

பெரியார் பல்கலைக்கழகம்

PERIYAR UNIVERSITY

NAAC 'A' Grade – State University – NIRF Rank 83 – ARIIA Rank 4

SALEM – 636011, TAMIL NADU

<p>அனுப்புநர் முனைவர் கு. தங்கவேல் பதிவாளர்(FAC) பெரியார் பல்கலைக்கழகம் சேலம் - 636 011.</p>	<p>பெறுநர் முதல்வர் அவர்கள் பெரியார் பல்கலைக்கழக இணைவு பெற்றுள்ள கல்லூரிகள்</p>
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க.எண்: பெ.ப/ப/R10/மாணவர்கள் சேர்க்கை/012694/052/2021 நாள்: 28.08.2021

அன்புடையீர்,

பொருள்: பெரியார் பல்கலைக்கழகம் - இணைவு பெற்ற கல்லூரிகள் - 2021-2022-ஆம் கல்வியாண்டிற்கான இளநிலை மற்றும் முதுநிலை முதலாமாண்டு மாணாக்கர்கள் சேர்க்கைக்கான வழிகாட்டுதல்கள் - கல்லூரி திறப்பதற்கான வழிகாட்டு நெறிமுறைகள் மற்றும் முதலாமாண்டு சேர்க்கைக்கான இறுதி நாள் தெரிவித்தல் - தொடர்பாக.

பார்வை: (1) உயர்க்கல்வித்துறை (G1) ஆணை எண்: (D) No.184 நாள்: 05.08.2021
(2) உயர்க்கல்வித்துறை (A2) ஆணை எண்: (Ms) No.164 நாள்: 27.08.2021
(3) துணைவேந்தர் அவர்களின் குறிப்பாணை நாள்: 28.08.2021

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பார்வை (1) மற்றும் (2)இல் காணும் உயர்க்கல்வித்துறை அரசாணையின்படி, 2021-2022-ஆம் கல்வியாண்டுக்கான இளநிலை (UG) மற்றும் முதுநிலை (PG) முதலாமாண்டு மாணாக்கர்கள் சேர்க்கைக்கான வழிகாட்டுதல்கள் மற்றும் இளநிலை இரண்டாமாண்டு, மூன்றாமாண்டு மற்றும் முதுநிலை இரண்டாமாண்டு மாணாக்கர்களுக்கு 01.09.2021 முதல் கல்லூரி திறப்பதற்கான வழிகாட்டுதல் நெறிமுறைகளை (Standard Operating Procedures) கட்டாயம் பின்பற்றுமாறும் தெரிவிக்கப் பணிக்கப்பட்டுள்ளன.

மேலும், தங்கள் கல்லூரியில் 2021-2022 ஆம் கல்வியாண்டுக்கான இளநிலை மற்றும் முதுநிலை முதலாமாண்டு மாணாக்கர்கள் சேர்க்கைக்கான இறுதி நாள் குறித்த விபரம் கீழ்க்கண்டவாறு தெரிவிக்கப் பணிக்கப்பட்டுள்ளன.

இளநிலை முதலாமாண்டு மாணாக்கர் சேர்க்கைக்கான இறுதி நாள் 16.09.2021

முதுநிலை முதலாமாண்டு மாணாக்கர் சேர்க்கைக்கான இறுதி நாள் 30.09.2021

இணைப்பு:

1. பார்வை (1) மற்றும் (2)இல் காணும் அரசாணை நகல்கள்.

K. Nyal
பதிவாளர் 28.9.21
28/8/21



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

ஸ்ரீ பிலவ வருடம், ஆடி ௨௦
திருவள்ளூர் ஆண்டு, 2052.

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/M1/2020, dated 15.06.2021.

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 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.

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.
- Sf/Sc.

