



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 in effective and efficient as visible from the policies, administrative setup, appointment and service rules, procedures etc.

2024-2025



**SRI SARADA COLLEGE FOR WOMEN
(An Autonomous Institution)**

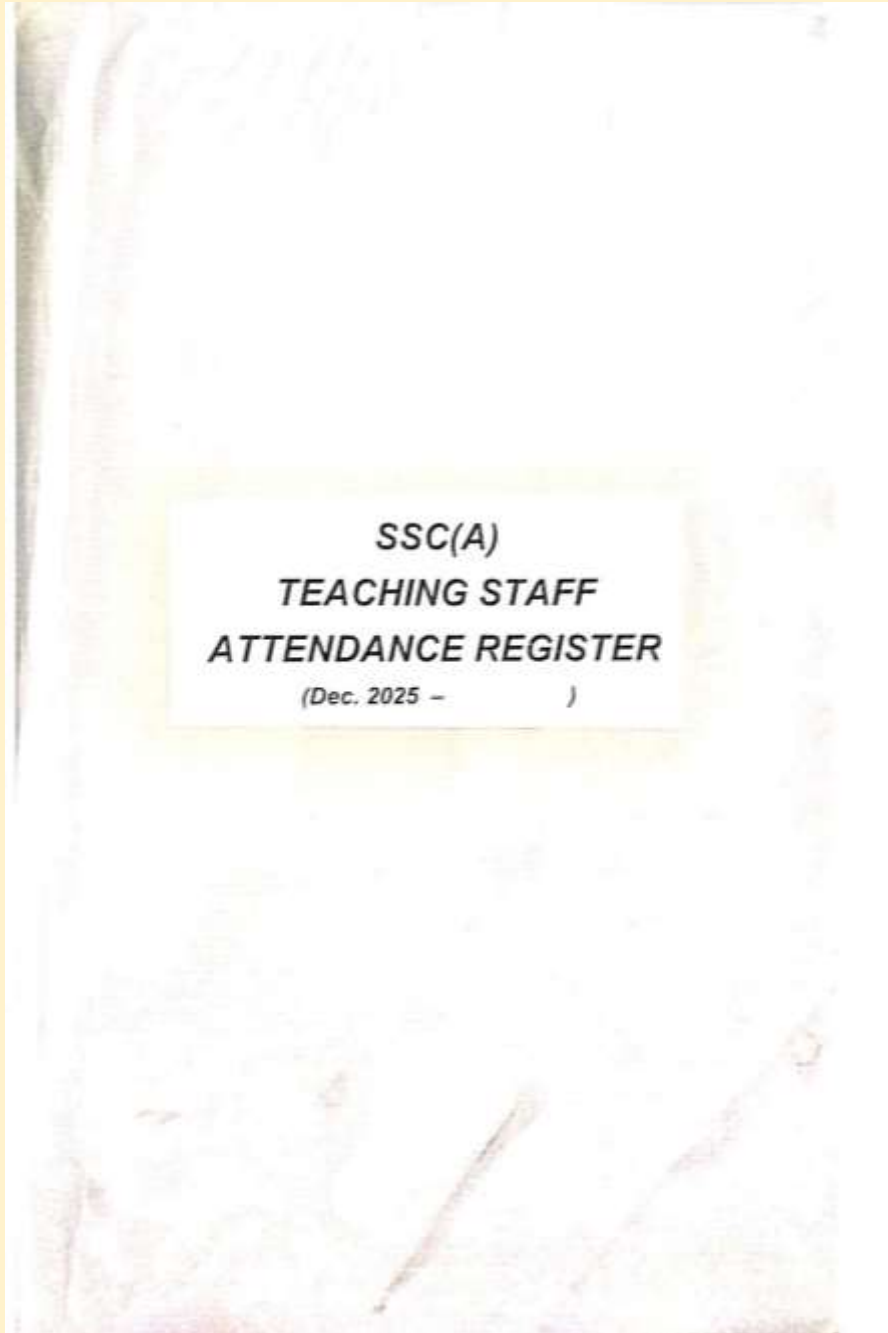
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TIRUNELVELI 627011



Website:www.srisaradacollege.org; email:srisaradatv1@gmail.com

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, etc.

