



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Since 1902

Affiliated to Mahatma Jyoti Baoba University, Thiruvananthapuram, Recognized as 201 & 2023 of UGC Act,  
Azhagiemandapam, Thiruvallanur - 620 174, Kanyakumari District, Tamil Nadu, India.  
Phone : +91 4383 245187 / 245510 / Website : www.muartscollege.edu / Email : muslimartscollege@gmail.com



## NAAC DVV CLARIFICATIONS

### CRITERION 2

#### 2.1 STUDENT ENROLMENT AND PROFILE

2.1.2 Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years.

Letters from the state or central government, in English indicating the reserved categories as per state rules of the five assessment years.

**Submitted to**  
**THE NATIONAL ASSESSMENT AND**  
**ACCREDITATION COUNCIL**  
**(NAAC)**  
**August 2024**

## கல்வியறிவு கல்வித் துறை

அனுப்புநர்:

முனைவர். இரா. பாஸ்கரன்,  
எம்.எஸ்ஸி.எம்.பில்.பி.எச்.டி  
கல்வியறிவு கல்வி இணை இயக்குநர்,  
திருநெல்வேலி மண்டலம்  
திருநெல்வேலி- 627 008.

பெறநர்:

முதல்வர்/செயலர்,  
அனைத்து அரசு/அரசு உதவி பெறும்  
மற்றும் சுயநிதிக் கல்வியறிவுகள்,  
திருநெல்வேலி மண்டலம்.

ந.க.எண்: 003/அ3/2022 நாள்: 20.06.2022

அய்யா,

பொருள்: கல்வியறிவு கல்வித்துறை - கல்வியறிவு கல்வி இணை இயக்ககம்,  
திருநெல்வேலி மண்டலம், திருநெல்வேலி - 2022-2023 ஆம்  
கல்வியறிவு - கலை மற்றும் அறிவியல் கல்வியறிவுக்கான  
மாணவர் சேர்க்கை வழிகாட்டு நெறிமுறைகள் - கடைபிடிக்க  
வேண்டுக - தொடர்பாக.

பார்வை: 1. சென்னை-6, கல்வியறிவு கல்வி இயக்குநர் அவர்களின் கடித  
ந.க.எண்: 18255/எம் 1/2022 நாள்:16.06.2022-ன் உடன்  
இணைத்து பெறப்பட்ட அரசாணை (டி) எண்: 161,  
உயர்கல்வித் துறை (ஜி 1) நாள்: 14.06.2022

பார்வையில் காணும் சென்னைக் கல்வியறிவு கல்வி இயக்குநர் அவர்களின்  
கடிதத்துடன் இணைத்துப் பெறப்பட்ட அரசாணையில் அரசு/அரசு உதவி பெறும் மற்றும்  
சுயநிதிக் கலை மற்றும் அறிவியல் கல்வியறிவுகள் 2022-2023 -ஆம் கல்வியறிவுக்கான  
சேர்க்கையின் போது மேற்கொள்ளப்பட வேண்டிய வழிகாட்டி நெறிமுறைகள்  
வெளியிடப்பட்டுள்ளன. அதன் நகலினை இத்துடன் இணைத்துப்புகிறேன். அவ்வரசாணையின்  
இணைப்பில் கொடுக்கப்பட்டுள்ள நெறிமுறைகளை தவறாது பின்பற்றிட வேண்டும் என  
கேட்டுக் கொள்ளப்படுகிறது.

மேலும் இம்மண்டலத்திற்கு உட்பட்ட அனைத்து அரசு/அரசு உதவி பெறும் மற்றும்  
சுயநிதிக் கலை மற்றும் அறிவியல் கல்வியறிவுகளுக்கு கீழ்க்கண்ட வழிகாட்டு நெறிமுறைகளை  
கட்டாயம் மேற்கொள்ளப்பட வேண்டும் என தெரிவித்துக் கொள்ளப்படுகிறது.

1. அரசு உதவிப் பெறும் பாடப்பிரிவு மற்றும் சுயநிதிப்பாடப்பிரிவுகளின் விவரம்  
மற்றும் கல்வி கட்டணத்தொகையினை கல்வியறிவு வளாக அறிவிப்பு பலகையில்  
அனைவருக்கும் தெரிந்து கொள்ளும் வகையில் ஒட்டப்பட வேண்டும். கல்விக்  
கட்டணங்களின் விவரங்களின் நகல் ஒன்றினை இவ்வலுவலகத்திற்கு அனுப்பி  
வைக்குமாறு கேட்டுக் கொள்ளப்படுகிறது.

2. அரசு உதவிப் பெறும் கல்வியறிவுகள், தங்களது கல்வியறிவில் பயிற்றுவிக்கப்படும்  
அரசு உதவிபெறும் பாடப்பிரிவிற்கு மாணவர் சேர்க்கை நடத்தப்பட்ட பின்னரே



PRINCIPAL  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174

சுயநிதிப் பாடப்பிரிவிற்கு மாணவர் சேர்க்கை நடத்தப்பட வேண்டும் எனத் தெரிவித்துக் கொள்ளப்படுகிறது.

3. இக்கல்வியாண்டின் (2022-2023) மாணவர் சேர்க்கை குழுவானது அரசு விதிப்படி அமைக்கப்பட்டு அதன் விவரங்களை இவ்வலுவலகத்திற்கு அனுப்பி வைக்குமாறு கேட்டுக் கொள்கிறேன்.
4. ஒரு மாணவன் ஒவ்வொரு கல்லூரிக்கும் ஒரு விண்ணப்பத்தை மட்டுமே விண்ணப்பிக்கவும் எனத் தெரிவித்துக் கொள்கிறேன்.

S/C

திரு. பாலசுப்பிரமணியன்  
23/6/22 1/2  
கல்லூரிக் கல்வி இணை இயக்குநர்,  
திருநெல்வேலி மண்டலம்-8,  
திருநெல்வேலி.

