



# **TRINITY COLLEGE FOR WOMEN NAMAKKAL**

## **NAAC –SSR CYCLE-I**

### **2.1 Student Enrolment and Profile**

#### **2.1.2 Reservation Categories**

**Reservation Policy 2018-2019**



அங்க மிக அபவளம்/

கல்லூரிக் கல்வித் துறை

அனுப்பும்

பெறுநர்

முனைவர். ஜெ. மஞ்சளா,  
எம்.எஸ்ஸி, பி.எட்., எம்.பி.எல்., 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: 991/எம்1/2018 நாள்: 25.05.2018

அப்பா/அம்மைநர்,

பொருள்- கல்லூரிக் கல்வித் துறை - 2018-19ஆம் கல்வியாண்டு - கலை மற்றும் அறிவியல் கல்லூரிகளுக்கான மாணவர் சேர்க்கை வழிகாட்டி நெறிமுறைகள் - அனுப்புதல் - தொடர்பாக.

பார்வை- அரசாணை 1 (டி) எண்.133, உயர்கல்வி (ஜி1) துறை நாள்:25.04.2018

பார்வையில் காணும் அரசாணையில், அரசு, அரசு உதவி பெறும் கல்லூரிகள் மற்றும் சுயநிதி கலை மற்றும் அறிவியல் கல்லூரிகளுக்கான 2018-19ஆம் 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 அறிவித்துமாறும் கேட்டுக் கொள்கிறேன்.

இக்கடிதம் பெற்றமைக்கான பெறல் ஏற்பினை உடன் இவ்வலுவலகத்திற்கு அனுப்புமாறு கேட்டுக் கொள்கிறேன்.

இணைப்பு: மேற்படி

கல்வியுறுத்தல்  
கல்லூரிக் கல்வி இயக்குநர்

25/5/18



018564



**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.(1D)No.133

018564

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:-**

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.  
All Regional Joint Directors of Collegiate Education.  
(through Director of Collegiate Education)

Copy to:-

All 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//

Jayanthi  
25/4/18  
Section Officer.



## ANNEXURE

### PROCEDURE 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 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 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 1<sup>st</sup> 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.



SOME ILLUSTRATIONS ARE GIVEN BELOW			
Group-I தொகுப்பு - I			கட்டாயம் படித்திருக்க வேண்டிய பாடங்கள்
1	கணிதம் Mathematics	கணிதம், இயற்பியல், வேதியியல் பயிற்ற மாணவர்களுக்கு மட்டும்)	அவசியம் கணிதம் பயின்றிருக்க வேண்டும். should have studied Maths
2	புள்ளியியல் Statistics	Ranking based on marks in Part III out of 800	
3	இயற்பியல் Physics	பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
4	வேதியியல் Chemistry		
Group-II தொகுப்பு - II			
5	வேதியியல் Chemistry	(தாவரவியல், விலங்கியல், உயிரியியல், வேதியியல் பயிற்ற மாணவர்களுக்காக)	வேதியியல் கட்டாயம் பயின்றிருக்க வேண்டும்
6	தாவரவியல் Botany		
7	விலங்கியல் Zoology	Ranking based on marks in Part III out of 800	
8	உயிர் வேதியியல் Bio Chemistry	பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
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 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 தரப்பட்டியல்	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 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 800 பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	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 and should have studied Mathematics.
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	20% 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) 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 and Accountancy in HSC 20% reserved for vocational stream
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