Administrative Set-up



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



A. Madhukar
Coordinator - IOAC
Sri Sarada College for Women (Autonomous),
Tirunelveli-627 011

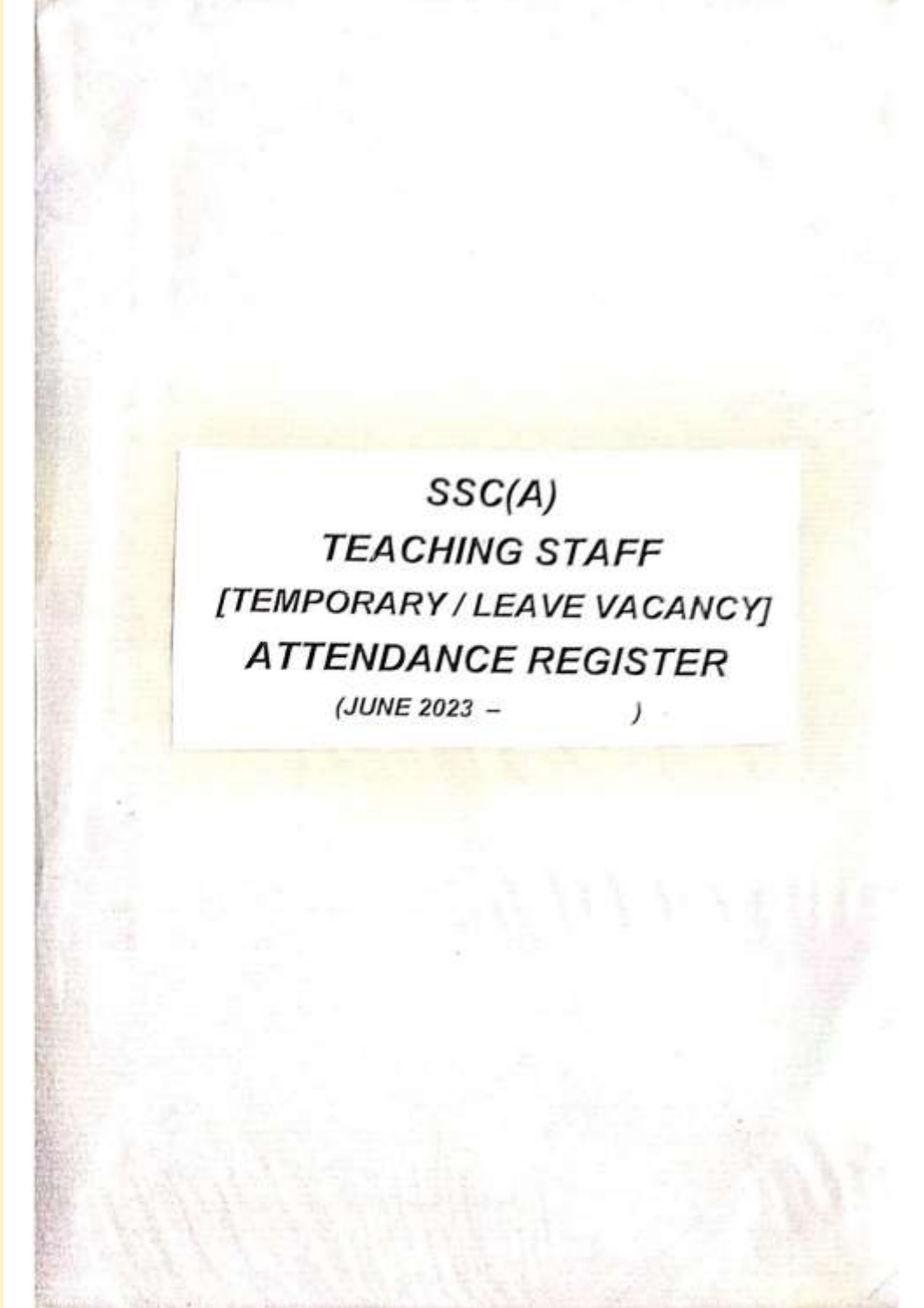


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Website: www.srisaradacollege.org; email: srisaradatvl@gmail.com



SSC(A)
TEACHING STAFF
[TEMPORARY / LEAVE VACANCY]
ATTENDANCE REGISTER
(JUNE 2023 -)

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



A. Malar
Coordinator - IQAC
Sri Sarada College for Women (Autonomous),
Tirunelveli-627 011



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SRI SARADA COLLEGE FOR WOMEN
(An Autonomous Institution)
Register of Attendance of T.S. (Temp./LV)

| S.No | NAME | DESIGNATION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|------|---------------------------------|--------------------|---|---|---|---|---|---|---|---|---|----|
| 1 | Ms. D. Sathya, MA | AP in English | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2 | Ms. R. Karthiga, MA | AP in English | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 3 | Ms. S. Kalpana, MA | AP in English | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 4 | Ms. S. Chitha Devi, MSc | AP in Maths | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 5 | Ms. K. Veni, MSc | AP in Physics | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 6 | Ms. N. Vennila, MSc | AP in Comp. Sc. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 7 | Ms. G. Petchiammal, MCA | AP in Comp. Appln. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 8 | Ms. R. Deepa Dhanalakshmi, MCA | - do - | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 9 | Ms. D. Anantha Sajitha Mani, MA | AP in BBA | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 10 | Ms. S. Shebana, MSc | AP [DLL] | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

WOMEN, TIRUNELVELI-627 011.
Institution)

18

for the month of AUGUST 2024.

| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | REMARKS |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---------|
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 4/3 |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 3/6 |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 9/6 |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 10/6 |