22/6/22

22/6

இணைப்பு: பார்வையில் கண்டவாறு

நகல்:

கல்லூரிக் கல்வி இயக்குநர்,  
கல்லூரிக் கல்வி இயக்ககம்,  
சென்னை -6 (தகவலுக்காகப் பணிநிறுப்பலாகிறது)



## ABSTRACT

Collegiate Education – Guidelines for Admission of students to UG/PG Courses in Government / Government Aided / Self-financing Colleges of Arts and Science for the Academic year 2022-23 – Orders - Issued.

### Higher Education (G1) Department

**G.O.(D)No.161**

Dated 14.06.2022

ஸ்ரீ சுபகிருது வருடம், வைகாசி – 31  
திருவள்ளூர் ஆண்டு, 2053.

Read:-

1. G.O. (Ms) No.77, Higher Education (G1) Department, dated 18.07.2020.
2. G.O. (1D) No.184, Higher Education (G1) Department, dated 06.08.2021.
3. From the Director Collegiate Education Letter No.18255/M1/2022, dated 30.05.2022.

\*\*\*\*\*

### ORDER:-

In the Government order first read above, orders have been issued to introduce online registration of application for Tamil Nadu Government Arts and Science Colleges Admission (TNGASA) from the academic year 2020-21.

2. In the Government order second read above, guidelines for admission of students to UG/PG Courses in Government / Government Aided / University Constituent/Self-financing Colleges of Arts and Science for the Academic year 2021-22 were issued.

3. In the letter third 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 / 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 / Government Aided/Unaided colleges of Arts and Science in Tamil Nadu for the Academic year 2021-22 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 2022-23.

4. The Government after careful examination approve the guidelines for admission of students to UG/PG courses in Government / Government Aided/ Self-Financing colleges of Arts and Science in Tamil Nadu annexed to this order, for the academic year 2022-23 and direct that the said guidelines be followed strictly.

(By order of the Governor)

D. Karthikeyan  
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 / Order //

*[Handwritten Signature]*  
14/06/2022  
Section Officer

*[Handwritten Signature]*  
14/06/2022

## ANNEXURE

### PROCEDURE FOR ADMISSION TO UG/PG COURSES IN ARTS AND SCIENCE COLLEGES 2022-23

1. The procedure given in this communication is applicable to all the Government/Government Aided/ 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) The choices of colleges and courses, should be opted by the candidates at the time of registration.  
b) Filled in application should contain atleast one contact number.
8. Documents to be scanned and uploaded as per instructions in the webportal:
  - a) Qualifying Examination Mark Sheet / Provisional Marksheet.
  - 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/ Boards / 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 admission, the admission shall be cancelled.

9. The online application fee is Rs.48/- and registration fee is Rs.2/- for each college. There is no application fee for SC/ST Candidates.

10. The Registration of application for Government Arts and Science Colleges will commence on 27.06.2022 and close on 15.07.2022.

11. **Age limit:**

The upper age limit for admission to UG courses will be 21 (twenty one) years as on 1<sup>st</sup> July 2022. 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/SCA/ST/BC/BCM/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, one for UG and one for PG.

13. **Documents to be maintained**

The following Registers and other related documents pertaining to students' admission should be maintained and preserved by the colleges:

- a) List of Applications received within the last date prescribed
- b) Rank list should be signed by the members of the Selection Committee.
- c) Rank list have to be displayed in the College Website.
- d) Minutes of Selection Committee meeting.
- e) Admission Register

- f) Communication with the University/ Director of Collegiate Education related to admission
- g) Copies of all letters to the University/ Director of Collegiate Education making requisition for increase in seats and letters from the University permitting increase.
- h) The colleges shall maintain registers regarding the applications received from SC/SCA/ST/MBC/ DNC/BC/BCM 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 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 Self-financing courses offered by the Aided Colleges.
- e) 50% of seats in the cases of Self-financing 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/G1/98-5 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 there to. 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 / Government Aided /Self Financing Colleges order of merit / rank list against the priority of choices recorded by applicants.

(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 2019-20. Eligibility of students for admission to UG Courses in the colleges shall be as per the eligibility norms and guidelines of 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.

SOME ILLUSTRATIONS ARE GIVEN BELOW

Group-I தொகுப்பு - I			கட்டாயப் பாடங்கள்	படித்திருக்க வேண்டிய
1	கணிதம் Mathematics	கணிதம், இயற்பியல், வேதியியல் யின்ற மாணவர்களுக்கு மட்டும்) Ranking based on marks in Part III out of 400	அவசியம் கணிதம் யின்றிருக்க வேண்டும்.	Should have studied Mathematics
2	இயற்பியல் Physics	பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.		
3	புள்ளியியல் Statistics	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 students who have studied Mathematics or Statistics or Business Mathematics	
Group-II தொகுப்பு - II				
4	தாவரவியல் Botany, Plant Biology & Plant Biotechnology	(தாவரவியல், விலங்கியல், உயிரியியல், வேதியியல் யின்ற மாணவர்களுக்காக)		
5	விலங்கியல் Zoology, Advanced Zoology & Biotechnology	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	வேதியியல் கட்டாயப் யின்றிருக்க வேண்டும்	Should have studied Chemistry
6	உயிர் வேதியியல் (Bio Chemistry)			
7	வேதியியல் Chemistry	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Chemistry & Mathematics வேதியியல், கணிதம் கட்டாயப் படித்திருக்க வேண்டும். (or) Should have studies Chemistry & Biological Sciences வேதியியல், உயிரியல் கட்டாயப் படித்திருக்க வேண்டும்	
Group-III (தொகுப்பு-III)				
8	Electronic Science BES	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400- க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Physics & Mathematics இயற்பியல், கணிதம் கட்டாயப் படித்திருக்க வேண்டும்.	

