



**SRI SARADA COLLEGE FOR WOMEN**

**(An Autonomous Institution)**

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Institution recognised u/s 2(f) and 12(B) of UGC & Reaccredited with "A" grade by NAAC

(A branch of Sri Ramakrishna Tapovanam, Tirupparaithurai)

Ariyakulam, Thoothukudi NH, Maharaja Nagar Post,

**TIRUNELVELI 627011**



**Criteria VI**

**6.2 Strategy Development and Deployment**

**6.2.2 The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures.**

**2021-2022**



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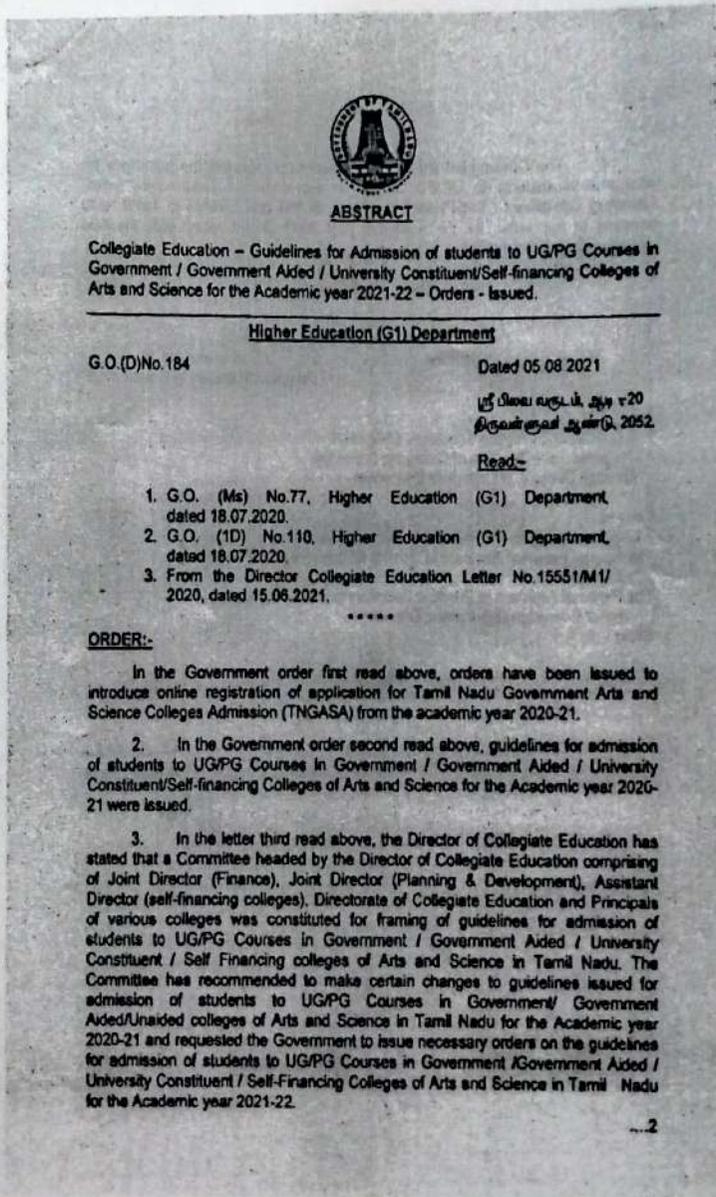
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6.2.2 The functioning of the various institutional bodies in effective and efficient as visible from the policies, administrative setup, appointment and service rules, procedures.

## ADMISSION POLICIES



### 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

தேர்தலை வகுப்புகள் ஆய்வு 2021  
பிரிவுக்குறிப்பு ஆகத்து 2021

#### 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/M/1/2020, dated 15.06.2021.

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#### ORDER:-

1. 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.

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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.
- SI/Sc.

// Forwarded / by Order //

H. Sudha  
Section Officer

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## ANNEXURE

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

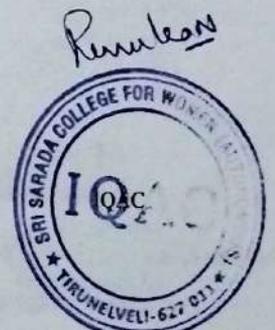
1. The procedure given in this communication is applicable to all the Government/Government Aided/ University Constituent / Self Financing colleges of Arts and Science in Tamil Nadu. These are to be observed both in letter and spirit. Where otherwise stated these procedure for admission to UG/PG courses 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.tngass.org](http://www.tngass.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.