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

#### Supplementary candidates

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

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

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

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

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

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

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

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

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

- a) Six seats in Under Graduate courses shall be reserved for the children of Ex-servicemen of Tamil Nadu Origin. (G.O.Ms.No.281, Hr.Edn.(D1), dated 26-6-98)
- b) 1) Two seats in P.G. courses shall be reserved for the children of Ex-servicemen of Tamil Nadu origin if the college has two or less P.G. courses.  
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:
- 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/MBC/ DNC/SC/ST/ Differently Abled / Ex-servicemen / Sports Quota / NCC etc.,
31. If there are any vacancies in any quota, after the First Counselling, further Second, Third, Fourth etc., Counselling shall be conducted by adopting the above said procedures. The vacancies in the open quota must first be filled on the basis of merit; vacancies against BC/MBC/DNC/SC/ST quota should be filled with BC/MBC/DNC/SC/ST candidates respectively in the order of merit.  
All vacancies shall be filled up by this procedure only.
- If the vacancies still exist in any UG Course after considering the order of preference indicated for each subject, any student who has passed +2 Examination is eligible to undergo the relevant U.G. Course,
32. The unfilled SC/ST vacancies can be filled by MBC / DNC candidates. Unfilled MBC / DNC seats can be filled by BC candidates as well as unfilled BC vacancies can be filled by other communities. Unfilled Muslim BC vacancies can be filled by other BC. The unfilled ST vacancies shall be filled up by SC and if there is no SC they shall be filled up from DNC / MBC.
33. If applications received for a course are exhausted, but vacancies still exist in that course, then no fresh applications should be entertained - if there are applications of candidates not selected for other courses are still pending with the college, such vacancies should be notified and requests for transfer of application to such course be called for and processed by the aforesaid procedures.  
If there are no such pending applications from SC/ST/MBC/DNC/BC candidates,



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

Fresh applications may be entertained only when no application is pending 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.
- 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.

Sunil Paliwal

Principal Secretary to Government

//True copy//

*Jayanthi*  
25/4/18  
Section Officer  
6/2/19  
25/4/2018

**BHARATHIAR UNIVERSITY  
COIMBATORE – 641 046.**



**GUIDELINES FOR ADMISSION  
IN AFFILIATED INSTITUTIONS  
2018-19**



# **BHARATHIAR UNIVERSITY: COIMBATORE 641 046.**

## **GUIDELINES FOR ADMISSION 2018-2019**

Guidelines to be followed by the Principals of all the Affiliated Colleges and Institutions during the admission of students to various courses, in the academic year 2018-2019, are detailed below:

### **1. ELIGIBILITY FOR ADMISSION:**

The Principals of the colleges shall ensure that the requirements with regard to eligibility of candidates for admission to various courses are complied with.

The details of the eligibility conditions prescribed by the University for various Courses offered during 2018-2019 are given in a separate brochure.

The Principals shall ensure before admission that the candidates seeking admission to various courses of study, have passed the respective qualifying examinations prescribed in the course requirements.

- a. Generally candidates who have passed Higher Secondary Examination (XII standard) conducted by the Government of Tamil Nadu or an equivalent examinations shall be eligible to join the first year of the UG degree courses in this University, subject to the condition that the candidates satisfy certain specific conditions, if any, prescribed by the University, for admission to the respective courses.
- b. Generally candidates who have passed Under-graduate degree course of Bharathiar University or an equivalent examination, shall be eligible to join the first year of PG Degree courses in this University, subject to the condition that the candidates should satisfy certain other specific conditions prescribed, if any, by the University for admission to the respective courses.

In the case of candidates who have passed other Examinations, the Principals are requested to obtain clearance from the Registrar, Bharathiar University, with regard to the eligibility of the candidates before confirming their admissions.

### **2. ADMISSION REQUIREMENTS:**

Any candidate seeking admission to a course shall be asked to submit at the time of admission, the original copies of the following without fail:

- i. Transfer Certificate and Conduct Certificate, issued by the Head of the Institution previously studied;
- ii. Statements of Marks of the qualifying Examinations; (10<sup>th</sup>, +2 for UG and 10+2+3 or 10+3 (Diploma)+3 for PG admission).
- iii. Provisional/Degree Certificate (in case of candidates seeking admission for PG course) and
- iv. Eligibility certificate issued by this University, if necessary.

The admission of any candidate, without the production of any of the above said certificates at the time of admission, will not be approved by the University and the University will not be responsible for any inconvenience caused to such candidates due to unapproved admission.

The principals are requested to follow the reservation norms of the Tamil Nadu Government for admission.

### Eligibility Certificate:

The Principals are informed that the submission of **Eligibility Certificate** by candidates before admission to various courses is no more **compulsory**. However, eligibility certificate may be insisted from the candidates when there is any doubt on the eligibility condition for admission in the concerned course.

The Principals shall admit only the candidates who satisfy the eligibility conditions, prescribed for each course.