**Group-IV தொகுப்பு-IV**

9	புவியியல் Geology	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Physics & Chemistry இயற்பியல், வேதியியல் கட்டாயம் படித்திருக்க வேண்டும்.
10	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
11	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	Should have studied Mathematics 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.
12	Home Science Nutrition & Dietetics	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 Chemistry with Biology or Home Science. 20% for vocational stream students who should have studied Biology or Home Science.
13	Microbiology	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	For general stream only 80% for students who have studied Botany and Zoology or Microbiology subjects. 20% reserved for Biology students for general stream
14	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

15	B.Com General & B.Com Corporate Secretaryship	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	should have studied Commerce and Accountancy in HSC 20% reserved for vocational stream
16	BBM/BBA	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Commerce and Accountancy in HSC 20% reserved for vocational stream
17	For UG courses other than above mentioned courses.	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have passed any group in HSC. As per the norms of concerned Universities.

### 17. LATERAL ENTRY (UG COMMERCE DEGREE)

As per the orders issued in G.O.(Ms) No. 203 Higher Education (B1) Department Dated: 26.10.2021, the students qualified with the Diploma in Commercial Practice / Diploma in Modern Office Practice [ 10+3(SSLC and Diploma) / 10+2+2(SSLC, HSC and Diploma )] are eligible for admission into lateral entry of all branches of UG Commerce Degree Programmes including Corporate Secretaryship offered by all State Universities in Tamil Nadu ( Government / Government Aided / Autonomous / Self Financing Colleges) from the academic year 2022-23.

Hence, the above lateral entry students shall be admitted following the guidelines mentioned below:-

- An additional intake of 10% of seats should be created in the colleges for the lateral entry admission to direct second year in the above courses exclusively for the Diploma Students.
- The Students who have not studied Part-I Language should complete the paper during the course of Degree programmes.
- The Lateral entry students are eligible for classification of Grade / Class for award of UG Commerce Degree Programmes from the academic year 2022-23.

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:
- The candidates who have passed the examination in the first attempt.
  - 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:
- 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.
  - 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.
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. For Government/ Government Aided/ Self Financing Colleges, intimations of provisional selection should be sent to the candidates through electronic media by mail/SMS. The provisional selection list in respect of Government Colleges should be displayed in the web portal [www.tngase.org](http://www.tngase.org) and in respect of Government Aided/Self Financing Colleges the provisional selection list is to be displayed in the respective college websites.
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 overall responsibility will rest with the Principal only.

In Government / Government Aided / Self Financing Colleges where degree courses are taught through English and Tamil Medium, if seats in one medium are filled up, candidates may be considered for the other medium provided all the candidates who have applied for the particular medium have been considered for admission.

**24. For Supplementary candidates**

With regard to supplementary candidates, eligible for admission, separate notification will be put up in the web portal [www.tngasa.in](http://www.tngasa.in) / [www.tndceonline.org](http://www.tndceonline.org) for Government Colleges only.

**25. Procedure for selection/admission under Open Competition Quota:**

i) 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/BCM/MBC/DNC/SC/SCA/ST Quota. The procedure implies that BC/MBC/ DNC/SC/SCA/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.

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

iii) The foreign students who are willing to pursue arts and science courses shall be admitted under the open quota only, subject to eligibility norms of the concerned university / Board.

**26. Procedure for selection / admission under reserved quota for SC/SCA/ST/ MBC/DNC/BC/BCM:**

After filling up the vacancies in the open competition quota as aforesaid, the vacancies SC/SCA/ST/MBC/ DNC/BC/BCM 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% (15% SC, 3% SCA 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% (26.5% BC, 3.5% for BCM and 20% MBC reserved for Backward Classes, Most Backward Classes and Denotified Communities, 5 out of every 100 vacancies/seats shall be reserved for Differently Abled persons belonging 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, Higher Education (D1) Department, 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 for the children of Ex-servicemen 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.
- d) 3 seats in UG and 2 seats in PG shall be reserved for eligible children/ widow's of personnel belonging to Security forces.

**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/BCM/MBC/ DNC/SC/SCA/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/BCM/MBC/DNC/SC/SCA/ST/ Differently Abled / Ex-servicemen / Sports Quota / NCC etc.

32. If there are any vacancies in any quota, after the First phase of admission, further Second, Third, Fourth etc., phases 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/BCM/MBC/ DNC/SC/SCA/ST quota should be filled with OC/BC/BCM/MBC/DNC/SC/SCA/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, provided the eligibility norm is satisfied.

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. 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) Application Fee for PG course is fixed at Rs. 58/- (Rupees Fifty Eight only) + Rs.2/- (Rupees Two only) for Registration fee. For SC/ST candidates, there is no Application fee.
- 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 Financing Colleges, the date of registration for admission will be notified separately.

- d) For admission to all PG courses other than MBA and MCA, the qualifying examination marks will be intimated separately.
- e) For MBA/MCA admission, AICTE / Anna University norms will have to be followed, subject to modification.
- f) For admission to MSW course any degree holder is eligible.

D.Karthikeyan  
Principal Secretary to Government

// True Copy //

*B. S. S. S. S.*  
14/06/2022  
Section Officer  
*K.S.*  
14/06/22



*Shub*  
PRINCIPAL  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174

**ABSTRACT**

Collegiate Education – Guidelines for Admission of students to UG/PG Courses in Government / Government Aided / University Constituent/Self-financing Colleges of Arts and Science for the Academic year 2021-22 – Orders - Issued.

**Higher Education (G1) Department****G.O.(D)No.184**

Dated 05.08.2021

ஸ்ரீ பிலவ வருடம், ஆடி -20  
திருவள்ளூர் ஆண்டு, 2052.

Read:-

1. G.O. (Ms) No.77, Higher Education (G1) Department, dated 18.07.2020.
2. G.O. (1D) No.110, Higher Education (G1) Department, dated 18.07.2020.
3. From the Director Collegiate Education Letter No.15551/M1/2020, dated 15.06.2021.

\*\*\*\*\*

**ORDER:-**

In the Government order first read above, orders have been issued to introduce online registration of application for Tamil Nadu Government Arts and Science Colleges Admission (TNGASA) from the academic year 2020-21.

