Abstract

Collegiate Education – Guidelines for Admission of students to UG/PG Courses in Government / Government Aided / University Constitutent/Self-financing colleges of Arts and Science for the Academic year 2019-20 – Orders - Issued.

Higher Education (G1) Department

G.O.(1D)No.89

Dated : 15.04.2019,
விகாரி, சித்திரை–2,
திருவள்ளுவர் ஆண்டு, 2050.

Read:–

1. G.O. (Ms) No.133, Higher Education (G1) Department, dated 25.04.2018.
2. From the Director Collegiate Education Letter No.6375/M1/2019, dated 02.04.2019.

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 2018-19 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 (Finance), Joint Director (Planning & Development), Assistant Director (self-financing colleges), Directorate of Collegiate Education and Principals of various colleges was constituted for framing of guidelines for admission of students to UG/PG Courses in Government / Aided / University Constituent / Self Financing colleges of Arts and Science in Tamil Nadu. The Committee has recommended to make certain changes to guidelines issued for admission of students to UG/PG Courses in Government/ Aided/Unaided colleges of Arts and Science in Tamil Nadu for the Academic year 2018-19 and requested the Government to issue necessary orders on the guidelines for admission of students to UG/PG Courses in Government /Government Aided / University Constituent / Self Financing colleges of Arts and Science in Tamil Nadu for the Academic year 2019-20.

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3. The Government after careful examination approve the guidelines for admission of students to UG/PG courses in Government / Aided/ University Constituent / Self Financing colleges of Arts and Science in Tamil Nadu for the academic year 2019-20 annexed to this order and direct that the said guidelines be followed strictly.

(By Order of the Governor)

Mangat Ram Sharma
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 15/4/19
Section Officer.

15/4/19

ANNEXURE

PROCEDURE FOR ADMISSION TO UG/PG COURSES IN ARTS AND SCIENCE COLLEGES 2019-20

1. The procedure given in this communication is applicable to all the Government/Government Aided/ University Constituent / Self Financing colleges of Arts and Science in Tamil Nadu. These are to be observed both in letter and spirit. Where otherwise stated these procedure for admission to UG/PG courses are common for both.
2. Transparent exhibition of the fee structure for various courses should be given in the prospectus.
3. The Principal of the college and the admission committee will be responsible for any violations in this regard.
4. Admission committee is to be broadened to include senior teaching faculty, number to be specified as either 3 or 4.
5. Implementation of Rules of Reservation should be followed strictly to each course separately.
6. Admissions for aided courses are to be conducted before admissions for each self financing courses.
7. a) Only one application form need to be issued with option to various courses should be followed very strictly.
   b) Filled in application should contain atleast 2 contact numbers.
8. **Enclosures**:
   Photocopies of the following should be enclosed with the filled in application:
   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 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.

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 Counselling for admission, the admission shall be cancelled.

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 five 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).

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 15th day of the publications of plus two results in the 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/DNC/BC candidates if applications received in time from such candidates get exhausted, late applications should also be considered to fill up the seats reserved for these communities.

11. The upper age limit for admission to UG courses will be 21 (twenty one) years as on 1st July 2019. 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. **Admission Committee for UG and PG courses:**

The Admission Committee is common for both UG and PG courses and it should include the following members apart from Principal.

(i) Two Senior most staff members.

(ii) A Senior most co-opted staff member belonging to SC/ST.

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 meeting.
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. Tamil Nadu native candidates alone will be considered for communal reservation. Other State candidates will be considered under “Open Competition”.

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 400 marks comprising a subject-component of 400 and admission to Government /Aided / University Constituent /Self Financing Colleges should be through counselling.

17. (a) Rank list should be prepared based on the marks obtained by the students in the subject component out of total 400 marks under Part III in Higher Secondary examination during 2018-19. 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 subjects in the Higher Secondary (+2) shall be made as per the existing norms. For the students passed Higher Secondary (+2) prior to 2018-19 the marks can be converted to current stream. i.e to 400, instead of 800.

(b) If more than one allied is offered for a particular major subject, 50% of the seats shall be given to each allied.