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Website:www.srisaradacollege.org; email:srisaradatv1@gmail.com

SSC(A)
MANAGEMENT STAFF
ATTENDANCE REGISTER
(JANUARY 2024 -)

Ramale
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A. Malek
Coordinator - IQAC
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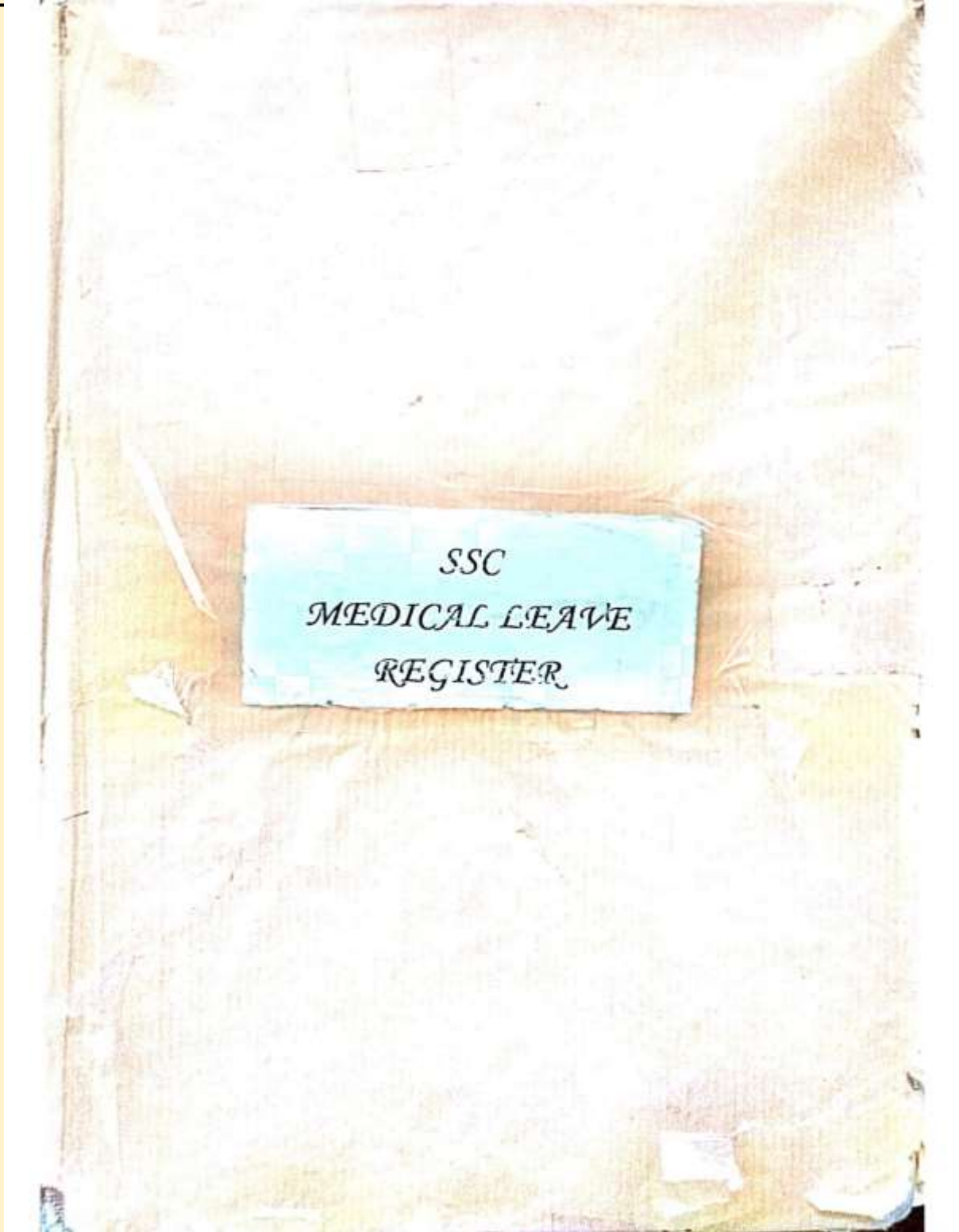