// Forwarded / by Order //

M. Sudha
Section Officer

[Handwritten signature]
5/12/21

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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.tngasa.org.
3. The Principal of the college and the admission committee will be responsible for any violations in this regard.
4. Admission committee is to be broadened to include senior teaching faculty, number to be specified as either 3 or 4.
5. Implementation of Rules of Reservation should be followed strictly to each course separately.
6. Admissions for aided courses are to be conducted before admissions for each self financing courses.
7. a) The choices of colleges and courses, should be opted by the candidates at the time of registration.
b) Filled in application should contain atleast one contact number.
8. Documents to be scanned and uploaded as per instructions in the webportal:
 - a) Qualifying Examination Mark Sheet / Provisional Marksheet.
 - b) Community Certificate (wherever applicable)
 - c) Certificate of proof when admission is sought under Differently Abled/ Sports Quota/ NCC/Ex-Servicemen etc.
 - d) Transfer Certificate
 - e) **Eligibility certificate** for students from other States/ Boards / Universities.
 - f) As per Government letter No. 4527/G1/2003, dated 17.10.2003, admission may be accorded purely on merit basis on production of Identity Card issued by the concerned HQ Tahsildars in respect of students seeking admission from Sri Lankan Tamil refugee camp and those who were not enrolled in refugee camps may be admitted on production of VISA and Passport on merit basis.

Original Certificates are to be produced at the time of admission only. However, if a candidate fails to produce the relevant certificates in original at the time of admission, the admission shall be cancelled.

9. The online application fee is Rs.48/- and registration fee is Rs.2/- for each college. There is no application fee for SC/ST Candidates.

10. 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 1st 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

- 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) 26.5% 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".

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

- a) If the college was started originally as a Co-educational institution, any number of women students may be admitted to each course on the basis of the common rank list prepared for both men, women and transgender applicants.
- b) If the college was started originally as a Men's college and permission was granted as per (1) GO.Rt.No.657, Education dated 16-5-90 and (2) G.O.Rt.No.904, Education, dated 29-9-92 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.
- c) The Muslim girls should not be denied admission into Colleges in their neighbourhoods on the ground that they should seek admission only in their own minority institutions as per Government Letter No.231/G1/98-5, dated: 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.

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 தொகுப்பு - I			கட்டாயம் படித்திருக்க வேண்டிய பாடங்கள்
1	கணிதம் Mathematics	(கணிதம், இயற்பியல், வேதியியல் பயின்ற மாணவர்களுக்கு மட்டும்) Ranking based on marks in Part III out of 400	அவசியம் கணிதம் பயின்றிருக்க வேண்டும். Should have studied Mathematics.
2	இயற்பியல் Physics	பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
3	புள்ளியியல் Statistics	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	Preference should be given to students who have studied Mathematics or Statistics or Business Mathematics
Group-II தொகுப்பு - II			
4	தாவரவியல் Botany, Plant Biology & Plant Biotechnology	(தாவரவியல், விலங்கியல், உயிரியியல், வேதியியல் பயின்ற மாணவர்களுக்காக) Ranking based on marks in Part III out of 400	வேதியியல் கட்டாயம் பயின்றிருக்க வேண்டும் Should have studied Chemistry
5	விலங்கியல் Zoology, Advanced Zoology & Biotechnology	பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்.	
6	உயிர் வேதியியல் Bio Chemistry		

Common to Group I and Group II			
7	வேதியியல் Chemistry	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Chemistry & Mathematics வேதியியல், கணிதம் கட்டாயம் படித்திருக்க வேண்டும். (or) Should have studied Chemistry & Biological Sciences வேதியியல், உயிரியல் கட்டாயம் படித்திருக்க வேண்டும்.
Group-III தொகுப்பு-III			
8	Electronic Science BES	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Physics & Mathematics இயற்பியல், கணிதம் கட்டாயம் படித்திருக்க வேண்டும்.
Group-IV தொகுப்பு-IV			
9	புவியமைப்பியல் Geology	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Physics & Chemistry இயற்பியல், வேதியியல் கட்டாயம் படித்திருக்க வேண்டும்.
10	Geography	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Preference should be given to concerned subject studied
11	A) Computer Science B) Computer Application	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	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..