2. In the Government order second read above, guidelines for admission of students to UG/PG Courses in Government / Government Aided / University Constituent/Self-financing Colleges of Arts and Science for the Academic year 2020-21 were issued.

3. In the letter third 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 / 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/ Government Aided/Unaided colleges of Arts and Science in Tamil Nadu for the Academic year 2020-21 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 2021-22.

....2



*Sub.*  
PRINCIPAL  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174

4. The Government after careful examination approve 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 annexed to this order, for the academic year 2021-22 and direct that the said guidelines be followed strictly.

(By Order of the Governor)

D. Karthikeyan  
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 Personal Assistant to Principal Secretary to Government,  
Higher Education Department, Chennai-9.  
Sf/Sc.

// Forwarded / by Order //

M. Sudha  
Section Officer

*[Handwritten signature]*  
5/12/21

3  
12

## ANNEXURE

### **PROCEDURE FOR ADMISSION TO UG/PG COURSES IN ARTS AND SCIENCE COLLEGES 2021-22**

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 and to be uploaded in [www.fngasa.org](http://www.fngasa.org).
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) The choices of colleges and courses, should be opted by the candidates at the time of registration.  
b) Filled in application should contain atleast one contact number.
8. Documents to be scanned and uploaded as per instructions in the webportal:
  - a) Qualifying Examination Mark Sheet / Provisional Marksheet.
  - 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/ Boards / 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 admission, the admission shall be cancelled.

9. The online application fee is Rs.48/- and registration fee is Rs.2/- for each college. There is no application fee for SC/ST Candidates.

10. The Registration of application for Government Arts and Science Colleges will commence on 26.07.2021 and close on 10.08.2021.

11. **Age limit :**

The upper age limit for admission to UG courses will be 21 (twenty one) years as on 1<sup>st</sup> July 2020. 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/SCA/ST/BC/BCM/MBC/MBC(V)/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, one for UG and one for PG.

13. **Documents to be maintained**

The following Registers and other related documents pertaining to students' admission should be maintained and preserved by the colleges:

- a) List of Applications received within the last date prescribed
- b) Rank list should be signed by the members of the Selection Committee.
- c) Rank list have to be displayed in the College Website.
- d) Minutes of Selection Committee meeting.
- e) Admission Register

- f) Communication with the University/ Director of Collegiate Education related to admission
- g) Copies of all letters to the University/ Director of Collegiate Education making requisition for increase in seats and letters from the University permitting increase.
- h) The colleges shall maintain registers regarding the applications received from SC/SCA/ST/MBC/MBC(V)/DNC/BC/BCM 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) 10.5% for Most Backward classes (MBC(V)) and 7% Denotified Communities (DNC) and 2.5% MBC.
- 4) 15% for Scheduled Castes (SC) and 3 % for 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 Self-financing courses offered by the Aided Colleges.
- e) 50% of seats in the cases of Self-financing 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/G1/98-5, 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 / Government Aided / University Constituent /Self Financing Colleges order of merit / rank list against the priority of choices recorded by applicants. No in person counselling is allowed in view of SOP of COVID 19.

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 2019-20. Eligibility of students for admission to UG Courses in the colleges shall be as per the eligibility norms and guidelines of 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.

SOME ILLUSTRATIONS ARE GIVEN BELOW			
Group-I தொகுப்பு - I			கட்டாயம் படித்திருக்க வேண்டிய பாடங்கள்
1	கணிதம் Mathematics	(கணிதம், இயற்பியல், வேதியியல் பயின்ற மாணவர்களுக்கு மட்டும்) Ranking based on marks in Part III out of 400	அவசியம் கணிதம் பயின்றிருக்க வேண்டும் Should have studied Mathematics.
2	இயற்பியல் Physics	பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
3	புள்ளியியல் Statistics	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
Group-II தொகுப்பு - II			
4	தாவரவியல் Botany, Plant Biology & Plant Biotechnology	(தாவரவியல், விலங்கியல், உயிரியியல், வேதியியல் பயின்ற மாணவர்களுக்காக) Ranking based on marks in Part III out of 400	வேதியியல் கட்டாயம் பயின்றிருக்க வேண்டும் Should have studied Chemistry
5	விலங்கியல் Zoology, Advanced Zoology & Biotechnology	பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
6	உயிர் வேதியியல் Bio Chemistry		

Common to Group I and Group II			
7	வேதியியல் Chemistry	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Chemistry & Mathematics வேதியியல், கணிதம் கட்டாயம் படித்திருக்க வேண்டும். (or) Should have studied Chemistry & Biological Sciences வேதியியல், உயிரியல் கட்டாயம் படித்திருக்க வேண்டும்.
Group-III தொகுப்பு-III			
8	Electronic Science BES	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Physics & Mathematics இயற்பியல், கணிதம் கட்டாயம் படித்திருக்க வேண்டும்.
Group-IV தொகுப்பு-IV			
9	புவியியல் Geology	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Physics & Chemistry இயற்பியல், வேதியியல் கட்டாயம் படித்திருக்க வேண்டும்.
10	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
11	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	Should have studied Mathematics 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..

12	Home Science Nutrition & Dietetics	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 Chemistry with Biology or Home Science. 20% for vocational stream students who have studied Biology or Home Science.
13	Microbiology	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	For general stream only. 80% for students who have studied (Botany and Zoology) or Microbiology subjects. 20% reserved for Biology students for general stream only.
14	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.
15	B.Com General & B.Com 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.
16	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
17	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. As per the norms of concerned Universities.

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:

- The candidates who have passed the examination in the first attempt.
- 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.
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. For Government/ Government Aided/ University Constituent / Self Financing Colleges, intimations of provisional selection should be sent to the candidates through electronic media by mail/SMS. The provisional selection list in respect of Govt. Colleges should be displayed in the web portal [www.tngasa.org](http://www.tngasa.org) and in respect of Govt. Aided/Self Financing Colleges/University Constituent Colleges the provisional selection list is to be displayed in the respective college websites.
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 overall responsibility will rest with the Principal only.