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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

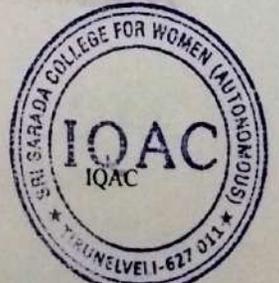
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- f) Communication with the University/ Director of Collegiate Education related to admission
- g) Copies of all letters to the University/ Director of Collegiate Education making requisition for increase in seats and letters from the University permitting 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) 28.5% 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 :**

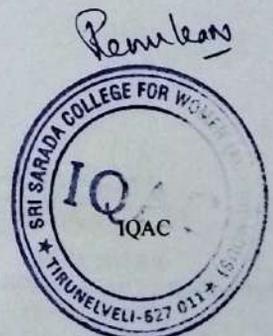
- a) 100% of seats in Government Colleges.
- b) 50% of seats in the case of Aided minority colleges.
- c) 90% of seats in the cases of Aided Non minority colleges.
- d) 50% of seats in the Self-financing courses offered by the Aided Colleges.
- e) 50% of seats in the cases of Self-financing Colleges.
- 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".

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## 15. Admission of Women students in Co-educational and Men's Colleges.

- 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.
- If the college was started originally as a Men's college and permission was granted as per (1) G.O.Rt.No.657, Education dated 18-5-90 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.
- 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/198-5, 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.

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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.

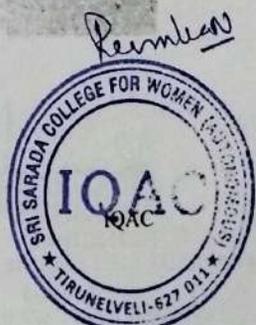
SOME ILLUSTRATIONS ARE GIVEN BELOW

Group-I குழு-1			கட்டாயப் படித்திருக்க வேண்டிய பாடங்கள்
1	கணிதம் Mathematics	(கணிதம், இயற்பியல், வேதியியல் மீளற்ற மாணவர்களுக்கு மட்டுமே) Ranking based on marks in Part III out of 400 பகுதி III சொந்த மதிப்பெண் 400-க்கு குறைபட்ட மதிப்பெண்கள் அடிப்படையில் தரப்படாது.	அதேயும் கணிதம் படித்திருக்க வேண்டும் Should have studied Mathematics.
2	இயற்பியல் Physics	Ranking based on marks in Part III out of 400 பகுதி III சொந்த மதிப்பெண் 400-க்கு குறைபட்ட மதிப்பெண்கள் அடிப்படையில் தரப்படாது.	Preference should be given to students who have studied Mathematics or Statistics or Business Mathematics
3	புள்ளியியல் Statistics	Ranking based on marks in Part III out of 400 பகுதி III சொந்த மதிப்பெண் 400-க்கு குறைபட்ட மதிப்பெண்கள் அடிப்படையில் தரப்படாது.	
Group-II குழு-2			
4	தாவரவியல் Botany, Plant Biology & Plant Biotechnology	(தாவரவியல், விலங்கியல், உயிரியியல், வேதியியல் மீளற்ற மாணவர்களுக்காக) Ranking based on marks in Part III out of 400 பகுதி III சொந்த மதிப்பெண் 400-க்கு குறைபட்ட மதிப்பெண்கள் அடிப்படையில் தரப்படாது.	வேதியியல் கட்டாயப் படித்திருக்க வேண்டும் Should have studied Chemistry
5	விலங்கியல் Zoology, Advanced Zoology & Biotechnology		
6	உயிர் வேதியியல் Bio Chemistry		

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Common to Group I and Group II			
7	தமிழியல் Chemistry	Ranking based on marks in Part II out of 400 பகுதி II சேர்த்த மதிப்பெண் 400-க்கு குறைவட்ட மதிப்பெண்கள் குடிபட்டவர்கள் தரப்படாது	Should have studied Chemistry & Mathematics வேதியியல், கணிதம் கட்டப்படும் படித்திருக்க வேண்டும் (or) Should have studied Chemistry & Biological Sciences வேதியியல், உயிரியல் கட்டப்படும் படித்திருக்க வேண்டும்
Group III குழுக்கு III			
8	Electronic Science BES	Ranking based on marks in Part III out of 400 பகுதி III சேர்த்த மதிப்பெண் 400-க்கு குறைவட்ட மதிப்பெண்கள் குடிபட்டவர்கள் தரப்படாது	Should have studied Physics & Mathematics இயற்பியல், கணிதம் கட்டப்படும் படித்திருக்க வேண்டும்
Group-IV குழுக்கு-IV			
9	புவியியல்வியல் Geology	Ranking based on marks in Part III out of 400 பகுதி III சேர்த்த மதிப்பெண் 400-க்கு குறைவட்ட மதிப்பெண்கள் குடிபட்டவர்கள் தரப்படாது	Should have studied Physics & Chemistry இயற்பியல், வேதியியல் கட்டப்படும் படித்திருக்க வேண்டும்
10	Geography	Ranking based on marks in Part III out of 400 பகுதி III சேர்த்த மதிப்பெண் 400-க்கு குறைவட்ட மதிப்பெண்கள் குடிபட்டவர்கள் தரப்படாது	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 சேர்த்த மதிப்பெண் 400-க்கு குறைவட்ட மதிப்பெண்கள் குடிபட்டவர்கள் தரப்படாது	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.