#### a. Admission to Under – Graduate Course:

All the candidates who have qualified with the following examinations are exempted from the production of Eligibility certificate, during admission to UG, Diploma and Certificate courses:

- i. Higher Secondary Certificate course (+2), conducted by the Government of Tamil Nadu;
- ii. All India Senior School Certificate course, conducted by C B S C
- iii. Delhi Senior School Certificate course, conducted by C B S C
- iv. Indian School Certificate course, conducted by I C S E

#### b. Admission to Post – Graduate Courses:

Candidates who have passed UG degree examinations (10+2+3) or (10+3yr.Dip.+3) conducted by Bharathiar University are exempted from the production of Eligibility certificate, during admission to PG and PG-Diploma courses.

In case of candidates from other Boards/Universities, who normally need to produce Eligibility certificate before admission, may also provisionally be admitted without Eligibility certificate. **The original mark sheets and other relevant certificates of the above candidates should be sent for verification before the last date of admission.**

However, while admitting the students, the Principals shall obtain an undertaking from the students that their admissions are purely temporary and shall abide by the decision of the University on the eligibility of their admission.

Candidates possessing any other qualifications except those prescribed for the course shall not be admitted to any course. Any such admission made by the college, will not be approved by the University and the University will not be responsible for any inconvenience caused to the candidate.

The Syndicate at its meeting held on 21.02.2017 vide other item No.04 has resolved that regarding admission of foreign candidates to UG & PG programme, a letter be obtained from the Dept. Of School Education / Collegiate Education / University of the concerned country stating that the candidate is eligible for higher studies in India. The Principal is requested to follow the procedure at the time of admission of foreign candidates to various UG/PG degree courses at your college from the academic year 2017-18 onwards **or Otherwise** Candidates who had undergone courses offered by University/Boards outside India and seek admission in this University area, shall have to produce the **EQUIVALENCE CERTIFICATE** issued by the Association of Indian Universities, **A.I.U. House, 16 Kotla Marg, New Delhi – 110 002, (Phone No.011-23230059,23231097,23232429, E-mail aiu @ del2.vsnl.net.in FAX No.011-23232131)** to Bharathiar University. Based on this equivalence certificate, the University shall consider issue of an Eligibility Certificate.

**Candidates from Open University System:** Candidates who have completed degree under 10+2+3 or 10+3yr.Dip+3 through **Open University System are alone eligible for admission.**



The Principals are requested to verify specifically at the time of admission that the **Date of Birth** of the candidates entered in the Transfer Certificate and that in Mark sheets are one and the same.

**Foreign Students:** While admitting foreign students, the Principals are requested to verify whether the candidate holds a valid visa (students' visa/provisional students' visa) to study in India and his eligibility for admission. **The University will not take any responsibility on these admissions.** The Principals are requested to obtain clearance from the Registrar, Bharathiar University, with regard to the eligibility of the candidates before confirming their admission.

It has been noticed that some candidates submit the certificates, which are **tampered** and which contain unauthorized alterations. Applications of such candidates are to be summarily rejected and disciplinary action to be taken against them. This may be brought to the notice of the candidates, so that they are aware of the serious consequences of unauthorized corrections.

The Mark Certificates issued to the students who have passed the HSC Examination of the Government of Tamil Nadu, from the examinations held in **March 2018**, shall carry an endorsement by the Head of the Institution stating that 'the mark certificate was distributed through the Institution.'

Principals are therefore requested to scrutinize carefully the certificates (**documentary evidence**) produced by the candidates, while admitting them to various courses of study. They are specifically requested to note that erasures, overwriting and corrections in the certificates if any, are duly attested by the authorities concerned, before submitting them to the University for recognition.

### **3. AGE LIMIT**

The Upper age limit for admission to UG Degree Courses will be **21 (twenty one) years as on 1<sup>st</sup> July 2018**. For **SC/ST/BC/MBC/DNC** candidates and women candidates the age limit is relaxed by 3 years. For other communities, the Principals can relax upto three years based on merit. A relaxation of 5 years is permitted for **Physically Handicapped** as per **G.O. Ms No.239, dated 03.09.1993**

### **4. RECOGNITION OF THE QUALIFYING EXAMINATIONS:**

The candidates who seek admission to UG courses after having passed Higher Secondary Examination of Government of Tamil Nadu and those who seek admission to PG courses after having passed UG degree of Bharathiar University need not apply for recognition of their HSC/UG degree examinations, but shall pay the recognition fees prescribed in para 5 hereunder for other University/other board.

