



**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.

4. 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 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//

*H. Sridha*  
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 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 பரிந்து மாணவர்களுக்கு மட்டும்)  Ranking based on marks in Part III out of 400	அரசினம் கணிதம் படின்றிருக்க வேண்டும். Should have studied Mathematics.
2	இயற்பியல் Physics	பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்படும்.	
3	புள்ளியியல் Statistics	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்படும்.	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 பரிந்து மாணவர்களுக்காக)  Ranking based on marks in Part III out of 400	வேதியியல் கட்டாயம் படின்றிருக்க வேண்டும் Should have studied Chemistry
5	விலங்கியல் Zoology, Advanced Zoology & Biotechnology	பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்படும்.	
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 லொத்த 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 லொத்த 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 லொத்த 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 லொத்த 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 லொத்த 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 லொத்த 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.



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.
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Group-IV தொகுப்பு-IV			
9	புவியளவியல் 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
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- 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/SCAST Quota. The procedure implies that BC/BCM/MBC/DNC/SC/SCAST 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:**

5 ✓

- 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'.

**28. Quota for Ex-servicemen / Tamil students of Andaman and Nicobar:**

12 + 3 = 15

- 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.

UG Seats  
6

**29. Quota for outstanding sports / NCC persons:**

122 + 14 = 136

- 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.

Sports Total - 23 Seats

out of 14 applied, one seat under WCC  
① mark

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.

C.Sc -  $40+40=80$   
C.A -  $40+40=80$

Total 752

Carika

Apoorva,  
Principal Secretary to Government.

//True Copy//

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# PERIYAR UNIVERSITY

## REGULATIONS OF MASTER OF PHILOSOPHY (M.Phil.) (As per UGC 2016 Regulations)

With effect from 2018-2019 onwards

### FULL - TIME

#### **1. Eligibility**

Candidates who have qualified for Post Graduate Degree of this University or any other University recognized by the Syndicate as equivalent thereto shall be eligible to register for the Degree of Master of Philosophy (M.Phil.) in their respective subjects and undergo the prescribed course of study in an approved institution or Department of this University.

Candidates who have qualified for their Post Graduate Degree on or after 19<sup>th</sup> September 1991 shall be required to have obtained a minimum of 55% of marks in their respective Post Graduate Degrees to become eligible to register for the degree of the Master of Philosophy (M.Phil.) and undergo the prescribed course of study in an approved institution or Department of this University.

For the candidates belonging to SC/ST/OBC (Non-Creamy Layer) /Differently Aabled and those who have qualified for the Master's degree before 19<sup>th</sup> September 1991 the minimum eligibility marks shall be 50% in their Master's Degree.

#### **2. Duration**

The duration of the M.Phil. course shall be one year from the date of commencement of the course.

#### **3. Course of the Study**

The course of the study for the degree shall consist of (a) Part I comprising three written papers according to the syllabus prescribed from time to time; and (b) Part II Dissertation.

Part I shall consist of Paper I Research Methodology and Paper II Advanced Paper (Common Paper) in the main subject and Paper III shall be the Guide Paper relating to the proposed Dissertation.

#### **4. Scheme of the Examinations**

**Course - I Written Examination:** Papers I, II & III

The examination of the Papers I,II & III shall be held at the end of the first six months. The duration of examination for each Paper shall be 3 hours.

4.1 The allotment of Marks for Theory, Internal, External, Dissertation and Viva Voce are as follows.

(i) Theory Papers,

Internal: 25 Marks

External: 75 Marks

Total Marks =100

(ii) Dissertation

Dissertation: 150 Marks

Dissertation Evaluation: 150 Marks (Internal 75+External 75)

Viva Voce: 50 Marks (Internal 25+External 25)

-----  
Total Marks: 200  
-----

4.2 The following procedure to be adapted to award Internal Marks.

i) Seminar : 10 Marks.

ii) Test : 10 Marks

iii) Attendance : 05 Marks

-----  
25 Marks  
-----

4.3 The following credits are allotted to the theory Papers and Project.

Credit for Theory Papers

Part I

Paper I ----- 4 Credits

Paper II ----- 4 Credits

Paper III ----- 4 Credits

[Guide Paper]

Part II

Project -Dissertation and Viva Voce = 12 Credits

(Dissertation: 8 Credits; Viva Voce: 4 Credits).