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12	Items: Science Nutrition & Dietetics	Ranking based on marks in Part III out of 400 பகுதி III சொந்த மதிப்பீடுகள் 400-க்கு குறைவாக மதிப்பீடுகள் வந்த அபிப்பிராயத்தில் தரப்படாது.	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 சொந்த மதிப்பீடுகள் 400-க்கு குறைவாக மதிப்பீடுகள் வந்த அபிப்பிராயத்தில் தரப்படாது.	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 சொந்த மதிப்பீடுகள் 400-க்கு குறைவாக மதிப்பீடுகள் வந்த அபிப்பிராயத்தில் தரப்படாது.	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 சொந்த மதிப்பீடுகள் 400-க்கு குறைவாக மதிப்பீடுகள் வந்த அபிப்பிராயத்தில் தரப்படாது.	Should have studied Commerce and Accountancy in HSC. 20% reserved for vocational stream.
16	BIM / BBA	Ranking based on marks in Part III out of 400 பகுதி III சொந்த மதிப்பீடுகள் 400-க்கு குறைவாக மதிப்பீடுகள் வந்த அபிப்பிராயத்தில் தரப்படாது.	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 சொந்த மதிப்பீடுகள் 400-க்கு குறைவாக மதிப்பீடுகள் வந்த அபிப்பிராயத்தில் தரப்படாது.	Should have passed any group in HSC. As per the norms of concerned Universities.

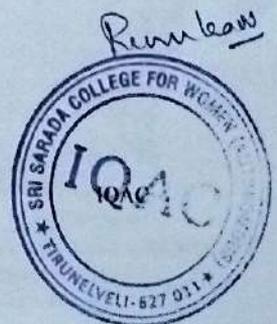
18. All eligible applications should be ranked strictly according to the decreasing order of total marks. In case, more than one candidate secures the same marks, such candidates shall be ranked as follows:

- 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.

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# SRI SARADA COLLEGE FOR WOMEN

(An Autonomous Institution)

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)  
Institution recognised u/s 2(F) and 12(B) of UGC & Reaccredited with "A" grade by NAAC  
(A branch of Sri Ramakrishna Tapovanam, Tirupparaithurai)  
Ariyakulam, Thoothukudi NH, Maharaja Nagar Post,  
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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.ingggg.org](http://www.ingggg.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.

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## 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.tndcconline.org](http://www.tndcconline.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 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/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 quotas.

## 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.

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- 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).

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30. The Selection list shall clearly reveal particulars of candidates selected under each category-OC/BC/BCM/MBC/MBC(V)/DNC/SC/SCA/ST/Differently abled/ Sports Quota / Ex- servicemen, NCC/etc.

31. 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/BCM/MBC/ MBC(V)/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/MBC(V)/DNC/SC/SCA/ST quota should be filled with OC/BC/BCM/MBC/MBC(V)/DNC/SC/SCA/ST candidates respectively in the order of merit.

All vacancies shall be filled up by this procedure only.

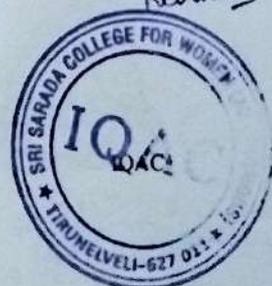
If the vacancies still exist in any UG Course after considering the order of preference indicated for each subject, any student who has passed +2 Examination is eligible to undergo the relevant U.G. Course, provided the eligibility norm is satisfied.

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 .

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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:

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

D. Karthikeyan  
Principal Secretary to Government

//True Copy//

H. Sudha  
Section Officer.

*[Handwritten signature]*

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## RESEARCH POLICY

### AIM OF THE POLICY:

Realising the vision and mission of the college for contributing to the national development the policy aims at ensuring that the research activities of the institution conform to all applicable rules and regulations and to the established standards and norms relating to safe and ethical conduct of research.

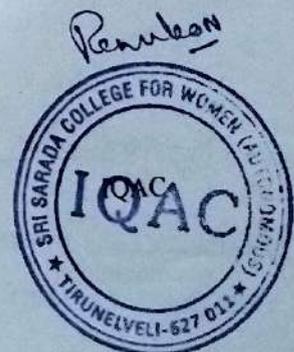
### SCOPE OF THE POLICY:

This policy shall apply to all the scholars of the college undertaking research and for the purpose of this policy 'researchers' that include all faculty members, who are active in teaching, research and extension, all students studying in the college, all mentors, research supervisors, external experts and sponsors associated with any of the research activities of the college.