In Government / Government Aided / Self Financing Colleges / University Constituent Colleges where degree courses are taught through English and Tamil Medium, if seats in one medium are filled up, candidates may be considered for the other medium provided all the candidates who have applied for the particular medium have been considered for admission.

**24. For Supplementary candidates**

With regard to supplementary candidates, eligible for admission, separate notification will be put up in the web portal [www.tngasa.in](http://www.tngasa.in) / [www.tndceonline.org](http://www.tndceonline.org). for Government Colleges only.

**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 fails 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/BCM/MBC/MBC(V)/DNC/SC/SCA/ST Quota. The procedure implies that BC/MBC/MBC(V)/DNC/SC/SCA/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/SCA/ST/MBC/DNC/BC/BCM 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/SCA/ST/MBC/MBC(V)/DNC/BC/BCM:**

After filling up the vacancies in the open competition quota as aforesaid, the vacancies SC/SCA/ST/MBC/MBC(V)/DNC/BC/BCM 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% (15% SC, 3% SCA 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% (26.5% BC, 3.5% for BCM and 10.5% MBC(V), 7% DNC and 2.5% MBC) 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, MBC(V) 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 for the children of Ex-servicemen 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.
- d) 3 seats in UG and 2 seats in PG shall be reserved for eligible children/ widow's of personnel Security forces.

**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).

- f) Communication with the University/ Director of Collegiate Education related to admission
- g) Copies of all letters to the University/ Director of Collegiate Education making requisition for increase in seats and letters from the University permitting increase.
- h) The colleges shall maintain registers regarding the applications received from SC/SCA/ST/MBC/MBC(V)/DNC/BC/BCM 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) 10.5% for Most Backward classes (MBC(V)) and 7% Denotified Communities (DNC) and 2.5% MBC.
- 4) 15% for Scheduled Castes (SC) and 3 % for 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 Self-financing courses offered by the Aided Colleges.
- e) 50% of seats in the cases of Self-financing 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".

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) Application Fee for PG course is fixed at Rs. 58/- (Rupees Fifty Eight only) + Rs.2/-(Rupees Two only) for Registration fee. For SC/ST candidates, there is no Application fee.
- 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 Financing Colleges, the date of registration for admission will be notified separately.
- d) For admission to all PG courses other than MBA and MCA, the qualifying examination marks will be intimated separately.
- e) For MBA/MCA admission, AICTE / Anna University norms will have to be followed. Subject to modification.
- f) For admission to MSW course any degree holder is eligible.

D. Karthikeyan  
Principal Secretary to Government



//True Copy//

*Sudha*  
PRINCIPAL  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174

*M. Sudha*  
Section Officer.

*[Handwritten signature]*  
5/6/21

14



Abstract

Collegiate Education – Guidelines for Admission of students to UG/PG Courses in Government / Government Aided / University Constituent/Self-financing Colleges of Arts and Science for the Academic year 2020-21 – Orders - Issued.

Higher Education (G1) Department

G.O.(1D)No.110

Dated : 18.07.2020,

சார்வரி வருடம், ஆடி -03

திருவள்ளூர் ஆண்டு, 2051.

Read:-

1. G.O. (1D) No.89, Higher Education (G1) Department, dated 15.04.2019.
2. G.O. (Ms) No.77, Higher Education (G1) Department, dated 18.07.2020.
3. From the Director Collegiate Education Letter No.5738/M1/2020, dated 16.04.2020 and 18.07.2020.

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 2019-20 were issued.

2. In the Government order second read above, orders have been issued to introduce online registration of application for Tamil Nadu Government Arts and Science Colleges Admission (TNGASA) from the academic year 2020-21.

3. In the letter third 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 2019-20 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 2020-21.

....2



*Shubh*  
PRINCIPAL  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174

4. The Government after careful examination approve the guidelines for admission of students to UG/PG courses in Government / Aided/ University Constituent / Seif-Financing colleges of Arts and Science in Tamil Nadu for the academic year 2020-21 annexed with this order and direct that the said guidelines be followed strictly.

(By Order of the Governor)

Apoorva,  
Principal Secretary to Government.

To

The Director of Collegiate Education (FAC), Chennai-6.

All Regional Joint Directors of Collegiate Education.

(through Director of Collegiate Education (FAC))

Copy to:-

All Sections in Higher Education Department, Chennai-9.

The Special Personal Assistant to Hon'ble Minister (Higher Education),  
Chennai-9.

The Personal Assistant to Principal Secretary to Government,  
Higher Education Department, Chennai-9.

Sf/Sc.

//Forwarded by Order//

*L. Senthil*  
Section Officer.

## ANNEXURE

### PROCEDURE FOR ADMISSION TO UG/PG COURSES IN ARTS AND SCIENCE COLLEGES 2020-21

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 and to be uploaded in [www.tngasa.org](http://www.tngasa.org).
  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) The choices of colleges and courses, should be opted by the candidates at the time of registration.  
b) Filled in application should contain atleast one contact number.
  8. Documents to be scanned and uploaded as per instructions in the webportal:
    - a) Qualifying Examination Mark Sheet / Provisional Marksheet.
    - 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/ Boards / 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 admission, the admission shall be cancelled.
9. The online application fee is Rs.48/- and registration fee is Rs.2/- for each college. There is no application fee for SC/ST Candidates.
  10. Last date for online registration by the candidates shall be **31.07.2020**. Date of commencement of uploading of scanned documents is **25.07.2020**. Last date for uploading of relevant scanned copies of documents shall be **05.08.2020**.

### 11. Age limit :

The upper age limit for admission to UG courses will be 21 (twenty one) years as on 1<sup>st</sup> July 2020. However, a relaxation of 5 years is permitted for differently abled as per G.O.(Ms) No. 239, S.W. dated 03-9-1993. SC/SCA/ST/BC/BCM/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, one for UG and one for PG.