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| 2024 | | | | | 2025 | | | | | |
|--|------------|------------|-------------|----------|------|--|------------|------------|-------------|----------|
| Name | Leave From | Take To | No. of days | Initials | No. | Name | Leave From | To | No. of days | Initials |
| 1. Smt. L. Ramakrishna Tech. Asst. | 28.01.2024 | 30.01.2024 | 3 | ✓ | 1 | Dr. Aphila Mohand A.P. in Sanskrit | 22.01.2025 | 25.01.2025 | 4 | |
| 2. Smt. A. Mariammal Off. Asst. | 29.01.2024 | 04.02.2024 | 7 | | 2 | Dr. N. Sooni Devi A.P. in Phy | 22.01.2025 | 02.02.2025 | 4 | |
| 3. Smt. P. Anusha A.P. & HOD (CS) | 01.02.2024 | 02.02.2024 | 2 | ✓ | 3 | Ms. S. Vinala A.P. in BCA | 25.01.2025 | 03.02.2025 | 10 | |
| 4. Smt. R. Kalai Selvi Lab. Asst. (Phy) | 01.02.2024 | 06.02.2024 | 6 | | 4 | Dr. A. Aruna Devi A.P. in Com. Cor. Sec | 03.02.2025 | 08.02.2025 | 6 | |
| 5. Smt. G. Ramani A.P. in BCA | 06.02.2024 | 13.02.2024 | 8 | ✓ | 5 | Dr. P. Suganya A.P. in Com. Cor. Sec | 26.02.2025 | 03.03.2025 | 5 | |
| 6. Smt. A. Elsakiammal Off. Asst. | 22.04.2024 | 26.04.2024 | 5 | ✓ | 6 | Ms. A. Gomathi Ammal Lab. Asst. (C.I.E) | 18.03.2025 | 20.03.2025 | 3 | |
| 7. Smt. S. Chidambaram Vedivoo Asst. | 17.02.2024 | 25.02.2024 | 7 | ✓ | 7 | MR. K. Thayammal O.A. (COE) | 12.02.2025 | 24.02.2025 | 8 | |
| 8. Smt. R. Krishna Venji Asst. | 26.06.2024 | 28.06.2024 | 3 | | 8 | Ms. M. Dharmakani nt/CoA | 25.02.2025 | 28.02.2025 | 4 | |
| 9. Smt. L. Rama Krishna Tech. Asst. | 25.07.2024 | 27.07.2024 | 3 | | 9 | Ms. R. Krishnaveni Asst. | 05.03.2025 | 06.03.2025 | 2 | |
| 10. A. Suresh Kumar Lab. Asst. | 02.07.2024 | 06.07.2024 | 6 | | 10 | Ms. A. Rajaganesan Lib. Asst. | 08.03.2025 | 12.03.2025 | 6 | |

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

RESEARCH POLICY

RESARCH 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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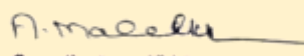
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RESEARCH MISCONDUCT

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


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Dean IV- Dr. (Smt.)R. Kavitha (Com)- Research, Innovation, Development, Government Projects and Infrastructure

| | | |
|---|---|---|
| A | AICTE, AQIS, MHRD IIC & Incubation Centre | Dr. (Smt.) B.Parvathi Devi (CA) - President Dr. (Smt.) K. Amutha (AI & DS) - Vice President Smt. P. Anusha (CA)- Convener |
| | NIRF | Dr. (Smt.) S. Bagavathi (Phy) Selvi S. Murugeswari (IT) |
| | National Innovation Start up Policy (NISP), Patent, IPR Cell | Dr. V. Sangeetha (CCS) Dr. (Smt.) G.Rohini Vijaya Lakshmi (Maths) |
| | AISHE & ICT Academy. | Dr. (Smt.) V.Valinayagi (CS) Selvi S.Murugeswari (IT) |
| | CSIR-DST/ICSSR, TNSCST, ICAR, ICMR, DBT, etc., | Dr. (Smt.) R. Kavitha (Com), Dr. (Smt.) N. Boornu Devi (Phy) |
| | NDLI Club | Dr. (Smt.) G.Radha (Lib), Smt. N. Menaka (IT) |
| | UBA | Dr. (Smt.) K. Amutha (AI & DS) Smt. N. Menaka (IT) |
| B | Bureau of Indian Standards and consultancy | Dr. (Smt.) S. Bagavathi (Phy) Dr. (Selvi) A. Sharmasuguptiya (Maths) |
| C | College Website/UAMP | Selvi B. Bhuvaneswari (CS) Selvi S. Murugeswari (IT) Smt. A. Saranya (Lib-MCA) |
| D | Calendar, Compendium & Campus Chronicle | IQAC |
| | College Magazine | Smt. P. Anusha (CA) Dr. (Selvi) Abhipsa Mohanta (Sanskrit) Dr. (Smt.) K. Sindhu (Tarn) Selvi R. Harsha (BBA) Dr. G. Radha (Lib) & Forum Vice Presidents |
| | Radio Club Gandeesum (Student's Magazine) | Dr. (Smt.) K. Sindhu (Tarn) Selvi S. Kalpana (English) Smt. P. Muthu Lakshmi (Tamil) Dr. (Selvi) Abhipsa Mohanta (San) |
| | IQAC News letter | Selvi K. Arthi (Eng) Smt. N. Menaka (IT) |
| E | PRO/Media Reporting/ Press Meet. & Publicity Website Photos & Videos DVD Documentations | Dr. (Smt.) K. Sindhu (Tarn) Selvi D. Sathiya (Eng) Smt. R. Kalaiselvi (NTS) Smt. A. Esakiammal (NTS) |
| | AV cell & E-content centre | Smt. P. Anitha, (CS) Dr. (Smt.) P. Gomathy (Phy) Smt. K. Arthi (Eng) |
| F | Praguvani, Research Publication, Academic Publications Editorials (Hard Soft-online) | Dr. (Smt.) R. Kavitha (Com), Dr. (Smt.) K. Ramalakshmi (Maths) Dr. (Selvi) Abhipsa Mohanta (San) Smt. P. Muthu Lakshmi (Tarn) |
| G | Infrastructure (Building, Furniture, Equipment) - Auditorium/Seminar Hall/ Smart Class/AV appliances | Dr. (Smt.) A. Aruna Devi (CCS) Smt. S. Kamagasankari (CS) |