### OBJECTIVES:

1. To initiate a research fund for supporting and facilitating research initiatives of staff and students.
2. To provide a platform to ensure the staff to attain the desired mix of teaching, research and consultancy outputs.
3. To facilitate the presentation/communication of the research work/projects their findings and recommendations through academic events namely symposia/ conferences/seminars.
4. To establish linkages after identification including MOU s for long term relationships with industry bodies and individual companies for creating opportunities for teachers and students to involve themselves in real life research projects.
5. To encourage the publication of the research work/projects in reputed academic journals
6. To provide a modality for proper coordination of all research activities of the college and aligning these to the vision and missions of the college and sustainable development goals.
7. To guide researchers in the integration of research projects with the regular curriculum.
8. To prepare and implement a research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research
9. To design and implement a research quality assurance mechanism for ensuring that all research activities of the college conform to standard quality specifications
10. To develop, prescribe and administer procedures to ensure the research code and plagiarism rules and regulations.
11. To intimate researchers about the appropriate research opportunities announced by different academic, research, industry or government organisations
12. To develop and promote linkages with the Research bodies of other institutions, corporate and industries.
13. To encourage interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects

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## RESEARCH, INNOVATION DEVELOPMENT ADVISORY COMMITTEE:

S No	Categories of nominees	Name & Designation of appointees
1	Chairperson	Dr.Malarvizhli
2	Dean - Research	Dr.A.Aruna Devi
3	Doctorate Faculty in Arts/Humanities (with guideship)	Dr.N.Kamala
4	Doctorate Faculty in Science (with guideship)	Dr.Vallinayagi
5	Doctorate faculty with highest research score	Dr.V.Sangeetha
6	Young Researcher - Science (with high P3 score)	Dr.M.Malini
7	Young Researcher - Arts/Humanities (with P3 score)	Dr.T.Kalavathy
8	IQAC	Smt.Renuka
9	Secretary (Ex officio)	Yatishwari Saravanabhavapriya Amba
10	Director (Ex officio)	Prof.P.Chandra Sekaran
11	Special invitee	Dr.Mahalakshmi
12	Special invitee	Dr.N.Booma Devi

## CODE OF ETHICS IN RESEARCH:

1. To provide advice and guidance on all matters pertaining to academic research ethics
2. To advise the BoS and Academic Council on compliance with the 'Code of Ethics in Academic Research.
3. To provide guidance and academic support to scholars on ethical issues in respect of teaching, research and other academic activities.
4. To confirm to external bodies with ethical standards in respect of research projects undertaken by scholars
5. To advise the Management Committee on any policies that may be required in relation to accepting/generating funds for research
6. To serve as an investigative body for any disputed matter concerning research ethics and conduct
7. To make recommendations to the Management Committee on action, if any, should be taken as a result of the investigations

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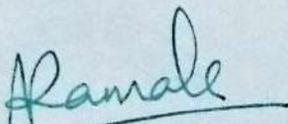
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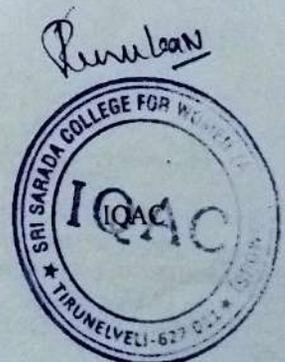
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## RESEARCH MISCONDUCT

1. It implies fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting results of research and deliberate, dangerous or negligent deviations from accepted practice in carrying out research.
2. It includes failure to follow an agreed protocol if and when this failure results in unreasonable risk or harm to persons, the environment, and when it facilitates misconduct in research by collusion in, or concealment of, such actions by others.
3. It includes any plan or attempt to do any of these things. It does not include honest error or honest differences in interpretation or judgment in evaluating research methods or results, or misconduct unrelated to research processes.
4. It includes (and is not limited to) the following acts:
  - a) **Plagiarism:** The deliberate copying of ideas, text, data or other work (or any combination thereof) without due permission and acknowledgement.
  - b) **Piracy:** The deliberate exploitation of ideas from others without proper acknowledgement
  - c) **Abuse of Intellectual Property Rights:** Failure to observe legal norms regarding copyright and the moral rights of authors.
  - d) **Abuse of Research Resources:** Failure to observe the terms and conditions of institutionally licensed research resources.
  - e) **Misinterpretation:** The deliberate attempt to represent falsely or unfairly the ideas or work of others, whether or not for personal gain or enhancement.
  - f) **Personation:** The situation where someone other than the person who has submitted any academic work has prepared (parts of) the work;
  - g) **Fabrication and Fraud:** The falsification of data, information or citations in any form.
  - h) **Sabotage:** Acting to prevent others from completing their work. This includes stealing or cutting pages out of library books or otherwise damaging them; or wilfully disrupting the experiments of others; or endangering institutional access to licensed research resources by wilfully failing to observe their terms and conditions.
  - i) **Professorial misconduct:** Professorial acts that are arbitrary, biased or exploitative.
  - j) **Denying access to information or material:** To deny others access arbitrarily to scholarly resources or to deliberately and groundlessly impede their progress.

