

# **MAHENDRA ARTS & SCIENCE COLLEGE (AUTONOMOUS)**



**Affiliated to Periyar University, Salem.**

**Accredited by NAAC with 'A' Grade / 90<sup>th</sup> NIRF ranking 2020**

**Recognised u/s 2(f) and 12(B) of the UGC Act 1956**

**Kalippatti Po. - 637 501, Tiruchengode Tk. Namakkal Dt.**

**Tamilnadu.**

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## **ADMISSION POLICY & PROCESS**

- Candidates for admission into U.G Degree course must have passed the Plus Two Examination or other University Examinations with appropriate optional or some other equivalent examination recognized by **Periyar University** or Higher Secondary Examination Board of Tamil Nadu.
- Candidates for admission into P.G Degree course must have completed their UG programme in the appropriate field or other University Examinations with appropriate optional or some other equivalent examination recognized by Periyar University or Higher Secondary Examination Board of Tamil Nadu.
- Each candidate during admission must produce
  - a) The prescribed Transfer Certificate from the school or college last attended which should set forth
    - i. The same of the student in full
    - ii. The date of birth as entered in the admission register
    - iii. The date of admission and the date of leaving the institution.
    - iv. The class studied at the time of leaving it

- v. The subjects or portions of their study
- vi. Whether qualified for promotion to higher class
- vii. Whether all fee or other dues to that institution had been paid and
- viii. Reason for leaving that institution.

b) Certificate of Conduct

c) Medical Certificate

- The student who is granted admission shall claim a seat in the college unless the full semester fee is paid on the date mentioned in the admission slip. Students joining the college at the beginning of a semester but withdrawing thereafter will forfeit the fee paid.
- A student who has paid all dues to the college is entitled to receive. Transfer Certificate at the end of the academic year, provided the progress and conduct have been satisfactory. No Transfer certificate will be issued to a student who has not attended classes on any of the first working day of any of the semesters without the payment of the semester fee of the semester whichever the Principal deems to fit to demand.
- A student admitted into the college shall be required to undergo medical inspection in the first semester of the first year Degree courses
- A student who leaves the College without getting permission from the Principal before completing the course is asked to come through proper channel to get certificate of conduct.

## **ADMISSION PROCESS**

**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 members of the teaching staff belonging to SC/ST of the college, if available, shall be co-opted for the UG selection committee shall also serve in the Post graduate selection committee.

All the admission process will be done in accordance to the Government Policies and rules then and there issued. There won't be any deviation and all the admissions will be duly approved by the parent University – The Periyar University, Salem

**THE PROCEDURE FOR ADMISSION TO UG/PG COURSES IN ACCORDENCE TO THE STATE  
GOVERNMENT AND THE PARENT UNIVERSITY**

1. The procedure given here is applicable to all the courses, 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 is given in the prospectus.
3. The Principal of the college and the admission committee will be responsible all the admission process.
4. Admission committee includes 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.
  - 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 at least 2 contact numbers.

7. Enclosures: Photocopies of the following should be enclosed with the filled in application:

a) Qualifying Examination Mark Sheet/Provisional Mark sheet 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 Counseling for admission, the admission shall be cancelled. 2

8. 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).

9. 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 will fix the last date for them suitably. Colleges should prepare the rank list for admission, from the next day onwards and it will be pasted on the notice board within 3 days. Counseling will be conducted after 15th day of the publications of plus two results in the internet. Applications for admission may be received even after the last date fixed for receipt of applications. Such applications shall be registered as LATE APPLICATIONS and considered only after all the applications received in time have been considered. In the case of SC/ST/MBC/DNC/BC candidates if applications received in time from such candidates get exhausted, late applications should also be considered to fill up the seats reserved for these communities.

10. The upper age limit for admission to UG courses will be 21 (twenty one) years as on 1st July of every calendar year. 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 will be strictly followed and no student should be admitted above the age limit and no age relaxation will be granted.

12. Admission Committee for UG and PG courses:

The Admission Committee is common for both UG and PG courses and it will 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.
- (iii) 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 counseling 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:

15. 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) recognized 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 counseling.

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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 the current academic year<sup>19</sup>. Eligibility of students for admission to UG Courses in the colleges will be as per the guidelines fixed by the parent University 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 for vocational stream

17. 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. 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.

19. 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.

20. The selection of candidates for admission into the various courses and medium of instructions will be made from out of the rank list strictly according to the Government rules of reservation.

22. Intimation of provisional selections will 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 will 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 overall responsibility will rest with the Principal only. The 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 18 For UG courses other than above mentioned courses

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 I 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/ DNCI 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 9 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 college 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 I 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., and

32. If there are any vacancies in any quota, after the First Counseling, further Second, Third, Fourth etc., Counseling 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 Examinations is eligible to undergo the relevant U.G.

Course and all 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.

**Dr. S. ARJUNAN**  
P R I N C I P A L