4.4 The Viva Voce to be conducted with the following Members.

i) Guide - Chairman of the Viva Board.

ii) External Examiner from other Universities - Member of the Viva Board.

4.5 The Examiners will be appointed from the panel of four names for each paper (I and II) submitted by the College/Department concerned. If one Examiner awards a pass mark and the other awards fail mark then the Paper will be valued by a third Examiner whose award of marks will be final.



- 4.6 The Paper III (Guide Paper) will be commonly conducted by the University to all the colleges/University Departments along with the Papers I and II.
- 4.7 The respective Research Guide should send two sets of question papers for Paper III along with the syllabus to the University, a month before the Commencement of examinations.
- 4.8 Double valuation procedure is adopted for all the 3 papers. One internal and one external valuation. 3<sup>rd</sup> paper shall be evaluated by the respective guides and external examiners.
- 4.9 The following Question Paper Pattern will be adopted.

Total Marks : 75 Marks

Part A	5 x 5 =	(25Marks)	(Internal choice)
Part B	5 x 10 =	(50Marks)	(Internal choice)

### **Course II Dissertation**

The broad area of research shall be intimated within one month after the completion of the written examination. Upon satisfactory completion of the course work, M.Phil., scholars shall undertake research work and produce a draft thesis. Prior to submission of thesis, the students shall make pre-M.Phil., presentation in the Department that may be open to all faculty members and research students for getting Feedback and Comments received may be suitably incorporated into the draft thesis under the advice of the Supervisor. Candidates shall submit the Dissertation to the University through the Supervisor and Head of the Department at the end of one year from the commencement of the course along with the panel of four names (from other Universities) suggested by the supervisor.

Submission or resubmission of the Dissertation will be allowed twice a year. On receipt of satisfactory evolution reports M.Phil., students shall undergo a Viva voce Examination which is open to the department scholars / faculties.

### **4.10 Plagiarism**

Plagiarism check for the M.Phil dissertation is brought in to effect from 2018 - 2019 onwards. The certification formats are given in the Annexure of M.Phil. regulations.

### **5. Evaluation and Assessment Methods**

The M.Phil. dissertation submitted by a research scholar shall be evaluated by his / her Research Supervisor and at least one external examiner who is not in the employment of the Institution / College. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by both of them together, and shall be open to all faculty members of the Department, other research scholars and other interested experts / researchers.

## 6. Passing Minimum

A candidate shall be declared to have passed Part I of the Examination if he/she secures not less than 50% of the marks in each Paper including Paper III. A candidate shall be declared to have passed Part II of the Examination only if he/she scores 50% of the Marks in the Dissertation as well as Viva Voce. All other candidates shall be declared to have failed in the Examinations.

## 7. Restriction in Number of Chances

No candidate shall be permitted to reappear for the Written Examination in any Paper on more than 2 (two) occasions or to resubmit a Dissertation more than once.

Candidates shall have to qualify for the Degree passing all the Written Papers and Dissertation within a period of two years from the date of commencement of the course. The University may grant extension of time for not more than one year on the recommendation of his/her supervisor for submission of dissertation only.

## 8. Conferment of Degree

- (1) No candidate shall be eligible for conferment of the M.Phil., Degree unless he/she is declared to have passed both Part I and II of the Examinations as per the Regulations.

The Degree and Provisional certificate certifying that the Degree has been awarded in accordance with the provisions of 2016 Regulations of the UGC.

- (2) However, the award of degrees to candidates registered for the M.Phil. programme during 23.04.2013 to 05.04.2018, the date of adaptation of UGC Regulations 2016 in Periyar University shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Awards of M.Phil. Degree) Regulations 2009.