### 13. Documents to be maintained

The following Registers and other related documents pertaining to students' admission should be maintained and preserved by the colleges:

- a) List of Applicants registered within the last date prescribed
- b) Rank list should be signed by the members of the Selection Committee.
- c) Rank list have to be displayed in the College Website.
- d) Minutes of Selection Committee meeting.
- e) Admission Register
- f) Communication with the University/ Director of Collegiate Education related to admission
- g) Copies of all letters to the University/ Director of Collegiate Education making requisition for increase in seats and letters from the University permitting increase.
- h) The colleges shall maintain registers regarding the applications received from SC/SCA/ST/MBC/DNC/BC/BCM 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 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 Self-financing courses offered by the Aided Colleges.
- e) 50% of seats in the cases of Self-financing 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 29-9-1992 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/G1/98-5, dated: 05-12-2000.

**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 order of merit / rank list against the priority of choices recorded by applicants. No in person counseling is allowed in view of SOP of COVID 19.

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 2019-20. Eligibility of students for admission to UG Courses in the colleges shall be as per the eligibility norms and guidelines of 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.

SOME ILLUSTRATIONS ARE GIVEN BELOW			
Group-I தொகுப்பு - I			கட்டாயப் படித்திருக்க வேண்டிய பாடங்கள்
1	கணிதம் Mathematics	(கணிதம், இயற்பியல், வேதியியல் பயின்ற மாணவர்களுக்கு மட்டும்) Ranking based on marks in Part III out of 400	அரசியல் கணிதம் பயின்றிருக்க வேண்டும். Should have studied Mathematics.
2	இயற்பியல் Physics	பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
3	புள்ளியியல் Statistics	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 students who have studied Mathematics or Statistics or Business Mathematics
Group-II தொகுப்பு - II			
4	தாவரவியல் Botany, Plant Biology & Plant Biotechnology	(தாவரவியல், விலங்கியல், உயிரியல், வேதியியல் பயின்ற மாணவர்களுக்காக) Ranking based on marks in Part III out of 400	வேதியியல் கட்டாயப் படித்திருக்க வேண்டும்
5	விலங்கியல் Zoology, Advanced Zoology & Biotechnology	பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	Should have studied Chemistry
6	உயிர் வேதியியல் Bio Chemistry		

Common to Group I and Group II			
7	வேதியியல் Chemistry	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Chemistry & Mathematics வேதியியல், கணிதம் கட்டாயம் படித்திருக்க வேண்டும். (or) Should have studied Chemistry & Biological Sciences வேதியியல், உயிரியல் கட்டாயம் படித்திருக்க வேண்டும்.
Group-III தொகுப்பு-III			
8	Electronic Science BES	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Physics & Mathematics இயற்பியல், கணிதம் கட்டாயம் படித்திருக்க வேண்டும்.
Group-IV தொகுப்பு-IV			
9	புவியமைப்பியல் Geology	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Physics & Chemistry இயற்பியல், வேதியியல் கட்டாயம் படித்திருக்க வேண்டும்.
10	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
11	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. Should have studied Mathematics.

12	Home Science Nutrition & Dietetics	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 Chemistry with Biology or Home Science. 20% for vocational stream students who have studied Biology or Home Science.
13	Microbiology	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	For general stream only. 80% for students who have studied (Botany and Zoology) or Microbiology subjects. 20% reserved for Biology students for general stream only.
14	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.
15	B.Com General & B.Com 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.
16	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
17	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. As per the norms of concerned Universities.

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:

- The candidates who have passed the examination in the first attempt.
- 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.
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. For Government/Aided/Self-Financing Colleges, intimations of provisional selection should be sent to the candidates through electronic media by mail/SMS. The provisional selection list in respect of Govt. Colleges should be displayed in the web portal [www.tngasa.org](http://www.tngasa.org) and in respect of Govt. Aided/Self Financing Colleges, the provisional selection list is to be displayed in the respective college websites.
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, if seats in one medium are filled up, candidates may be considered for the other medium provided all the candidates who have applied for the particular medium have been considered for admission.

**24. For Supplementary candidates**

With regard to supplementary candidates, eligible for admission, separate notification will be put up in the web portal [www.tngasa.in](http://www.tngasa.in) / [www.tndceonline.org](http://www.tndceonline.org).

**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 / BCM/MBC/ DNC /SC/SCA/ST Quota. The procedure implies that BC/BCM/MBC/DNC/SC/SCA/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/SCA/ST/MBC/DNC/BC/BCM 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/SCA/ST/MBC/DNC/BC/BCM:**

After filling up the vacancies in the open competition quota as aforesaid, the vacancies BC /BCM/ MBC/ DNC / SC /SCA/ 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% (15% SC, 3% SCA and 1% ST) reserved for SC/SCA/ST, 5 out of every 100 seats shall be reserved for Differently Abled persons belonging to SC/SCA and ST.
- b) Out of the quota for 50% (26.5% BC, 3.5% for BCM 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, BCM, 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 genera<sup>l</sup>.

**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/BCM/MBC/DNC/SC/SCA/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/BCM/MBC/ DNC/SC/SCA/ST/ Differently Abled / Ex-servicemen / Sports Quota / NCC etc.

32. If there are any vacancies in any quota, after the First phase of admission, further Second, Third, Fourth etc., phases 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/BCM/MBC/DNC/SC/SCA/ST quota should be filled with BC/BCM/MBC/DNC/SC/SCA/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, provided the eligibility norm is satisfied.

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. 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) Application Fee for PG course is fixed at Rs. 58/- (Rupees Fifty Eight only) + Rs.2/- (Rupees Two only) for Registration fee. For SC/ST candidates, there is no Application fee.
- 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 Financing Colleges, the date of registration for admission will be notified separately.
- d) For admission to all PG courses other than MBA and MCA, the qualifying examination marks will be intimated separately.
- e) For MBA/MCA admission, AICTE / Anna University norms will have to be followed, subject to modification.
- f) For admission to MSW course any degree holder is eligible.

Apoorva,  
Principal Secretary to Government.

//True Copy//

*M. S. S. S.*  
Section Officer.