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Ariyakulam, Tirunelveli-Thoothukudi High Road, Maharaja Nagar Post
TIRUNELVELI- 627011

Interview for the post of Assistant Professor in Date Time

CONSOLIDATED STATEMENT OF THE SCORES AWARDED BY THE EXPERTS COMMITTEE MEMBERS

| S No | Name of the candidate | Credit/Marks points score awarded by the panel | | | | | | Total | Remarks Ranking/Instructions given to the candidate |
|------|-----------------------|--|-----------|----------|-----------|---------|------------------------------|-------|---|
| | | University Representative | Secretary | Director | Principal | VP/IGAC | HoD/ Dy HoD / Subject Expert | | |
| | | | | | | | | | |
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| Members | External expert | HoD/Dy HoD Internal expert | VP/IGAC | Principal | Director | Secretary | University representative |
|-----------|-----------------|-------------------------------|---------|-----------|----------|-----------|---------------------------|
| Name | | | | | | | |
| Signature | | | | | | | |

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SRI SARADA COLLEGE FOR WOMEN (AUTONOMOUS)
TIRUNELVELI 627011

1. Name of the Staff Member (IN BLOCK LETTERS) :
2. a) Qualification :
b) Designation & Dept. :
3. Name of Father / Husband :
4. Date of joining this Institution :
5. Date of Leaving/ Relief from institution :
6. a) Reason for relief :
b) Whether a separate request letter is
Submitted to the Secretary through the Principal :
7. a) Whether all library books
(General and Departmental) text books & others
have been returned by the Staff member :
b) If not, title & number of books with the staff
member :
c) Arrangements made by the Staff member to
Return / replace the book(s) :
8. Whether the staff member has returned the
following to the HOD/ Principal :
a) Association / Union Minute note book, if in
charge of any association :
b) Any other Department record like
Mark register, Book Bank, Stock register,
Maintenance register files, etc.,
(If the resigning staff has been the HOD) :
c) Staff table keys, (Original & Duplicate) :
d) Others, if any :
9. Address for future communication /
Phone Number :

Signature of the Staff Member

FOR OFFICE USE ONLY

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DATE: _____

From

Name :

Qualification :

D/o / W/o :

Address :

Pin Code :

Contact No. : Mail id :

To

The Secretary,
Sri Sarada College for Women (Autonomous),
Tirunelveli - 627 011.

Through

The Principal, Sri Sarada College for Women (Autonomous), Tirunelveli - 627 011.
Rev. Amba,

Sub: Submission of Joining Report - Assistant Professor in the department of - reg.

Ref: Appointment order issued by the Secretary, Sri Sarada College for Women (Autonomous), Tirunelveli.

With reference to the above order, I have joined the duty as Assistant Professor in the department of in the forenoon of I have received the essential instructions from the HoD and Principal of the College. I assure you that I will discharge my best efforts conscientiously with commitment for the development of the students, department and institution towards academics, research and allied activities as required by the institution as and when required.

I submit my certificates in original as detailed below.

1. 2.

3. 4.

5. 6.

Yours faithfully,

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



A. Madhavan
Coordinator - IQAC
Sri Sarada College for Women (Autonomous),
Tirunelveli-627 011



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ABSTRACT

Collegiate Education – Guidelines for Admission of students to UG/PG Courses in Government / Government Aided / Self-financing Colleges of Arts and Science for the Academic year 2024-25 – Orders - Issued.

Higher Education (G1) Department

G.O.(D)No.110

Dated 22.05.2024

சூரேரதிவருடம், வைகாசி - 9.

திருவள்ளூர் ஆண்டு, 2055.

Read:-

1. G.O.(Ms).No.77, Higher Education (G1) Department, dated 18.07.2020.
2. G.O.(1D).No.147, Higher Education (G1) Department, dated 05.05.2023.
3. From the Director Collegiate Education Letter Na.Ka.No.11346/M1/2024, dated 29.04.2024.

ORDER:-

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

2. In the Government order second read above, guidelines for admission of students to UG/PG Courses in Government / Government Aided / University Constituent/Self-financing Colleges of Arts and Science for the Academic year 2023-24 were issued.