If the M.Phil. degree is awarded by a Foreign University, the Indian Institution considering such a degree shall refer the issue to a Standing Committee constituted by the concerned institution for the purpose of determining the equivalence of the degree awarded by foreign University.

## 9. Procedure for Admission

All Departments of University and recognized M.Phil centers of Colleges/Institutions affiliated to University shall admit M.Phil., students through an Entrance Test (Written Test + Interview) conducted at the level of University. Those who have qualified for UGC/CSIR(NET)/SET/GATE Examinations and Teacher Fellowship holders are exempted from Entrance Test. It shall be followed by an interview to be organized by the School/Department/Institution/University as the case may be. Written test shall be conducted for 40 marks and Oral Interview for 10 marks. Rank list should be prepared based on entrance test (50% of & P.G. marks (50%).

Only the Sanctioned Strength of students may be admitted to M.Phil., Course. While granting admission for students to M.Phil., Course the Department/ Institution/ School will pay due attention to the State Reservation Policy.

#### **10. Qualifications for Supervisor**

Any regular Professor of the University / College / Institution / with at least five research publications in refereed journals out of which three from SCI/SCI-E/SSCI listed journals, any regular Associate Professor of the University / College / Institution with 2 years teaching experience / PDF experience after the award of Ph.D. degree and at least two research publications from SCI/SCI-E/SSCI listed journals and any regular Assistant Professor of the University / College / Institution with 2 years teaching experience / PDF experience after the award of Ph.D. degree and at least two research publications in refereed journals out of which one from SCI/SCI-E/SSCI listed journals may be recognized as Research Supervisor. Provided that in areas / disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

The total number of candidates registered for the M.Phil., programme, at any point of time shall not exceed three in case of Professor/ Two in the case of Associate Professor/ One in the case of Assistant Professor working in the Departments of the University/ Affiliated Colleges / Research Institutions.

Only the Post Graduate Departments of affiliated Colleges and Departments of the University will be recognized for conducting the M.Phil., Course, provided however, the Syndicate shall have the power to decide any other Institutions of Higher Learning/Research within the University jurisdiction for conducting the M.Phil., Course on merits.

#### **11. Specifications of requirements for according Institution/ Department recognition for offering M.Phil. Programme.:**

Post Graduate Departments of University / Colleges / Research Institutions with:

1. Minimum two approved Ph.D. guides in the area(s) of research in the Department/Institution as approved by the University.
2. Library facilities with adequate books, journals in the area of Research literature retrieval facility through CD-ROM/Internet facilities.
3. Laboratories with equipments as required for the discipline of research for which recognition sought (specific details provided by the respective Boards of Studies for the disciplines concerned)
4. Adequate working space for the research students in terms of laboratories, study rooms, seminar room facilities etc.
5. Proportionate increase of hostel, canteen and student amenities.
6. Details of existing infrastructure facilities of the Department / Institution.

## **12. Soft copy of the dissertation to UGC**

Following the successful completion of the evaluation process and announcements of the award of M.Phil, the University shall submit a soft copy of the M.Phil dissertation to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.

## **PART - TIME**

### **1. Eligibility for Part Time**

- (i) Technical Staff/ Research Assistants working in the University Departments.
- (ii) Teacher candidates working in the Polytechnics approved by the Director of Technical Education or in Higher Secondary Schools and High Schools/Schools approved by State Board or Central Board of Secondary Education or Educational Institutions of IAF (**within Periyar University jurisdiction**) who possess a Master's Degree.

Eligibility Criteria is the same as that of Full - Time.

### **2. Duration**

The course of study shall be two years (for Part-Time) from the date of commencement of the course. The Examinations for Part I shall be taken at the end of the first year and Part II Dissertation at the end of the second year.

### **3. Scheme of the Examinations**

The Regulations governing the Full-Time M.Phil., Course with regard to Course of Study, Scheme of Examinations Passing Minimum, etc., and Qualifications of Guide conducting the M.Phil., Course shall apply to Part-Time candidates also.