*Shub*  
PRINCIPAL  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174



**Abstract**

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

**G.O.(1D)No.89**

**Higher Education (G1) Department**

Dated : 15.04.2019,

விகாரி, சித்திரை-2,

திருவள்ளூர் 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.



*Shub*

PRINCIPAL

MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174

2019-2020

கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள், சென்னை-600 006.  
பிறப்பிடம்: முனைவர். திருமதி. இரா. சாமுதிரி, எம்.எஸ்.ஸி, எம்.பி.ஐ, பி.எட், பி.எச்.டி.

ந.க.எண்: 6375/எம்/2019

நாள்: 26.04.2019

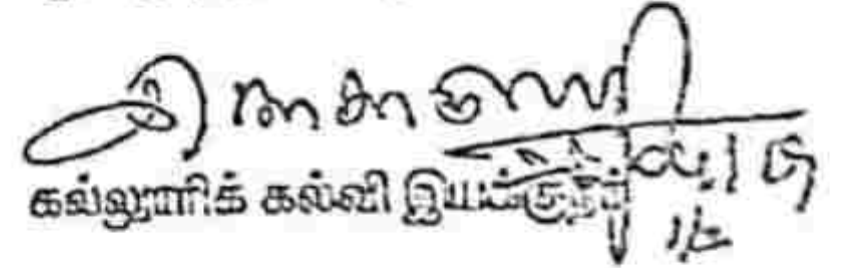
பொருள்- கல்லூரிக் கல்வித் துறை - 2019-20 ஆம் கல்வியாண்டிற்கான கலை மற்றும் அறிவியல் கல்லூரிகளில் மாணவர் சேர்க்கை - அறிவுரைகள் வழங்குதல் - குறித்து.

- பார்வை- 1. சென்னை-6, அரசுத் தேர்வுகள் இயக்குநர் கடித ந.க.எண்.008025/எச்.1/2019 நாள் 25.04.2019.  
2. அரசாணை(நினை) எண்.100, பள்ளிக் கல்வித் (அ.தே) துறை, நாள் 22.05.2017.  
3. அரசாணை(நினை) எண்.195, பள்ளிக் கல்வித் (அ.தே) துறை, நாள் 14.09.2018.  
4. அரசாணை (ID) எண்.89, உயர்கல்வித்துறை (இ.1) நாள் 15.4.2019

2017-18 ஆம் கல்வியாண்டில் மேல்நிலை முதலாமாண்டு சேர்ந்த மாணவர்கள் மார்ச் 2018-ல் 600 மதிப்பெண்களுக்கு மேல்நிலை முதலாமாண்டு பொதுத் தேர்வினையும், மார்ச் 2019-ல் 600 மதிப்பெண்களுக்கு மேல்நிலை இரண்டாமாண்டு பொதுத் தேர்வினையும் எழுதியுள்ளனர்.

அதன்படி "மேல்நிலை முதலாமாண்டு மற்றும் இரண்டாமாண்டு பொதுத் தேர்வுகளை எழுதிய மாணவர்களுள் இருதேர்வுகளிலும் அனைத்துப் பாடங்களிலும் தேர்ச்சி பெற்ற மாணாக்களே உயர் கல்வி சேர்க்கைக்குத் தகுதியானவர்கள்" என்று பார்வை(1)ல் காணும் அரசுத் தேர்வுகள் இயக்குநரது கடிதத்தில் தெரிவிக்கப்பட்டுள்ளது.

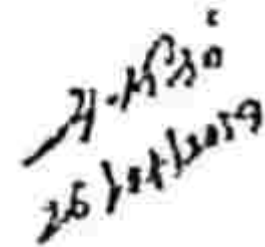
எனவே 2017-18 ஆம் கல்வியாண்டில் மேல்நிலை (+1) வகுப்பில் சேர்ந்த மாணவர்கள் மேல்நிலை முதலாமாண்டு மற்றும் இரண்டாமாண்டு பொதுத் தேர்வுகளில் தேர்ச்சி பெற்றுள்ளவராக என்பதை உறுதி செய்த பின்னரே மாணவர்களை கல்லூரிகளில் பார்வை(4) ல் காணும் அரசாணையில் குறிப்பிடப்பட்டுள்ளவாறு வழிகாட்டி நெறிமுறைகளை பின்பற்றி சேர்க்க வேண்டுமென அனைத்து அரசு, அரசு உதவி பெறும், பல்கலைக் கழக உறுப்பு மற்றும் சுயநிதி கலை மற்றும் அறிவியல் கல்லூரி முதல்வர்களுக்கும் அறிவுறுத்தப்படுகிறது.

  
கல்லூரிக் கல்வி இயக்குநர்

பெறுதல்

1. முதல்வர்கள், அனைத்து அரசு கலை கல்லூரிகள்/ உதவி பெறும் கல்லூரிகள்/ பல்கலைக் கழக உறுப்பு கல்லூரிகள்/ சுயநிதி கலை மற்றும் அறிவியல் கல்லூரிகள்
2. அனைத்து மண்டல கல்லூரிக் கல்வி இணை இயக்குநர்கள்
3. அனைத்து பல்கலைக்கழக பதிவாளர்கள்.

நகல்: (சுகவழக்காக பணிநிறைவேற்றப்படுகிறது)  
அரசு முதன்மைச் செயலாளர்,  
உயர் கல்வித் துறை,  
தலைமைச் செயலகம்,  
சென்னை - 600 009.

  
26/04/2019





PRINCIPAL  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174

கல்வியியல் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள், சென்னை-600 006.  
பிறப்பிப்பவர்: முனைவர்.திருமதி.இரா.சாருமதி, எம்.எல்.எல்., எம்.பி.எல்., பி.எச்.டி.,

ந.க.எண்: 6375/எம்1/2019

நாள்: 23.04.2019

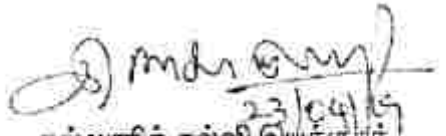
பொருள்- கல்வியியல் கல்வித் துறை - 2019-20 ஆம் கல்வியாண்டிற்கான கலை மற்றும் அறிவியல் கல்வியியல்களில் CBSE மாணவர்களுக்கு சேர்க்கை வழங்குவது - தொடர்பாக.