All other candidates admitted to UG/PG courses shall individually apply to the University to get their qualification recognized by the University, failing which they will not be permitted to take the University Examinations. The procedure for getting their qualification recognized is described below.

Application should be made in the form prescribed by the University in the applicant's own handwriting and should bear the signature of the Principal (and not merely his/her facsimile).

Principals shall ensure that the recognition applications in the prescribed form with the required certificate are obtained from the students at the time of admission or within a week after admission and sent to the University.

Applications for recognition of Examinations of other Universities or Bodies should be forwarded by the Principals within 15 days from the date of commencement of the class for the first year candidates or at the latest by 1<sup>st</sup> August of the year of admission.

Applications without full particulars or those, which are not accompanied by the required certificates, will not be accepted. Besides, applications, which are not submitted in time, may also be not considered.

## 5. FEES TO BE PAID TO THE UNIVERSITY:

The Principals are informed that the candidates seeking admission to various courses in this University shall pay the fees, listed below to the University. All these fee paid by the students are non-refundable. All the fees shall be collected by the Principal of the College at the time of admission itself and remitted to this University alongwith the student returns.

### i. Recognition Fee:

All the candidates who have passed an examination other than that conducted by Bharathiar University, have to get their qualifying examination, recognized by applying for the same and paying the prescribed fees:

- |  |               |
|--|---------------|
| a. For candidates who have passed Higher Secondary Examinations conducted by the Govt. of Tamil Nadu (they need not send application)  | Rs. 225.00    |
| b. For considering recognition of the Higher Secondary Examinations or a similar Examination conducted by any other Board or an accredited body and degree Examinations conducted by an University in India, other than Bharathiar University (including cost of application Rs.25.00) | Rs. 750.00    |
| c. For considering the application for recognition of an Examination conducted by Universities or other accredited bodies outside India for admission to a course of study in this University (including cost of application Rs.25.00)   | Rs. 1125.00 * |

### \* Special fee for foreign & NRI students:

The Principals are requested to collect special fee from the foreign & NRI students who are seeking admission to various UG, PG, M.Phil., and Ph.D Programmes in the affiliated colleges of our University from the academic year 2017-18 onwards in addition to the existing academic fee.

UG degree	Rs.5000/-	PG degree	Rs.10,000/-
M.Phil Programme	Rs.15,000/-	Ph.D. Programme	Rs.25,000/-

If the candidates have already obtained the eligibility certificates from the University before admission, they need not pay the fee for recognition and also the cost of the application. However, such candidates shall submit the recognition application to the University. The number and date of the eligibility certificate should be mentioned in the recognition application.

### ii. Matricula Fee:

All candidates who have not qualified with their previous qualifying examination from Bharathiar University have to enroll themselves as a matriculate of this University by paying the Matricula Fee of	Rs.150.00
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### iii. Registration Fee:

The fee for registering an individual as a student to undergo a course of study offered by the University through an Affiliated College or University Department or any other institution recognized by the University, is as follows:

- |  |            |
|--|------------|
| a. Candidates seeking admission to UG, Diploma and Certificate courses | Rs. 125.00 |
| b. Candidates seeking admission to PG and PG diploma courses           | Rs.190.00  |

Only candidates registered with the University for the Course concerned will be permitted to appear for the examinations conducted by the University. Principals are therefore requested to kindly ensure that the list furnished to the University showing the names of candidates enrolled to various courses of studies in colleges and the list of students sent for the first time to take up the University Examinations are identical, except for the dropouts during the period in between the time of admission and the time of applying for examinations.

### iv. Administrative Fee:

An Administrative Fee at the rate of Rs.100.00 per year of study shall be collected from each student as one-time payment, based on the total years of study of the course and the amount shall be collected while admitting the candidate.

### v. University Library Fee:

A one-time University Library Fee at the rate of Rs.40.00 per student may be collected, at the time of admission to the I year of the course (both day college and evening college).