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 general stream only.
14	B.A. Other than language	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 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 மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Commerce and Accountancy in HSC. 20% reserved for vocational stream.
16	BBM / BBA	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have studied Commerce and Accountancy in HSC. 20% reserved for vocational stream
17	For UG courses other than above mentioned courses.	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	Should have passed any group in HSC. As per the norms of concerned Universities.

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

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

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.tngasa.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.

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 / www.tndceonline.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 quota.

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.

- 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).

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:**

- a) Number of seats sanctioned for the course
- b) Number of seats already filled up
- c) Number of students selected in the list with rank marks
- d) Number of seats still vacant
- e) Particulars of candidates selected under each category - OC/BC/BCM/MBC/ 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.

34. The Principals of Government Colleges are instructed to send their request for increase in seats, if required to the Universities concerned through the Director of Collegiate Education and the Principals of other colleges through the management of the college. THE GUIDELINES FOR ADMISSION ISSUED BY GOVERNMENT WILL ALSO APPLY FOR THE ADDITIONAL INCREASED SEATS IN ALL COLLEGES.

35. Procedure for admission to PG courses:

- a) Application Fee for PG course is fixed at Rs. 58/- (Rupees Fifty Eight only) + Rs.2/-(Rupees Two only) for Registration fee. For SC/ST candidates, there is no Application fee.
- b) For admission to Post Graduate courses (PG) a candidate must have passed the 3 years degree courses (under the 10+2+3 pattern) recognized by the University as equivalent thereto.
- c) In the case of admission to PG course in all Colleges including Autonomous, Aided and Self Financing Colleges, the date of registration for admission will be notified separately.
- d) For admission to all PG courses other than MBA and MCA, the qualifying examination marks will be intimated separately.
- e) For MBA/MCA admission, AICTE / Anna University norms will have to be followed. Subject to modification.
- f) For admission to MSW course any degree holder is eligible.

D. Karthikeyan
Principal Secretary to Government

//True Copy//

M. Sudha
Section Officer.

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5/12/21

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ABSTRACT



Higher Education – Re-opening of all Higher Educational Institutions – Standard Operating Procedures / Guidelines – Orders - Issued.

Higher Education (A2) Department

G.O.(Ms) No.164

Dated: 27.08.2021

திருவள்ளூர் ஆண்டு - 2052

பிலவ வருடம், ஆவணி - 11

Read:

1. G.O. (Ms) No.364, Revenue & Disaster Management (DM-IV) Department, dated 03.05.2021.
2. G.O. (Ms) No.522, Revenue & Disaster Management (DM-IV) Department, dated 21.8.2021

ORDER:

In the Government Order first read above, it has been notified that based on the recommendations of the Expert Team of Doctors and Public Health Specialists, directions of Govt. of India, Ministry of Home Affairs, lockdown was imposed by the State Government from 6.5.2021. The Institutions were closed before the start of second wave of COVID-19 pandemic to prevent the spread of infectious disease amongst the students.

2. Based on the review meeting conducted by the Hon'ble Chief Minister to evaluate the COVID-19 prevention activities, in the Government Order second read above, among other things, It has been ordered that all Colleges and Universities will be permitted to conduct classes on rotation basis with effect from 1.9.2021 by following the Standard Operating Procedure for conducting classes.

3. Accordingly, the Government directs that classes for all Colleges / Universities including Arts, Science, (both Shift I and Shift II) Technical, Engineering, Agriculture, Fisheries, Veterinary Colleges shall function from 1.9.2021 following the Standard Operating Procedures appended to this order and as per the schedule below:

Three years UG / PG courses / Diploma courses such as B.A., B.Sc., B.Com, B.L., B.C.A., B.B.A., M.C.A., etc.	Second year	Monday, Wednesday & Friday
	Third year	Tuesday, Thursday & Saturday
Two years PG Courses such as M.A., M.Sc., M.Com., M.B.A., M.E., M.Sc., M.L. M.Tech.,(Agri) M.V.Sc., etc.	Second year	All 6 days.