  
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## SEED MONEY SCHEME:

A research endowment fund established by a philanthropist (Sri S.V. Alagappan, Tiruchi) is maintained under the head IRF i.e. (Institutional Research Fellowship) is optimally used for providing the seed money to the willing and motivated faculty members to carry minor-regional-need based, thrust area contextual research projects in science, arts and humanities. Annually the applications received from the prospective researchers for the promising projects are scrutinised by Research Advisory Committee (RAC) and awarded with seed money as follows:

- |  |   |                     |
|--|---|---------------------|
| 1. For approved Science Research Supervisors                       | : | @ 18,000/- per year |
| 2. For approved Arts/Humanities Research Supervisors               | : | @ 12,000/- per year |
| 3. For Science PhD Holders without guideship                       | : | @ 9,000/- per year  |
| 4. For Arts/Humanities PhD holders without guideship               | : | @ 6,000/- year      |
| 5. For Full time research scholar 1 each per research supervisor   | : | @ Rs. 3,000/ year   |
| 6. Best Researcher Award - Patenting (Science)                     | : | @ Rs. 5,000/-       |
| 7. Best Researcher Award - Policy formulation (Arts & Humanities): | : | @ Rs. 3,000/-       |

## Guidelines for the award of seed money:

1. Individual's request has to be made to the Secretary through the concerned HoD, Principal and Director/Advisor by the concerned, stating the project title with justification and accountability assuring the publication of the research findings in a commendable journal with scope for patenting and policy making. (Time line 1 month after reopening of the academic year)
2. The RAC will convene an IRF award meeting to decide the beneficiaries. (Time line: 15 days)
3. The recipients have to give an undertaking to the effect of requirements given in the para 1 above in the guidelines. (Timeline 1 week)
4. The awardees have to participate/present/publish suitably within 9-10 months of award.
5. A bimonthly research review has to be conducted by RAC and IQAC by way of updation of research status of the recipients, with or without external expertise on the concerned discipline. The remarks given in the review meeting have to be updated and if not the IRF status will be withdrawn.
6. The IRF will be disbursed to the beneficiaries at the ratio 2:1:1 (at the beginning, after publication and after submission of accounts/supporting document)
7. An overall best researcher award (open category) will be decided by the RAC with 1/2 external expertise

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6.2.2 The functioning of the various institutional bodies in effective and efficient as visible from the policies, administrative setup, appointment and service rules, procedure.



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TIRUNELVELI - 627 011.

Ref: SSC(A)EstL/2022

19.05.2022

### APPOINTMENT ORDER

Sub: Appointment of Assistant Professor of  
INFORMATION TECHNOLOGY

Ref: Minutes of the Selection Committee assigned by Honorable  
Vice-Chancellor of Manonmaniam Sundaranar University dated  
12.05.2022 and Minutes of College Committee dated 18.05.2022.

Smt. P. SUBBULAKSHMI M.Sc., M.Phil., NET., a candidate earmarked by the  
Committees referred above, is appointed on permanent basis in regular vacancy as Assistant  
Professor of INFORMATION TECHNOLOGY in Sri Sarada College for Women  
(Autonomous), Tirunelveli. The appointment is subject to the approval of the University.

She should join duty on 19.05.2022. She should produce the following Certificates in  
original at the time of joining duty.

1. SSLC Statement of Marks
2. HSC Statement of Marks
3. UG Degree Statement of Marks and Degree Certificate
4. PG Degree Statement of Marks and Degree Certificate
5. M.Phil. Degree Statement of Marks and Degree Certificate
6. NET Certificate.

To

1. Smt. P. SUBBULAKSHMI M.Sc., M.Phil., NET.,
2. Staff Profile File

*Saravananabharapriya*  
19/05/2022  
(YATISWARI SARAVANABHAVAPRIYA)  
8/10  
SECRETARY  
SRI SARADA COLLEGE FOR WOMEN  
(Autonomous)  
TIRUNELVELI - 627 011

Phone: 0462 2520129, 8903004534  
Website: <http://www.srisaradacollege.org> ;

E-mail : [srisaradatvt@gmail.com](mailto:srisaradatvt@gmail.com)

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Ariyakulam, Thoothukudi NH, Maharaja Nagar Post,  
TIRUNELVELI - 627 011.

Ref: SSCA/Estt./2021

13.09.2021

### APPOINTMENT ORDER

Sub: Sri Sarada College for Women (Autonomous),  
Tirunelveli - Selvi E. SANTHANA BALA DIVYA,  
M.A., M.Phil. - temporarily appointed as Assistant  
Professor in the Department of English - order Issued.