### **4. Restriction in Number of Chances**

No candidate shall be permitted to reappear for the Written Examination in any Paper for more than two occasions or to resubmit a Dissertation more than once. Candidates shall have to qualify for the M.Phil., Degree passing all the Written Papers and Dissertation within a period of three years from the date of commencement of the Course. The University may grant extension of time for not more than one year on the recommendation of his/her supervisor for submission of dissertation only.

## 5. Allocation of Supervisor

The allocation of the Supervisor for a selected student shall be decided by the Department Committee in a formal manner depending on the number of students per Faculty Member and the available specialization among the Faculty Supervisors and the research interest of the student as indicated during interview by the student. The allotment/allocation of Supervisor shall not be left to the discretion of the individual student or teacher.

### ADMISSION GUIDELINES

1. Each College/Department may have One Departmental Committee in each subject to scrutinize the applications and the certificates for admission and to recommend to the Principal/Head of Department for Selection of candidates but the ultimate responsibility for admission made shall rest only with the Principals/Head of Department of the Colleges/University. The Principals/Head of Department should note that along with the Admission List they should send all the lists and particulars indicated in Para-12 of this communication to the University for perusal and approval on or before the date prescribed by the University time to time.
2. The minimum marks for admission to Full-Time M.Phil. Degree Course shall be 50% for the candidates who have qualified for the Masters Degree prior to 19<sup>th</sup> September 1991 and 55% for the candidates who have qualified for the Master's Degree on or after 19<sup>th</sup> September 1991.

For the candidates belonging to SC/ST/OBC (Non-creamy layer) and Differently Abled shall be 50% in their Masters Degree.

3. The admission may be made on the basis of the marks scored by the candidates in the qualifying examination and in the Entrance Test. The Entrance Examination may be conducted on the following lines.
  - a) The Entrance Test will be for 50 marks. The other 50 marks is for the qualifying examination in the subject concerned.
  - b) The Entrance Test will be conducted at the level of University and not by the College/Department.
4. The conditions for admission prescribed under the regulations in respect of M.Phil. Degree Course should be strictly followed. All candidates should have passed two year P.G. Degree Course after 3 years Degree Course (B.A., B.Sc., B.Com.) and Higher Secondary of 12 years duration or Pre-University under 11 year SSLC +1 year or 10 + 2 course.

**Candidates who have passed the PG Degree Examination with less than 17 years of total duration of the course are not eligible for admission to M.Phil. Course.**

5. The Principals/Head of the Department should insist on the candidates, who require recognition of the qualifying examination passed by them at Other Universities/Bodies, to produce an eligibility certificate obtained from the Registrar of this University before granting admission to them.
6. The admission should be made purely on merit subject to the reservation rules of the Government of Tamil Nadu (i.e.)

Open Competition (Merit-GT)	-	31%
SC	-	18% (Ariunthathiyar-3%)
ST	-	1%
MBC & DNC	-	20%
BC	-	30% (Muslim-3.5%)

(With 3% in each of these categories for physically handicapped)

Candidates from States other than Tamil Nadu shall be considered Under Open Competition except SC & ST candidates.

7. Since OC is meant here as Open Competition, OC Waiting List will contain candidates in accordance with overall rank list (e.g.) OC waiting list may contain candidates of BC/MBC & DNC/SC/ST, even if they might have already been included in the Selected List of respective community. In the overall rank list, OC Selection List and OC Waiting List, communities other than BC/MBC & DNC/SC/ST may be denoted by FC (not by OC).
8. With regard to number of seats allotted to each department supervisors permitted to guide M.Phil., candidates should not exceed the strength prescribed in the M.Phil., guidelines.
9. If some candidates who have been selected for admission and did not turn up within the prescribed date or if any candidate drops out after admission, the vacancies so caused, should be filled up immediately from the Waiting List only in the order of Merit under each category.
10. If no MBC & DNC candidates are available such vacancies may be recommended with BC, SC, ST, OC, candidates in that order. If no BC candidates are available, vacancies may be recommended with MBC & DNC, ST, SC, OC candidates. The unfilled SC/ST seats shall be filled by MBC/DNC candidates. The unfilled MBC/DNC seats shall be filled from BC candidates as well as unfilled BC vacancies can be filled by other communities. Unfilled Muslim/Christian BC vacancies can be filled by other BC.
11. While forwarding the Admission list the following should be furnished.
  - (a) i. Rank List of candidates (Annexure - I)
  - ii. List of candidates Selected/Waiting List (Annexure - I)