Four years Degree courses such as B.E., B.Tech., B.Sc., (Agri) etc.	Second year	Monday, Wednesday & Friday
	Third year	Tuesday, Thursday & Saturday
	Fourth year	All 6 days.
Five years Degree courses such as B.Arch., B.V.Sc., Law Courses, etc.	Second and fourth year	Monday, Wednesday & Friday
	Third and fifth year	Tuesday, Thursday & Saturday

Further, the Hostels for the above college students shall also be permitted to function, subject to the guidelines prescribed in the Standard Operating Procedure.

(By order of the Governor)

D. Karthikeyan
Principal Secretary to Government

To

The Additional Chief Secretary/ Commissioner of
Revenue Administration, Disaster Management, Chepauk, Chennai -5

The Director of Technical Education, Chennai -25

The Director of Collegiate Education, Chennai -6

The Registrars of all Universities under the aegis
of Higher Education Department.

All Institutions through the concerned Head of Departments

The Secretary, University Grants Commission,
Bahadur Shah Zafar Marg, New Delhi - 110 002.

The Secretary,

All India Council for Technical Education,
Nelson Mandela Marg, Vasant Kunj, New Delhi - 110067.

Copy to

The Hon'ble Chief Minister's Office, Chennai -9

The Special P.A. to Hon'ble Minister

(Higher Education and Agriculture), Chennai -9

The PS to Chief Secretary to Government, Chennai -9,

SF/SC

// Forwarded / By Order //

Section officer

27/08/21

STANDARD OPERATING PROCEDURES AND GUIDELINES

FOR

RE-OPENING THE UNIVERSITIES AND COLLEGES POST LOCKDOWN DUE TO COVID-19 PANDEMIC

Background

The Government of Tamil Nadu is following a phase-wise unlocking of activities. In G.O.(Ms) No.522 Revenue and Disaster Management (D.M.IV) Department, dated 21.8.2021 guidelines and relaxations have been issued in para 2(b) that all colleges and Universities will be permitted to conduct classes on rotation basis with effect from 1.9.2021 by following the Standard Operating Procedures throughout State except in containment zones".

The Standard Operating Procedure to be followed is as detailed below:

Scope

This SOP outlines various generic precautionary measures to be adopted in addition to specific measures to be taken while reopening all Higher Educational Institutions, Colleges and Hostels to prevent the spread of COVID-19. The Institutes are also directed to strictly comply with the COVID-19 related guidelines issued by Ministry of Home Affairs and Ministry of Health & Family Welfare.

1. Measures Required before Re-Opening of Campuses

At the time of reopening, the universities and colleges have to plan in advance. Some of the measures, which the institutions have to take prior to reopening, are given below:

1.1. Pre-requisites

- i. The universities and colleges have to make adequate arrangements to ensure the safety and health of students, faculty and staff.
- ii. The universities and colleges will be opened only if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the colleges. Students and staff shall also be advised not to visit areas falling within containment zones.
- iii. All the faculty and staff of the university and college should be fully vaccinated. The Principals/ Registrars of Colleges/Universities should ensure this and submit a certificate to the concerned District Collector and Commissioner, Greater Chennai Corporation in respect of Chennai district institutions.
- iv. The institutions should be ready with a plan for handling the inflow of students, faculty and staff in the campus, monitoring disinfecting measures, safety and health conditions, screening and detecting the infected persons, containment measures to prevent the spread of the virus in the campus.

1.2. Modalities for Physical Opening of Colleges/Higher Education Institutions

The following modalities regarding the physical opening of Colleges/Higher Education Institutions, in a graded manner, should be adopted subject to adherence to the guidelines/SOP for safety and health protocol.

1.3. Measures

- i. Universities and colleges have to open the campuses in phases, with such activities where they can easily adhere to social distancing, use of face masks and other protective measures. This includes administrative offices, research laboratories and libraries etc.
- ii. Students of all research programmes and post-graduate students in science & technology programmes shall also join as the number of such students is comparatively less and norms of physical distancing and preventive measures can be easily enforced.
- iii. Further, final year Engineering students are to be allowed to join on all days for both academic and placement purposes.