\*\*\*\*\*

Selvi E. SANTHANA BALA DIVYA, M.A., M.Phil., is appointed temporarily as Assistant Professor in the Department of English on a consolidated salary of Rs.8,000/= P.M. with the conditions to acquire NET/SET/Ph.D., qualification.

She will be governed by the code of conduct stipulated by the College. She should adhere to the code of conduct strictly. Since she is appointed purely on temporary basis, she may be ousted from service at any time without prior notice.

She should join duty on 13.09.2021. She should produce the following certificates in original at the time of joining duty.

1. S.S.L.C. Statement of Marks
2. H.S.C. Statement of Marks
3. U.G. Degree Statement of Marks and Diploma
4. P.G. Degree Statement of Marks and Diploma
5. M.Phil. Degree Statement of Marks and Diploma

To

Selvi. E. SANTHANA BALA DIVYA, M.A., M.Phil.,

*Saravaliappan*  
SECRETARY  
SECRETARY  
SRI SARADA COLLEGE FOR WOMEN  
(Autonomous)  
TIRUNELVELI - 627 011

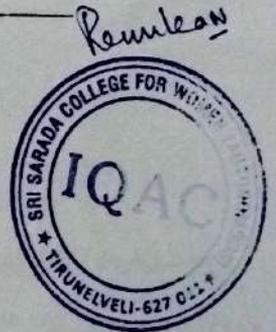
Phone: 0462 2520129, 8903004534

Website: <http://www.srisaradacollege.org> ;

E-mail : [srisaradavtl@gmail.com](mailto:srisaradavtl@gmail.com)

*Ramals*

PRINCIPAL  
SRI SARADA COLLEGE FOR WOMEN  
(Autonomous)  
TIRUNELVELI - 627 011





## SRI SARADA COLLEGE FOR WOMEN

(An Autonomous Institution)

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli.)  
Institution recognised u/s 2(f) and 12(B) of UGC & Reaccredited with "A" grade by NAAC  
(A branch of Sri Ramakrishna Tapovanam, Tirupparairurai)  
Ariyakulam, Thoothukudi NH, Maharaja Nagar Post,  
TIRUNELVELI - 627 011.

Ref: SSC(A)EstU/2022

19.05.2022

### APPOINTMENT ORDER

Sub: Appointment of Assistant Professor of ENGLISH

Ref: Minutes of the Selection Committee assigned by Honorable  
Vice-Chancellor of Manonmaniam Sundaranar University dated  
12.05.2022 and Minutes of College Committee dated 18.05.2022.

SELVI K. ARTHI, M.A., NET., a candidate earmarked by the Committees referred  
above, is appointed on permanent basis in regular vacancy as Assistant Professor of  
ENGLISH in Sri Sarada College for Women (Autonomous), Tirunelveli. The appointment  
is subject to the approval of the University.

She should join duty on 19.05.2022. She should produce the following Certificates in  
original at the time of joining duty.

1. SSLC Statement of Marks
2. HSC Statement of Marks
3. UG Degree Statement of Marks and Degree Certificate
4. PG Degree Statement of Marks and Degree Certificate
5. NET Certificate.

To

1. SELVI K. ARTHI, M.A., NET.,
2. Staff Profile File

*Saravananabhapriya*  
19/05/2022  
(YATISWARI SARAVANABHAVAPRIYA)  
SECRETARY  
SECRETARY  
SRI SARADA COLLEGE FOR WOMEN  
(Autonomous)  
TIRUNELVELI - 627 011

Phone: 0462 2520129, 8963004534

Website: <http://www.srisaradacollege.org> ;

E-mail: [srisaradavt@gmail.com](mailto:srisaradavt@gmail.com)



*Ramale*  
PRINCIPAL  
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(Autonomous)  
TIRUNELVELI - 627 011

*Perumal*



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Ariyakulam, Thoothukudi NH, Maharaja Nagar Post,  
TIRUNELVELI 627011

Website: www.srisaradacollege.org; email: srisaradatvl@gmail.com



Dear Madam,

Greetings from Aurolab!

Aurolab is a part of Aravind Eye Hospital Madurai. We manufacture IOL, Suture & Needles, Pharmaceutical Eye Drops, and Surgical Blades etc. We also export our products to 170 countries worldwide.

We have opening for UG female candidates for our manufacturing job. We recruit all UG degree like B.A, B.Com, B.B.A, B.sc etc.

We also have Ladies hostel and canteen facilities inside the campus. The starting salary for Fresh graduate is Rs.9,500/- CTC per month. After Completion of 1 year their salary will be revised as Rs.10,500/-CTC.

You student **Ms. MUPPIDATHI P – B.A – Economics** joined in our organization last year through campus drive and performing well.

We request you to provide us the campus drive for this year in the month of March 2023 at your convenient date.

Thank you and looking forward to hearing from you.

