

ANNEXURE

PROCEDURE FOR ADMISSION TO UG/PG COURSES IN ARTS AND SCIENCE COLLEGES 2023-24

1. The procedure given in this communication is applicable to all the Government / Government Aided / Self Financing Arts and Science Colleges 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. The fee structure for various courses should be exhibited transparently in the prospectus and to be uploaded in www.tngasa.in.
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 for each course separately.
6. Admissions for aided course are to be conducted before admissions for each self financing courses.
7. a) The applications must be made only in online mode.
b) The choices of colleges and courses, should be opted by the candidates at the time of Registration.
c) Filled in application should contain atleast one contact number through which all communication should be sent.
8. Documents to be scanned and uploaded as per instructions in the web portal:
 - 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 at any point of time.

9. The online application fee is Rs.48/- and Registration fee is Rs.2/- for every 5 colleges applied. There is no application fee for SC/ST candidates but Registration fee of Rs.2/- is to be paid for every block of five colleges.

10. The Registration of application for Government Arts and Science Colleges will commence on 08.05.2023 and closed on 19.05.2023

11. **Age limit :**

The upper age limit for admission to UG courses will be 21 (twenty one) years as on 1st July 2023. However, a relaxation of 5 years is permitted for differently abled candidates as per G.O.(Ms).No. 239, S.W. dated 3-9-93. SC/SCA/ST/BC/BCM/MBC/DNC 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 to 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. 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 / 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 held in the current Academic Year. 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.