However, for (i), (ii) and (iii) above, it should be ensured that not more than 50% of the total students should be present at any point of time and necessary guidelines/protocols to prevent the spread of COVID-19 are observed.

- iv. Institutions should have a plan ready for such international students who could not join the programme due to international travel restrictions or visa-related issues, Online teaching-learning arrangements should be made for such students.

1.4. Safety concerns

- i. The Institution should ensure that all the Faculty, Staff and students are vaccinated.
- ii. The institutions should train their staff and students to assist and undertake the work related to safety and health to prevent an outbreak of the pandemic in their campuses. Non-resident students should be allowed in campuses only after thermal scanning, sanitization of their hands, wearing of face masks and gloves. Symptomatic persons should not be permitted to enter the campus and should be advised to contact the nearest hospital for clinical assessment.
- iii. To avoid the risk of transmission, the students, faculty and staff should be screened and symptomatic ones be advised to get clinically assessed before allowing them entry into the campus.

- iv. Isolation facilities for symptomatic persons and quarantine facilities for those who were in contact with the positively tested persons should be there on campus or a tie-up are to be made in advance with some Government hospital or approved premises or as advised by the local authorities so that, in case of necessity, prompt action are to be taken. Proper arrangement of safety, health, food, water etc. should be ensured for those in quarantine and isolation facilities.
- v. Universities and colleges should prepare a policy for restricting the outside experts on campuses, study tours, field works etc., keeping in mind the COVID-19 situation.
- vi. All extracurricular activities should be avoided where physical distancing is not possible.
- vii. Clean and hygienic conditions, as per safety and health advisories of the concerned government departments, are to be maintained at all places, including hostel kitchens, mess, washrooms, libraries, class rooms etc.
- viii. Proper signages, symbols, posters etc. should be prominently displayed at appropriate places to remind the students, faculty and staff for maintaining physical distancing. The details of COVID-19 cell established by the institution be prominently displayed containing the emergency number, helpline number, email id and contact details of persons to be contacted in case of any emergency in the institution.
- ix. Ensure the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Conference/ Seminar halls, Sports, Gymnasium, Canteen, and Parking area, etc.

1.5. Online Classes

Wherever possible, students may be permitted to participate in the classes through online mode also. All faculty members may also be encouraged to share the e-Content to the students so that classes may be conducted in a blended mode. If students participate through online mode they may be given attendance as present. On those days when physical classes are not scheduled, online classes shall also be conducted in the usual online mode.

1.6. First Year Students

After the first year students admissions are completed, an orientation program may be conducted for few days not exceeding a week and then on-line classes may be conducted for them. Depending upon availability of classrooms, classes may be conducted strictly by following the Standard Operating Procedure.

2. Institutional Planning

Institutional planning is the key for the successful reopening of the campuses and smooth conduct of the teaching-learning process during these difficult times. The universities and colleges will, therefore, be required to develop their plans very cautiously for reopening of their campuses and this planning has to be done well in advance. The plan may, inter-alia include the following points:-

- i. Vaccination camps shall be organized by the Institutions, so as to facilitate vaccination among the faculty, staff and eligible age group for vaccination of students.
- ii. The institutions must ensure appropriate sanitization and disinfection process and procedures.
- iii. It should be made mandatory for the Teachers, Officers, Staff and Students to wear the Id cards.
- iv. The faculty, student, staff should be screened regularly to protect and avoid infecting one another.
- v. All preventive measures, preparedness and necessary support system to deal with the COVID -19 positive cases should be monitored and reported to local authorities on a day to day basis.
- vi. Teaching hours in a day to be moderated, as per requirements of the institution.
- vii. Six-day schedule to be followed so that classes can be conducted in phases and the seating arrangement be made keeping in view the requirements of physical distancing.
- viii. Universities and colleges have to reduce the class size and break them in multiple sections to maintain physical distancing during the classes.
- ix. Depending on the availability of space in class rooms or learning sites, up to 50% students alone be allowed on a rotation basis to attend the classes.
- x. Faculty should be trained for online teaching-learning practices.
- xi. The visitors should either not be allowed at all or their entry should be drastically restricted. The conditions of the entry for visitors should be strictly laid down and displayed on the entry point(s). Complete contact details of the visitors be maintained along with the names of persons whom he/ she meets.
- xii. There should be adequate isolation arrangements for those having symptoms and also for those who test positive for COVID-19 (however the two need to be kept separately), either at the level of the institution or in collaboration with the Government authorities.