3. In the letter third read above, the Director of Collegiate Education has stated that a Committee headed by the Joint Director (Finance) comprising of Joint Director (Planning & Development), Assistant Director (Self-Financing Colleges) of 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 / Self Financing Colleges of Arts and Science in Tamil Nadu for the academic year 2024-25 and has requested the Government to issue necessary orders on the guidelines for admission of students to UG/PG Courses in Government / Government Aided / Self-Financing Colleges of Arts and Science in Tamil Nadu for the Academic year 2024-25.

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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/ Self-Financing Colleges of Arts and Science in Tamil Nadu, for the academic year 2024-25 annexed to this order and direct that the said guidelines be followed strictly.

(By Order of the Governor)

A. Karthik
Principal Secretary to Government

To
The Director of Collegiate Education, Chennai-15.
All Regional Joint Directors of Collegiate Education.
(through Director of Collegiate Education)
Copy to:-
All Sections in Higher Education Department, Chennai-9.
The Special Personal Assistant to Hon'ble Minister (Higher Education), Chennai-9.
The Private Secretary to Principal Secretary to Government,
Higher Education Department, Chennai-9.
SI/Sc.
Clean Copy (C.No.1008/G1/2024)

// Forwarded / By Order //

H. Sudha
Section Officer
22/5/24

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ANNEXURE - I

**PROCEDURE FOR ADMISSION TO UG/PG COURSES IN
ARTS AND SCIENCE COLLEGES 2024-25**

1. The procedure given in this communication is applicable to all the Government / Government Aided / Self Financing Arts and Science colleges in Tamil Nadu. These are to be observed both in letter and spirit. Unless otherwise stated this procedure for admission to UG/PG courses are common for both.
2. The fee structure for various courses should be exhibited transparently in the prospectus and to be uploaded in www.tngasa.in.
3. The Principal of the college and the admission committee will be responsible for any violations in this regard.
4. Admission committee is to be broadened to include senior teaching faculty, number to be specified as either 3 or 4.
5. Implementation of Rules of Reservation should be followed strictly to each courseseparately.
6. Admissions for aided courses are to be conducted before admissions for each self financing courses.
7. a) The applications must be made only in online mode.
b) The choices of colleges and courses, should be opted by the candidates at the time of Registration.
c) Filled in application should contain at least one contact number through which all communication should be sent.
8. Documents to be scanned and uploaded as per instructions in the web portal:
 - a) Qualifying Examination Mark Sheet / Provisional Mark sheet.
 - 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 at any point of time.

9. The online application fee is Rs.48/- and registration fee is Rs.2/- to be paid by every candidate. There is no application fee for SC/ST Candidates but Registration fee of Rs.2/- is to be paid, by every candidate.
10. The Registration of application for Government Arts and Science Colleges will commence on 06.05.2024 and closed on 27.05.2024

11. Age limit :

The upper age limit for admission to UG courses will be 21 (twenty one) years as on 1st July 2024. However, a relaxation of 5 years is permitted for differently abled candidates as per G.O.Ms.No.239, S.W.dated 3-9-93. SC/SCA/ST/BC/BCM/MBC/DNC and women candidates may be allowed 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 the above instructions, severe action will be taken against the concerned college.

12. Admission Committee for UG and PG courses:


The Admission Committee is common for both UG and PG courses and it should include the following members apart from Principal.

- (i) Two Senior most staff members.
- (ii) A Senior most co-opted staff member belonging to SC/ST.

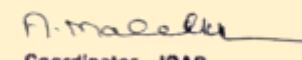
13. Documents to be maintained

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 Admission Committee.
- c) Rank list have to be displayed in the College Website.
- d) Minutes of Admission Committee meeting.
- e) Admission Register


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16. Preparation of Rank-List for UG Courses:

For admission to Under Graduate Courses (UG) a candidate must have passed the Higher Secondary Examinations of Tamil Nadu or an examination (like the CBSE) recognised by the Universities as equivalent there to. Admission should be made based on the +2 marks only.

The Rank-list will be out of 400 marks comprising a subject-component of 400 and admission to Government / Government Aided / Self Financing Colleges order of merit / rank list against the priority of choices recorded by applicants.

(a) Rank list should be prepared based on the marks obtained by the students in the subject component out of total 400 marks under Part III in Higher Secondary Examination held in the current Academic year. Eligibility of students for admission to UG Courses in the colleges shall be as per the eligibility norms and guidelines of the Universities concerned. Apportionment of seats for each course with different streams (80% Academic / 20% Vocational) and also Apportionment of seats among students who have studied different subjects in the Higher Secondary (+2) shall be made as per the existing norms. For the students passed Higher Secondary (+2) prior to 2018-19 the marks can be converted to current stream i.e to 400, instead of 800.