பார்வை- அரசு ஆணை (ID) எண் 89 உயர்கல்வித்துறை(வி) நாள் 15.4.2019)

அரசு, அரசு உதவி பெறும் கல்லூரிகள், பல்கலைக் கழக உறுப்பு கல்லூரிகள் மற்றும் சுயநிதி கலை மற்றும் அறிவியல் கல்லூரிகளில் 2019-20 ஆம் கல்வியாண்டிற்கான மாணவர் சேர்க்கையில் மத்திய கல்வி வாரியத்தில் (CBSE)ல் தேர்ச்சி பெற்ற மாணவர்களுக்கு சேர்க்கை வாய்ப்பு வழங்க வேண்டுமென தெரிவிக்கப்படுகிறது.

1. CBSE ல் பயின்ற மாணவர்களுக்கு மாணவர் சேர்க்கை விண்ணப்பம் வழங்கப்பட வேண்டும்.
2. CBSE-தேர்வு முடிவுகள் வெளி வந்த பின் 10 வேலை நாட்களுக்குள் விண்ணப்பிக்கும் வகையில் மாணவர்களுக்கு கால அலகாசம் வழங்கப்பட வேண்டும்.
3. CBSE-ல் பயின்ற மாணவர்களுக்கும் கல்லூரிகளில் சேர்ந்து படிப்பதற்கு வாய்ப்பு அளிக்கப்பட வேண்டும்.

மேற்காணும் அறிவுரைகளை கவனத்தில் கொண்டு செயல்படுமாறு அனைத்து கல்வியியல் முதல்வர்கள் கேட்டுக்கொள்ளப்படுகிறார்கள்.

  
23/04/19  
கல்வியியல் கல்வி இயக்குநர்

பெறுநர்

1. முதல்வர்கள்,

அனைத்து அரசு கலை கல்லூரிகள்/ உதவி பெறும் கல்லூரிகள்/

பல்கலைக் கழக உறுப்பு கல்லூரிகள்/சுயநிதி கலை மற்றும் அறிவியல் கல்லூரிகள்

2. அனைத்து மண்டல கல்வியியல் கல்வி இணை இயக்குநர்கள்

3. அனைத்து பல்கலைக்கழக பதிவாளர்கள்.

  
23/04/2019

**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 15<sup>th</sup> 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 1<sup>st</sup> 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.

SOME ILLUSTRATIONS ARE GIVEN BELOW			
Group-I தொகுப்பு - I			கூட்டாயம் படித்திருக்க வேண்டிய பாடங்கள்
1	கணிதம் Mathematics	(கணிதம், இயற்பியல், வேதியியல் பயின்ற மாணவர்களுக்கு மட்டும்) Ranking based on marks in Part III out of 400	அவசியம் கணிதம் பயின்றிருக்க வேண்டும். Should have studied Maths  Preference should be given to concerned subject studied.
2	இயற்பியல் Physics	பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
3	வேதியியல் Chemistry		
4	புள்ளியியல் Statistics		
Group-II தொகுப்பு - II			
5	வேதியியல் Chemistry	(தாவரவியல், விலங்கியல், உயிரியியல், வேதியியல் பயின்ற மாணவர்களுக்காக) Ranking based on marks in Part III out of 400	வேதியியல் கூட்டாயம் பயின்றிருக்க வேண்டும்
6	தாவரவியல் Botany	பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
7	விலங்கியல் Zoology		
8	உயிர் வேதியியல் Bio Chemistry		
Group-III தொகுப்பு-III			
9	Electronic BES	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Physics & Maths இயற்பியல், கணிதம் கூட்டாயம் படித்திருக்க வேண்டும்.
Group-IV தொகுப்பு-IV			
10	புவியமைப்பியல் Geology	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Physics & Chemistry இயற்பியல், வேதியியல் கூட்டாயம் படித்திருக்க வேண்டும்.

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 ஆடிப்பண்டியில் தரப்பட்டபடி	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:

- The candidates who have passed the examination in the first attempt.
- 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:

- 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.
- 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\\



*Shub*  
PRINCIPAL  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174

*Jayanthi*  
15/4/19  
Section Officer.

*W/S*  
15/4/19



Abstract

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

**G.O.(1D)No.89**

Higher Education (G1) Department

Dated : 15.04.2019,

விகாரி, சித்திரை-2,

திருவள்ளூர் 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.



*Shub*

PRINCIPAL

MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174

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 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

- 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			கூட்டாயம் படித்திருக்க வேண்டிய பாடங்கள்
1	கணிதம் Mathematics	கணிதம், இயற்பியல், வேதியியல் பயின்ற மாணவர்களுக்கு மட்டும்) Ranking based on marks in Part III out of 800	அரசியல் கணிதம் பயின்றிருக்க வேண்டும். Should have studied Maths
2	புள்ளியியல் Statistics	பகுதி III மொத்த மதிப்பெண் 800-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
3	இயற்பியல் Physics		
4	வேதியியல் Chemistry		
Group-II தொகுப்பு - II			
5	வேதியியல் Chemistry	(தாவரவியல், விலங்கியல், உயிரியியல், வேதியியல் பயின்ற மாணவர்களுக்காக)	
6	தாவரவியல் Botany		
7	விலங்கியல் Zoology	Ranking based on marks in Part III out of 800	வேதியியல் கூட்டாயம் பயின்றிருக்க வேண்டும்
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 கூட்டாயம் படித்திருக்க வேண்டும்.
Group-IV தொகுப்பு-IV			
10	புவியியல் 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 கூட்டாயம் 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//



*[Handwritten signature]*

PRINCIPAL  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174

*[Handwritten signature]*  
25/11/15  
Section Officer  
*[Handwritten signature]*  
25/11/15