2.1. Safety Measures at Entry/ Exit Point(s)

- i. Adequate arrangements of thermal scanners, sanitizers, face masks should be made available at all entry and exit points, including the reception area.
- ii. Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different programmes should be followed.
- iii. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet to be made and be adhered to.
- iv. In case the institution has more than one gate for entry/ exit, all the gates should be used, with adequate care, to avoid crowding.
- v. Monitoring of the entry and exit of the students should be done.
- vi. Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands etc. must be ensured at all entry points.
- vii. Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter.

2.2. Safety Measures during Working Hours

2.2.1. Classrooms and other Learning Sites

- i. Proper sanitization at all learning sites should be ensured. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, (and also) lockers, parking areas, other common areas etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- ii. Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats (six feet apart).
- iii. Wearing face cover/ mask is a must at all times and at all places inside the campus.

2.2.2. Inside the Campus

- i. Cultural activities, meeting etc. are to be avoided. However, such extra- curricular and sports activities to be allowed where physical distancing is feasible and is in accordance with the SOP under Disaster Management Act.
- ii. Adequate arrangements for safe drinking water should be

made on the campus.

- iii. Hand washing stations with facilities of liquid soap should be created so that every student can wash her/ his hands frequently.
- iv. Regular and sufficient supply of face covers/ masks, heavy duty gloves, disinfecting material, sanitizer, soaps etc. to sanitation workers should be ensured.
- v. Wearing of face cover/ mask by all students and staff should be ensured.
- vi. Proper cleanliness should be maintained inside the entire campus.
- vii. Adequate arrangements should be made for sanitizing the entire campus, including administrative and academic buildings, classrooms, laboratories, libraries, common rooms, toilets, water stations, furniture, learning material, teaching aids, sports equipment, computers etc.
- viii. Physical distancing should be maintained at all places and crowding must not be allowed at any place under any circumstances.
- ix. Adequate supply of water in toilets and for hand- washing should be ensured.
- x. Proper sanitization of buses, other transport and official vehicles of the institution should be done.
- xi. Spitting in the campus must be made a punishable offence.
- xii. Dustbins must be cleaned and covered properly.
- xiii. Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals should be ensured as per safety norms.
- xiv. For air-conditioning/ventilation, the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be there.
- xv. Gymnasiums should follow the SOPs.
- xvi. Swimming Pool (wherever applicable) shall remain closed.
- xvii. All employees who are at higher risk, i.e., older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the students.

2.2.3. Hostels (including Hostels run by Adi Dravidar and Tribal Welfare and BC,MBC & Minorities Welfare Department)

- i. Hostels are to be opened only in such cases where it is necessary while strictly observing the safety and health preventive measures. *Wherever possible, Students are to be encouraged to stay in nearby relatives houses and attend classes, so that overcrowding will be avoided in Hostels.* Symptomatic students should not be permitted to attend classes and they must be isolated.
- ii. There should be no crowding in hostel areas where students live in close proximity and share common facilities and utilities. Hence, their numbers need to be limited appropriately to avoid crowding. Thermal Screening of all resident students should be ensured.
- iii. Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.
- iv. Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets etc.
- v. Cleanliness is to be maintained in dining areas. Meals should be served in small batches, avoiding overcrowding. Take away options should be available for students and staff.
- vi. It must be ensured that the meals are freshly cooked. A senior staff should monitor the same.
- vii. Utensils should be properly cleaned. Students shall be encouraged to use their own plates and tumblers.
- viii. Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.
- ix. Resident students and staff should avoid or limit visiting the markets. As far as possible, essential items may be made available within the campus.
- x. Hostels should define the number of students in dining halls at any point in time. Mess timings should be increased to avoid overcrowding.