<table>
<tr><td colspan="4">SOME ILLUSTRATIONS ARE GIVEN BELOW</td></tr>
<tr><td colspan="3">Group-I தொகுப்பு – I</td><td>கட்டாயம் படித்திருக்க வேண்டிய பாடங்கள்</td></tr>
<tr><td>1</td><td>கணிதம்
Mathematics</td><td rowspan="4">(கணிதம், இயற்பியல், வேதியியல் பயின்ற மாணவர்களுக்கு மட்டும்)

Ranking based on marks in Part III out of 400

பகுதி III மொத்த மதிப்பெண் 400–க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.</td><td rowspan="3">அவசியம் கணிதம் பயின்றிருக்க வேண்டும்.
Should have studied Maths</td></tr>
<tr><td>2</td><td>இயற்பியல்
Physics</td></tr>
<tr><td>3</td><td>வேதியியல்
Chemistry</td></tr>
<tr><td>4</td><td>புள்ளியியல்
Statistics</td><td>Preference should be given to concerned subject studied.</td></tr>
<tr><td colspan="4">Group-II தொகுப்பு – II</td></tr>
<tr><td>5</td><td>வேதியியல்
Chemistry</td><td rowspan="4">(தாவரவியல், விலங்கியல், உயிரியியல், வேதியியல் பயின்ற மாணவர்களுக்காக)

Ranking based on marks in Part III out of 400
பகுதி III மொத்த மதிப்பெண் 400–க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.</td><td rowspan="4">வேதியியல் கட்டாயம் பயின்றிருக்க வேண்டும்</td></tr>
<tr><td>6</td><td>தாவரவியல்
Botany</td></tr>
<tr><td>7</td><td>விலங்கியல்
Zoology</td></tr>
<tr><td>8</td><td>உயிர் வேதியியல்
Bio Chemistry</td></tr>
<tr><td colspan="4">Group-III தொகுப்பு-III</td></tr>
<tr><td>9</td><td>Electronic
BES</td><td>Ranking based on marks in Part III out of 400
பகுதி III மொத்த மதிப்பெண் 400–க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்</td><td>Should have studied Physics & Maths
இயற்பியல், கணிதம் கட்டாயம் படித்திருக்க வேண்டும்.</td></tr>
<tr><td colspan="4">Group-IV தொகுப்பு-IV</td></tr>
<tr><td>10</td><td>புவியமைப்பியல்
Geology</td><td>Ranking based on marks in Part III out of 400
பகுதி III மொத்த மதிப்பெண் 400–க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்</td><td>Should have studied Physics & Chemistry
இயற்பியல், வேதியியல் கட்டாயம் படித்திருக்க வேண்டும்.</td></tr>
</table>

11	Geography	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400–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 400 பகுதி III மொத்த மதிப்பெண் 400–க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	2/3 of seats reserved for students who have studied Computer science as a subject in plus two and 1/3 of seats are for students who have not studied computer science in plus two and should have studied Mathematics.
13	Home Science Nutrition & dietetics	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400–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 400 பகுதி III மொத்த மதிப்பெண் 400–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 400 பகுதி III மொத்த மதிப்பெண் 400–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 400 பகுதி III மொத்த மதிப்பெண் 400–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 400 பகுதி III மொத்த மதிப்பெண் 400–க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	should have studied Commerce and Accountancy in HSC 20% reserved for vocational stream

18	For UG courses other than above mentioned courses.	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400–க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have passed any group in HSC.

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.

19. 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.

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 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 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. **For Supplementary candidates**

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.

25. **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.

26. **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.

27. **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.

28. **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.

29. **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).

30. 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.

31. **Every selection list must contain the following details:**

a) Number of seats sanctioned for the course
b) Number of seats already filled up
c) Number of students selected in the list with rank marks
d) Number of seats still vacant
e) Particulars of candidates selected under each category - OC/BC/MBC/ DNC/SC/ST/ Differently Abled / Ex-servicemen / Sports Quota / NCC etc.,

32. 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.

33. 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.

34. 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.

35. 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.

36. 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.

Mangat Ram Sharma
Principal Secretary to Government.

\\True Copy\\

Jayanthi 15/4/19
Section Officer.

15/4/19