Regards,

**Swetha.V**

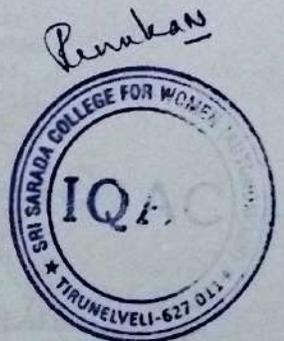
*Swetha V*

PRINCIPAL

SRI SARADA COLLEGE FOR WOMEN

(Autonomous)

627 011





### SRI SARADA COLLEGE FOR WOMEN

(An Autonomous Institution)

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with "A" grade by NAAC (A branch of Sri Ramakrishna Tapovanam, Tirupparaithurai)  
Ariyakulam, Thoothukudi NH, Maharaja Nagar Post,  
TIRUNELVELI 627011

Website: www.srisaradacollege.org; email: srisaradatvl@gmail.com



### SRI SARADA COLLEGE FOR WOMEN

Reaccredited with "A" grade by NAAC and Institution recognised under Sections 2(f) and 12(B) of UGC  
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli) & (A branch of Sri Ramakrishna  
Tapovanam, Tirupparaithurai), Ariyakulam, Thoothukudi NH, Maharaja Nagar Post, TIRUNELVELI 627011

1. Name of the Staff Member (IN BLOCK LETTERS) : S. MUTHU LAKSHMI
2. a) Qualification : M.Sc., DGT  
b) Designation & Dept. : Assistant Professor of Mathematics
3. Name of Father / Husband : M. Subramonian
4. Date of joining the college : 06.12.2021
5. Date of Resignation : 17.06.2022
6. a) Reason for resignation : Personal  
b) Whether a separate resignation letter is Submitted to the Secretary through the Principal. :
7. Classes handled by the staff Member : UG and PG Theory Paper  
Theory UG / PG :  
Practical :
8. Charges held in Part IV : -  
Part V : -  
Association : -  
Others :
9. Value Education, Sanskrit & other classes : -
10. Whether all the original certificates of the staff member have been returned to her :
11. a) Whether all library books (General and Departmental) text books & others have been returned by the Staff member : NO DUE  
b) If not, title & number of books with the staff member : S. Gomathy / 17.6.22  
S. Shanmugam / 17/6/22  
c) Arrangements made by the Staff member to Return / replace the book(s) :
12. Whether the staff member has returned the following to the HOD/ Principal : B.S. 20/6/2022  
a) Association / Union Minute note book, if in charge of any association : -  
b) Any other Department record like Mark register, Book Bank : -  
c) Stock register, Maintenance register files, etc., ( If the resigning staff has been the HOD) : -  
d) Staff table keys, (Original & Duplicate) : Hand over to HOD  
e) Others, if any : Penulian

*Ramadevi*

PRINCIPAL  
SRI SARADA COLLEGE FOR WOMEN  
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TIRUNELVELI - 627 011





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Ariyakulam, Thoothukudi NH, Maharaja Nagar Post,  
TIRUNELVELI 627011

Website: www.srisaradacollege.org; email: srisaradatvl@gmail.com



From

S. Muthu Lakshmi M.Sc.,  
Assistant Professor,  
Department of Mathematics,  
Sri Sarada College for Women (Autonomous),  
Tirunelveli - 627011.

To

The Secretary,  
Sri Sarada College for Women (Autonomous),  
Tirunelveli - 627011.

Through

The Principal,  
Sri Sarada College for Women (Autonomous),  
Tirunelveli - 627011.

Revered Ambaji,

As my service period is over on dated 17.06.2022 (Friday), I would like to inform that, I am relieving from the post of Assistant Professor of Mathematics. Thank you for the opportunity to work at Sri Sarada College for Women (Autonomous), Tirunelveli.

Place: Tirunelveli  
Date: 17-06-2022

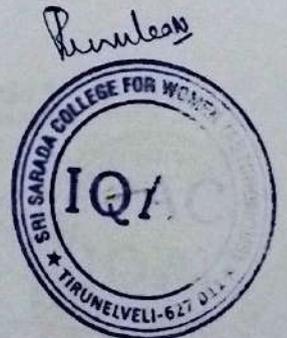
Sincerely,  
S. Muthu Lakshmi  
17/6/22

Forwarded to The Secretary.

Ramale  
17/6/22.

Ramale

PRINCIPAL  
SRI SARADA COLLEGE FOR WOMEN  
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Ariyakulam, Thoothukudi NH, Maharaja Nagar Post,  
**TIRUNELVELI 627011**

Website: www.srisaradacollege.org; email: srisaradatvl@gmail.com



From

A Muthuselvi,  
Assistant Professor,  
Department of Sanskrit,  
Sri Sarada College for Women (Autonomous),  
Tirunelveli-627011.

*Resignation*  
*3 months Notice*  
*from 18/02/2022*

To

The Secretary,  
Sri Sarada College for Women (Autonomous),  
Tirunelveli-627011.