(b) Selected List:

- i. Candidates Selected for Admission under OC
- ii. Candidates Selected for Admission under BC
- iii. Candidates Selected for Admission under MBC & DNC
- iv. Candidates Selected for Admission under SC
- v. Candidates Selected for Admission under ST

(c) Waiting List:

- i. Candidates Selected to be kept in the Waiting list under OC
- ii. Candidates Selected to be kept in the Waiting list under BC
- iii. Candidates Selected to be kept in the Waiting list under MBC & DNC
- iv. Candidates Selected to be kept in the Waiting list under SC
- v. Candidates Selected to be kept in the Waiting list under ST

(d) List of candidates Admitted (Annexure I)

(Together with the applications of the candidates and Xerox copies of their PG Mark Statements).

(e) List of Physically Challenged candidates (in separate format II -Annexure I)

(f) List of recognized Guides available (with the sanctioned strength) and candidates under their guidance with date of admission of each

NOTE:

In respect of Part-Time M.Phil. Course, the particulars should be furnished as per the Annexure II enclosed.

12. For Part-Time M.Phil course preference should be given to

- i. Teachers working in the Colleges affiliated to this University and in the Departments of this University.
- ii. Teachers working in Polytechnics approved by the Directorate of Technical Education.
- iii. Teachers working in approved Higher Secondary Schools as well as High Schools under State Board or Central Board.

It may be noted that only the teachers whose appointment has been approved by the competent authority should be selected.

a) Teacher Candidates

Competent Authority

For College Teachers  
For Teachers working in Polytechnics  
For Teachers working in Hr. Sec./High Schools

- Employer  
- Principal/Director  
- Headmasters/Headmistress

The admission guidelines are applicable to the Part-Time Candidate also.

b) Non-Teaching Candidates

(d) While selecting the Part-Time candidates the following should be verified:

- i. The applications of the candidates should have been sent through proper Channel.
  - ii. The appointment of the candidates should have been approved by the Competent Authority.
  - iii. The candidates should have enclosed the Service Certificates along with the application form.
  - iii. The candidates should have enclosed the certificate from the DTE/DEO., that the Polytechnic/Higher Secondary/High School in which the teachers employed are recognized by the Government.
14. The Principals/Head of the Department are requested that the candidates may be admitted as per these guidelines, subject to the approval by the University.

I am to inform you that the ultimate responsibility of admission rests only with the Principals/Head of the Department of the Colleges/University concerned. If it is observed at a later stage that the admission given by the College is incorrect, the same will be cancelled by the University at that stage of the course. The Principals/Head of the Department should certify that the Selections are made strictly on the basis of the guidelines issued by the University



**PERIYAR UNIVERSITY, SALEM 636 011.**

ADMISSION TO M.Phil PROGRAMME  
(FULL-TIME /PART-TIME) 20 -20

NAME OF THE COLLEGE:

SUBJECT:

- I LIST OF CANDIDATES SELECTED/WAITING LIST (Under OC/BC/MBC & DNC/SC/ST)
- II LIST OF CANDIDTES ADMITTED (under OC/BC/MBC&DNC/SC/ST)  
(together with the applications and Xerox copies of 10<sup>th</sup>, 12<sup>th</sup>, UG & PG mark statements and Entrance Result Copy)
- III LIST OF PHYSICALLY CHALLENGED CANDIDATES.(Evidence Enclosed)
- IV LIST OF RECOGNISED GUIDES AVAILABLE WITH SANCTIONED STRENGTH. (Subject wise Guide Copy Enclosed)

Signature of all the Members of the  
Departmental Committee.

Signature of the Principal /  
Head of the Department with seal.