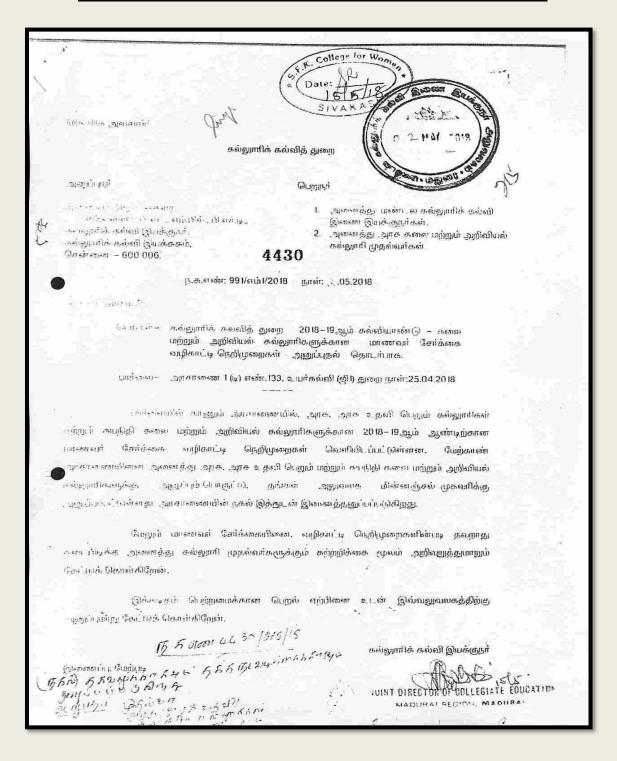


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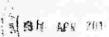
SIVAKASI – 626 123.

(Affiliated to Madurai Kamaraj University, Re-accredited with A Grade by NAAC, College with Potential for Excellence by UGC and Mentor Institution under UGC PARAMARSH)

STATE GOVERNMENT ORDER FOR RESERVATION 2018-2019







Abstract

Collegiate Education - Guidelines for Admission of students to UG/Rd 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

Dated 25.04.2018. விளப்பி சக்கிரை - 12 சிருவள்ளுள் ஆண்டு 2049. Read.-

1. G.O. (Ms) No 157. Higher Education (G1) Department, dated 11.05.2017

 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)

//Forwarded / By Order//

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

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.
- 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
- 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 stoctly:
 - b) Filled in application should contain atteast 2 contact numbers

8. Enclosures

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

- 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 f9.2003, admission may be accorded purely on merit basis on production of Identity Card issued by the concerned HQ Tabsildars 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 i 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.27- (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 Tamit 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.

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 Pius 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° day of the publications of plus two results in Internet.

Applications for admission may be received even after the last date fixed fur 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 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 (1995) 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
- 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.
- m) Admission Register
- Communication with the University/the Director of Collegiate Education related to admission

- Discourse of an 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 car

14. Rule of Reservation

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

- 31% for Open Competition (OC)
- 0 -> 2; 26.5% for Backward Classes (BC) other than BC Muslims and 3 5% for Backward Classes Muslims
 - 20% for Most Backward classes (MBC) and Denotified Communities (DNC)
- 18 4) 15% for Scheduled Castes (SC), and 3 % for Arunthathiyars (SCA)
 - 1% for Scheduled Tribes (ST) 5)

The rule of reservation will apply to:

- a) 100% of seats in Government Colleges
- sow, of sears 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-fine
- a) 50% of seals in the Unaided (Self-financing) courses offered by the Aides
- in realised of both Aided Colleges and Undidad Colleges in Minority Colleges the of some shall be filled by students balanging to minority expectated that inbalance 50% of the seats shall be filled by following the rule of reservation

However, wherever number of applications from minority communities is less then 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 man, women and transgender applicants

- 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, it 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.

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.

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1	TOTAL CONTRACTOR	Ranking based on marks in PartiPreference should be given to concerned subject studied
	5	கத்தி III பொத்த பதிட்சப்பண்ட 800-க்க பெறுப்பட்ட பக்கிப்பெண்கள் அதப்படையில் தரப்பட்டியல்
2	A) Computer : Science : B) Computer :	Ranking based on marks in Part 2/3 of seats are for students ill out of 800 who have studied Computer அத்தி III செலக்க மதிர்கள் 800–த்த Science as a subject in plus two கொட்ட கட்டு கள்கள் 1/3 of seats are for students who have not
		studied computer science as a subject in plus two and should have studied Mathematics.
3		Ranking based on marks in Part20% for vocational stream. Ill out of 800 students who should have in the students who should have in the students in the stude
	Microbiology	BO% for students who have Ranking based on marks in Part studied Botany and Zoology till out of 800 subjects 20% reserved for பகுதி III பெரைத்த பதிட்பெண் 800—க்கு பெருப்பட்ட மதிப்பெண்கள்
5	B.A. Other than language	Ranking based on marks in Parta) Preference should be given to concerned Ill out of 800 subject studied பகுதி III மொத்த மதிப்பெண் 800–க்குb) 20% reserved for vocational stream பெறப்பட்ட மதிப்பெண்கள்
16	B.Com general & Corporate Secretaryship	Ranking based on marks in Partishould have studied Commerce III out of 800 and Accountancy in HSC 20% பகுதி III மொத்த மதிட்டுமன் 800-க்கு reserved for vocational stream பெறப்பட்ட மதிட்டுகள்கள் அவ்படையில் தரப்பட்டியல்
•	ВВМ/ВВА	Ranking based on marks in Partshould have studied Commerce and III out of 800 Accountancy in HSC 20% reserved for பகுதி III மொத்த மதிப்பெண்vocational stream 800–க்கு மெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்

- 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 / Telugo 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 Land Part II as the case may be

Supplementary candidates

- 19. The supplementary candidates are eligible for admission if vacancies exist or anse Admissions should be done as per the norms without waiting for the results of the supplementary candidates.
- 20. Admission is subject to ventication 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.
- 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

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.

 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 Arrivit 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.
- Cout of the quota of 31 sintended for open competition 5 out of every 100 soats 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-servicement of Tamil Nadu Origin (G O Ms Nr 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.
 - 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 ment with "C" certificate holders. (G.O. 354. Higher Education (D1) dept. dated 8.7. 1997)
- 29 The Selection list shall clearly reveal particulars of candidates selected under each category-OC/BC/MBC/DNC/SC/ST/ Differently abled/ Sports Quota / Ex-servicemen, NCC/etc.

30. Every selection list must contain the following details:

- a) Number of seats sanctioned for the course
- to Number of seats already filled up
 - 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..
- If there are any vacancies in any quota, after the First Counselling, further 31 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 ment, vacancies against BC/MBC/DNC/SC/ST quota should be filled with BC/MBC/DNC/SC/ST candidates respectively in the order of ment 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,

- 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 32 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
- 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 33. of candidates not selected for other courses are still pending with the 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 till up the seats reserved for those communities

Fresh applications may be entertained any when it application is pending either received in time or late - with the college for admission

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 IN PEASED 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. 27 (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 Golleges 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 occumstances before the first date for receipt of filled in applications as specified in a rabove.
- 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
- For MBA/MCA admission, AICTE Anna University norms will have to be followed subject to modification.
- q) For admission to MSW course any degree holder is eligible

Sunil Parwat

Principal Secretary to Government

#True copy#

Section Officer