Through

The Principal,  
Sri Sarada College for Women,  
Tirunelveli-627011.

Revered Amba,

Sub: Three months notice for Resignation

I have joined as an Assistant Professor in the Department of Sanskrit with effect from 18.06.2018 (joining date). Hereby I am submitting my resignation notice from the post of Assistant Professor in Sanskrit due to my PhD course. At this juncture, I thank the management for providing me the opportunity to work as Assistant Professor in Sanskrit and I would like to inform you that, I will relieve at the end of this semester. So I request you to relieve me in the end of this semester and return back all my original certificates. In case of relieving before the notice period I consent to pay the amount due in the lieu of notice.

Thanking you

Date: 18.02.2022  
Place: Tirunelveli

yours faithfully,

A. Muthuselvi  
(A.MUTHUSELVI)

*Forwarded to the Secretary.*

P. K. Karthikeyan  
Signature of HOD

*Ramala*  
*18/2/22*  
Signature of Principal

*Rev. Amba*

*Ramala*

PRINCIPAL  
SRI SARADA COLLEGE FOR WOMEN  
(Autonomous)  
TIRUNELVELI - 627 011

*18/2/2022*





**SRI SARADA COLLEGE FOR WOMEN**  
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Ariyakulam, Thoothukudi NH, Maharaja Nagar Post,  
TIRUNELVELI 627011

Website: www.srisaradacollege.org; email: srisaradatvl@gmail.com



From

P.K. Kasthuri,  
Assistant Professor,  
Department of Sanskrit,  
Sri Sarada College for Women (Autonomous),  
Tirunelveli-627011.

*Resignation*

*3 months notice  
from 18/02/2022*

To

The Secretary,  
Sri Sarada College for Women (Autonomous),  
Tirunelveli-627011.

Through

The Principal,  
Sri Sarada College for Women,  
Tirunelveli-627011.

Revered Amba,

Sub: Three months notice for Resignation

I have joined as an Assistant Professor in the Department of Sanskrit with effect from 18.06.2018 (joining date). Hereby I am submitting my resignation notice from the post of Assistant Professor in Sanskrit due to my PhD course. At this juncture, I thank the management for providing me the opportunity to work as Assistant Professor in Sanskrit and I would like to inform you that, I will relieve at the end of this semester. So I request you to relieve me in the end of this semester and return back all my original certificates. In case of relieving before the notice period I consent to pay the amount due in the lieu of notice.

Thanking you

Date: 18.02.2022  
Place: Tirunelveli

yours faithfully,

*P.K. Kasthuri*  
(P.K. KASTHURI)

*Forwarded to the Secretary.*

*P.K. Kasthuri*  
Signature of HOD

*Aramale*  
Signature of Principal  
18/2/22

*Ramkumar*

*Aramale*

PRINCIPAL  
SRI SARADA COLLEGE FOR WOMEN  
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(A branch of Sri Ramakrishna Tapovanam, Tirupparattural)  
Ariyakulam, Thoothukudi NH, Maharanjo Nagar Post,  
TIRUNELVELI - 627 011.

Ref: SSCA/Estt./2021

13.09.2021

### APPOINTMENT ORDER

Sub: Sri Sarada College for Women (Autonomous),  
Tirunelveli - Smt. B. RAMALAKSHMI, M.A., M.Phil.  
- temporarily appointed as Assistant Professor in the  
Department of English - order issued.

\*\*\*\*\*

Smt. B. RAMALAKSHMI, M.A., M.Phil., is appointed temporarily as  
Assistant Professor in the Department of English on a consolidated salary of  
Rs.8,000/- P.M. with the conditions to acquire NET/SET/Ph.D., qualification.

She will be governed by the code of conduct stipulated by the College. She  
should adhere to the code of conduct strictly. Since she is appointed purely on  
temporary basis, she may be ousted from service at any time without prior notice.

She should join duty on 13.09.2021. She should produce the following  
certificates in original at the time of joining duty.

1. S.S.L.C. Statement of Marks
2. H.S.C. Statement of Marks
3. U.G. Degree Statement of Marks and Diploma
4. P.G. Degree Statement of Marks and Diploma
5. M.Phil. Degree Statement of Marks and Diploma

*Saravambalavipiya*  
SECRETARY 13/09/21  
SECRETARY  
SRI SARADA COLLEGE FOR WOMEN  
(Autonomous)  
TIRUNELVELI - 627 011

To

Smt. B. RAMALAKSHMI, M.A., M.Phil.

Phone: 0462 2520129, 8903004534

Website: <http://www.srisaradacollege.org> ;

E-mail : [srisaradavt@gmail.com](mailto:srisaradavt@gmail.com)

*Ramale*

PRINCIPAL  
SRI SARADA COLLEGE FOR WOMEN  
(Autonomous)  
TIRUNELVELI - 627 011

