)

K.Ganesan,  
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 UNDER CHOICE BASED CREDIT SYSTEM (CBCS) 2008-2009**

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. All Government/Government Aided/Unaided Colleges in the State should use the uniform Application Form already prescribed. The Tamil version may also be given in the Application Form.

#### **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 Physically Handicapped/ Sports Quota/ NCC/ Ex-Servicemen etc.,
  
- d) Transfer Certificate
  
- e) Eligibility certificate for students from other States / Universities.

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 Applications Forms for UG Courses:**

Cost of Application form is 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 his community certificate.

Application forms for admission may be issued from 15<sup>th</sup> May 2008 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 1<sup>st</sup> July of the year of admission. However, a relaxation of 5 years is permitted for Physically Handicapped as per G.O.Ms.No.239, S.W. dated 3-9-93.

**7. Selection Committee for UG and PG courses:**

The Selection Committee shall consist of the Principal, and two senior most Selection Grade Lecturers/Readers 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.

**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. (Model format enclosed)
- 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 in 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% for Muslims and 3.5% for Christians.
- 3) 20% for Most Backward Classes (MBC) and Denotified Communities (DNC)
- 4) 18% for Scheduled Castes (SC) and 1% for Scheduled Tribes (ST)

**This 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, Transgender 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 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, women and transgender student should be 70% and 30% respectively of the total sanctioned strength. However, if enough applications are not received either from men, women / transgender students to maintain the percentage of 70 for men and 30 for women / transgender 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 there to.

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

12. The General Rule of 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 பயிற்ற மாணவர்களுக்கு மட்டும்)	அவசியம் கணிதம் பயின்றிருக்க வேண்டும்.
2	புள்ளியியல் Statistics		Should have studied Maths
3	இயற்பியல் Physics	Ranking based on marks in Part III out of	

4	வேதியியல் Chemistry	800 பகுதி III மொத்த மதிப்பெண் 800 க்கு தரப்பட்டியல் இறங்கு வரிசையில் கலந்தாய்வு மூலம் சேர்க்கை	
Group – II தொகுப்பு – II			
4	வேதியியல் Chemistry	(தாவரவியல், விலங்கியல், உயிரியியல் பயிற்ற மாணவர்களுக்காக)	
5	தாவரவியல் Botany		
6	விலங்கியல் Zoology		
7	உயிர் வேதியியல் Bio chemistry		
Group – III தொகுப்பு – III			
8	Electronic BES	” ”	Should have studied Physics & Maths இயற்பியல், கணிதம் கட்டாயம் படித்திருக்க வேண்டும்.
Group – IV தொகுப்பு – IV			
9	புவியமைப்பியல் Geology	” ”	Should have studied Physics & Chemistry இயற்பியல், வேதியியல் கட்டாயம் படித்திருக்க வேண்டும்.
10	புவியியல் Geography	” ”	
11	A) Computer Science B) Computer Applications	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  1/3 of seats for non- computer science students
12	Home Science Nurition & dietetics	” ”	25% for vocational stream students Should have studied Biology and Chemistry
13	Microbiology	” ”	80% Botany and



			Zoology 20% reserved for biology students
14	B.A. Other than language	„ „	should have studied in HSC
15	B.Com, general & Corporate Secretaryship	„ „	should have studied Commerce and Accountancy in HSC 20% reserved for vocational stream
16	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.

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 candidate 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, his 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 physically handicapped 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 physically handicapped 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 physically handicapped 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 physically handicapped 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 colleges for the benefit of Tamil students of the Union Territory of Andaman and Nicobar.

**23. Quota for outstanding sports persons:**

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.

24. The selection list shall clearly reveal particulars of candidates selected under each category - OC/BC/MBC/DNC/SC/ST/Physically handicapped/Sports Quota/Ex-servicemen/etc.

**25. Waiting list for filling up of vacancies:  
**Other than Government 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 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/ Physically handicapped / 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.

29. The unfilled SC/ST seats shall be filled by MBC / DNC candidates.

The unfilled MBC/DNC seats shall be filled from BC candidates as well as unfilled BC vacancies can be filled by other communities. Unfilled muslim/Christian BC vacancies can be filled by other BC.

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 an 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 sent 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 PG 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 there to.
- 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/TANCET Anna University norms will have to be followed. \*\*

\*\* subject to modification

//True copy//

Section Officer.