### vi. University Sports Fee:

The Principals are requested to collect (one-time) University sports fee of Rs.75.00 per student, at the time of admission to I year of the course (both day college and evening college). No fee be collected from II, and III year students.

### vii. University Autonomous fee:

The Principals are requested to collect (one-time) **University Autonomous fee of Rs.125/- per student for the autonomous college students only**, at the time of admission to both UG and PG degree courses.

## 6. FEES REMITTANCE:

A detailed Statement (as in Annexure – II) showing the particulars of various fees collected from the candidates and the consolidated amount collected, should be submitted in the form of a Demand Draft drawn, from a Nationalized Bank, in favour of the Registrar, Bharathiar University, Coimbatore, payable at Coimbatore and sent to the Registrar while sending the admission details and other certificates within 15 days of closure of the admission.

In addition, each college has to pay an annual Sports Affiliation Fee of Rs.550.00, which should be remitted along with the fees collected from the students. The Sports Affiliation Fee should be paid by the college and not be collected from the students.

## 7. CANDIDATES STUDYING OTHER LANGUAGES:

Students admitted to under-graduate course and who wish to study a language other than Tamil under Part I and for which the college does not have a teacher, shall obtain permission from the University to study that Language as **Private study**, under the tutorship of a qualified person. Such student shall submit an application in the format prescribed in Annexure – I alongwith the following particulars to this office through the Principal:

- a. Application for private study (in the format given in Annexure – I)
- b. Fees for Part – I Private study Rs.750.00 (this fee should be collected as a separate Demand Draft drawn in favour of the Registrar, Bharathiar University)
- c. Attested photocopies of the Qualified Tutor's (10+2+3+2 Pattern) MA degree certificate in the concerned subject (**MA degree** obtained by the Tutor under **Open University system is not considered**).
- d. Willingness letter from the proposed tutor

**The tutor who has not acquired an M.A. degree in the language concerned, but an equivalent degree shall produce documentary evidence to the effect that his/her qualification is equivalent to MA degree in the language. If the original certificates are in language other than Tamil or English, the original certificates should be submitted alongwith authenticated translated version in English, duly attested by the Principal.**

The required particulars, shall be forwarded by the Principals of the college, within 15 days from the date of admission of the candidate, otherwise the candidate may not be allowed to appear for the University examinations.

To facilitate the students who have opted for languages for which sufficient number of teachers are not available in the Colleges, the University proposes to conduct Personal Contact Programmes, utilizing the services of the available teachers drawn from the University Departments and from the Affiliated Colleges.

## 8. STRENGTH:

The number of students admitted inclusive of repeaters (re-admitted candidates), if any, in any course shall not exceed under any circumstances, the maximum strength fixed by the University at the time of affiliation, or as modified and communicated later.

If admissions are made in excess of the sanctioned strength and without the prior approval of the University, such admissions will be treated as unauthorized admission and the college concerned will run the risk of being branded as an **Erring College**.

## 9. TRANSFER/READMISSION:

The Principals of the colleges should not admit any candidate in **II or III** year of any course, on transfer or readmit any candidate without getting prior permission from the university.



## **10. BOGUS MARKSHEETS:**

The Principals are requested to verify (to the maximum extent possible) that the certificates produced by the candidates at the time of admission are genuine.

## **11. LAST DATE FOR ADMISSION:**

The last date fixed for admission to various UG/PG courses will be communicated separately.

## **12. SUBMISSION OF STUDENT RETURNS:**

The Principals of colleges are informed that as soon as admissions are closed, a list of candidates admitted in each course of study may be prepared and sent to the University together with all the fees, mentioned above, collected at the time of admission. The details of fees remitted may be furnished in the prescribed format (Annexure II).

Along with the above details, the following should also be submitted to the Registrar:

- a. Certificates as indicated in item 3, of this guideline
- b. Applications for recognition of the qualifying examinations
- c. Applications of candidates opting to study other languages, alongwith the DDs
- d. Applications for private study, in the format, as given in annexure – I

Further, if the original certificates are in a language other than Tamil or English, the original certificates should be submitted alongwith the authentic translation in English, duly attested by the Principal.

Encl: Annexure I & II

**REGISTRAR**

**Coimbatore – 641 046**