(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 | Mathematics கணிதம், இயற்பியல், வேதியியல் பயின்ற மாணவர்களுக்கு மட்டும்) Ranking based on marks in Part III out of 400 | அவசியம் கணிதம் பயின்றிருக்க வேண்டும். |
| 2 | Physics பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல். | Should have studied Mathematics |
| 3 | Statistics Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல். | அவசியம் கணிதம் அல்லது புள்ளியியல் அல்லது வணிகக் கணிதம் பயின்றிருக்க வேண்டும். Should have studied Mathematics or Statistics or Business Mathematics |

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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/DNC/BC/BCM students who have been selected for admission and the number of such candidates admitted in each course.

14. Rule of Reservation:

The admission shall be made purely on the basis of Merit subject to the rule of reservation of the Government of Tamil Nadu.

- 1) 31% for Open Competition (OC)
- 2) 26.5% for Backward Classes (BC) other than BC Muslims and 3.5% for Backward Classes Muslims.
- 3) 20% for Most Backward classes (MBC) and Denotified Communities(DNC).
- 4) 15% for Scheduled Castes (SC) and 3 % for SCA.
- 5) 1 % for Scheduled Tribes (ST).

The rule of reservation will apply to :

- a) 100% of seats in Government Colleges.
- b) 50% of seats in the case of Aided minority colleges.
- c) 90% of seats in the cases of Aided Non minority colleges.
- d) 50% of seats in the Self-financing courses offered by the Aided Colleges.
- e) 50% of seats in the cases of Self-financing Colleges
- f) In respect of both Aided Courses and Unaided Courses in Minority Colleges, 50% of seats shall be filled by students belonging to minority concerned and the balance 50% of the seats shall be filled by following the rule of reservation.

However, wherever number of applications from minority communities is less than 50% of total seats, the remaining minority quota shall be filled up following the rule of reservation. Tamil Nadu native candidates alone will be considered for communal reservation. Other State candidates will be considered under "Open Competition".

15. Muslim girls should not be denied admission into Colleges in their neighborhoods on the ground that they should seek admission only in their own minority institutions as per Government Letter No.231/G1/98-5 dated: 5-12-2000.

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Group-II தொகுப்பு - II

| | | | |
|---|---|---|---|
| 4 | Botany, Plant Biology & Plant Biotechnology | தாவரவியல், விலங்கவியல், உயிரியியல், வேதியியல் பயின்ற மாணவர்களுக்காக | |
| 5 | Zoology, Advanced Zoology & Biotechnology | Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல். | வேதியியல் கட்டாயம் பயின்றிருக்க வேண்டும் |
| 6 | Bio Chemistry | | Should have studied Chemistry |
| 7 | 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 | 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 for 90% of seats subject concerned studied 10% of seats for students who have studied other science subjects and scored high marks. |
| 11 | A) B.Sc Computer Science, B.Sc Computer Science with Data science, B.Sc Computer Science with Artificial Intelligence. B) B.Sc Information | Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல் | Should have studied Mathematics 2/3 of seats reserved for students who have studied Computer Science as a subject in plus two. and 1/3 of seats are for students who have not studied computer science in plus two. |

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32. If there are any vacancies in any quota, after the First phase of admission, further Second, Third, Fourth etc., phases shall be conducted by adopting the above said procedures. The vacancies in the open quota must first be filled on the basis of merit; vacancies against BC/BCM/MBC/DNC/SC/SCA/ST quota should be filled with OC/BC/BCM/MBC/DNC/SC/SCA/ST candidates respectively in the order of merit.

All vacancies shall be filled up by this procedure only.

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

33. After the scheduled/ declared rounds of admission are over, the unfilled SC/ST vacancies may be filled by MBC/DNC candidates. Unfilled MBC / DNC seats may be filled by BC candidates as well as unfilled BC vacancies may be filled by other communities. Unfilled Muslim BC vacancies can be filled by other BC candidates. The unfilled ST vacancies may be filled up by SC and if there is no SC they may 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:

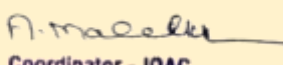
a) Application Fee for PG course is fixed at Rs. 58/- (Rupees Fifty Eight only) and registration fee is Rs.2/-(Rupees Two only) to be paid by every candidate. For SC/ST candidates, there is no Application fee but registration fee of Rs.2/- is to be paid by every candidate.

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.


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

- 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)
- 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).
- 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.
- 3 seats in UG and 2 seats in PG shall be reserved for eligible children/widow's of personnel belonging to Security Forces.

29. Quota for outstanding Sports/ NCC persons:

- 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.
- 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- serviceme/ 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/ DNC/SC/SCA/ST/ Differently Abled / Ex-servicemen / Sports Quota / NCC etc.

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(Autonomous)
TIRUNELVELI - 627 011



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Coordinator - IQAC
Sri Sarada College for Women (Autonomous),
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25. Procedure for Selection/admission under Open Competition Quota:

- i) Only online applications alone will be considered for admission.
- ii) Candidates are selected / admitted under Open Competition Quota on the basis of merit from the Rank-List irrespective of the community to which a candidate belongs. If any seat falls vacant in the open quota, after making admission of candidates, such vacancies in open competition should always be filled by merit only from the Rank-List irrespective of community and irrespective of the fact that some of them have already been selected / admitted under BC/BCM/MBC/DNC/SC/SCA/ST Quota. The procedure implies that BC/MBC/ DNC/SC/SCA/ST candidates already admitted should not be left out of consideration for filling up the vacancies in the open competition, if they are eligible to be selected under Open Competition according to merit.
- iii) 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.
- iv) The foreign students who are willing to pursue arts and science courses shall be admitted under the open quota only, subject to eligibility norms of the concerned university / Board.
- iv) Merit list should be updated on dynamic basis.

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

After filling up the vacancies in the open competition quota as aforesaid, the vacancies SC/SCA/ST/MBC/DNC/BC/BCM quota must be filled by candidates from the respective communities only according to merit from the Rank List.

27. Procedure for Differently Abled quota:

- a) Out of the quota of 19% (15% SC, 3% SCA and 1% ST) reserved for SC/ST, 5 out of every 100 seats shall be reserved for Differently Abled persons belonging to SC and ST.
- b) Out of the quota for 50% (26.5% BC, 3.5% for BCM and 20% MBC reserved for Backward Classes, Most Backward Classes and Denotified Communities, 5 out of every 100 vacancies/seats shall be reserved for Differently Abled persons belonging to BC, MBC and DNC.
- c) Out of the quota of 31% intended for open competition 5 out of every 100 seats shall be reserved for Differently Abled in general.

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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:
- Candidates who have applied for the language and studied that language at the plus two level under Part III , the ranking shall be based on marks in that language.
 - After exhausting all applications under category (i) applications of other candidates may be ranked on the basis of the marks secured in Part I and Part II as the case may be.
20. Admission is subject to verification of marks certificate by the Director of Government Examinations competent authority. If the mark certificate is found to be bogus, admission will be cancelled and criminal action will also be taken.
21. The selection of candidates for admission into the various courses and medium of instructions shall be made from out of the rank list strictly according to the Government rules of reservation.
22. For Government/ Government Aided/ Self Financing Colleges, intimations of provisional selection should be sent to the candidates through electronic media by E-mail/SMS. The provisional selection list in respect of Government Colleges should be displayed in the web portal www.tngasa.in and in respect of Government/Aided/Self Financing Colleges the provisional selection list is to be displayed in the respective college websites.
23. The Principal on the basis of the selection made by the Admission Committee, shall make the admissions. The Admission committee is responsible for the entire admission. Hence they should follow the admission norms scrupulously.

However, the overall responsibility will rest with the Principal only.

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

24. **For Supplementary candidates**

With regard to supplementary candidates, eligible for admission, separate notification will be put up in the web portal www.tngasa.in or by the respective Government Colleges.

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| Secondary Stream) | | | |
|-------------------|--|---|---|
| BBM/BBA | Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல் | a) 80% for students who have studied Commerce and Accountancy. b) 10% for students who have studied other subjects and meritorious. c) 10% for Commerce Vocational Stream | |
| 18 | For UG courses other than above mentioned courses. | Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல் | Should have passed any group in HSC. As per the norms of concerned Universities. |

17. LATERAL ENTRY (UG COMMERCE DEGREE)

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

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

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

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

- The candidates who have passed the examination in the first attempt.
- If both the candidates have passed in the first attempt ranking should be done by the registration number.

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| | | | |
|----|--|--|--|
| | C) BCA D) BCA (Hearing Impaired) | | Pass in the Higher Secondary Examination (Academic Stream) with Mathematics (or) Business Mathematics (or) Computer science in plus two Science |
| 12 | Home Science Nutrition & Dietetics | Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல் | 80% for students who have studied Chemistry with Biology or Home Science. 20% for vocational stream students who have studied Biology or Home science |
| 13 | Microbiology | Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல் | For general stream only 80% for students who have studied Botany and Zoology or Microbiology subjects. 20% reserved for Biology students for Vocational Stream only. |
| 14 | B.A Economics / History / Political Science | Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல் | a) 80% for students who have studied concerned subject. b) 10% for students who have studied other subjects. c) 10% for Vocational Stream |
| 15 | B.A. Other than languages | Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல் | a) Preference should be given to subject concerned studied b) 20% reserved for Vocational Stream |
| 16 | B.Com (General) B.com (Corporate Secretaryship) B.Com (Accounts and Finance) B.Com (Computer Application) and other related B.Com Degree | Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல் | a) should have studied Commerce and Accountancy in HSC b) 20% reserved for Commerce Vocational Stream |

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- 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 by the AICTE / Anna University.
- f) For admission to MSW course any degree holder is eligible.

A. Karthik
Principal Secretary to Government

// True Copy //

H. Sudha
Section Officer

22/11/24

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