2.2.4. Regular Monitoring of Health

- i. Every institution should regularly monitor the health of its students, faculty, and staff.
- ii. Faculty, staff and students should also be sensitized on self-monitoring of their health.
- iii. Faculty, Staff and students should submit self-disclosure, if any of their family members have been infected/availed treatment for COVID-19.

2.2.5. Counselling & Guidance for Health

In order to reassure the students' community to avoid any kind of stress or panic in the prevailing situation *vis-a-vis* their studies, health and related issues, Universities and Colleges should take the following measures for the health, psychological aspects and well-being of the students:

- i. Set up help lines for health, psychological concerns and well-being of students in Universities/ Colleges which need to be regularly monitored by Counsellors and other identified faculty.
- ii. Regular mentoring of students through interactions, and appeals/letters by the Universities/ Colleges to remain calm and stress-free. This can be achieved through telephones, e-mails, digital and social media platforms.
- iii. Form COVID-19 help groups of students headed by hostel wardens / senior faculty who can identify friends/ classmates in need of help and provide the immediate necessary help.

2.2.6. Measures for Containment

- i. As soon as a student, faculty or staff is detected COVID-19 positive, such person should be immediately isolated as per the directive/advisory of the Government. Room-mates and close contacts should be quarantined and symptomatic ones to be immediately tested.
- ii. Universities and colleges should have a ready plan to provide healthcare support to those resident students and staff who test positive and are isolated.
- iii. The guidelines restricting social and physical contacts and mobility in such parts of residential places in the campus, where positive cases have been found, should be strictly

enforced. Measures like holding no class, not leaving the rooms for hostellers, if applicable, no take away arrangement of food from mess etc. are to be enforced, depending upon the severity of the situation.

- iv. Universities and colleges should also plan in advance, in case shut down are ordered by the Government due to outbreak in campus or the surrounding region.

2.2.7. Sensitization of Students, Teachers and Staff

- i. Awareness programmes regarding COVID-19 as to how the infection spreads, common symptoms, and precautions and measures required to contain its spread may be launched.
- ii. Maintaining hygiene, e.g., how to wash hands, how to cough or sneeze into a tissue or elbow, avoid touching of face, eyes, mouth and nose should be regularly told to the students and the staff.
- iii. The necessity of physical distancing, wearing face covers/masks, hygiene etc. should be brought home to all.
- iv. Activities to stay fit, physically and mentally, should be encouraged like doing exercises, yoga, breathing exercises, meditation, etc.
- v. To improve resilience and mental health, students should be encouraged to share their feelings with friends, teachers and parents, remain positive, grateful, helpful, have focussed approach, take a break from work, eat healthy and sleep timely etc.
- vi. Eating healthy food and fruits, avoiding junk food, frequently drinking warm water, adopting ways to increase immunity etc. should be encouraged.
- vii. Students should be told to regularly sanitize their laptops, audio, video and other media accessories.
- viii. Factual Information regarding COVID-19 and consequences of infection, without making them stressed or fearful, should be disseminated.
- ix. Posters and stickers should be pasted at appropriate places in the campus to create awareness about the risk of infection from Coronavirus.

- x. All support and facilities should be provided to persons with disabilities.
- xi. No discrimination based on caste, creed or gender should be allowed to take place.
- xii. Sharing of books, other learning material and eatables shall be discouraged.

3. Role of Stakeholders

3.1. Head of the Institution

- i. Registrars/ Principals have to adhere the Standard Operating Procedures (SOPs) in accordance with the Government orders and guidelines.
- ii. They have to contact the District Administration/Local bodies and act according to their instructions from time to time.
- iii. A detailed institutional plan which should, inter alia, include sanitization, safety and health measures should be prepared and kept ready, before reopening of campus. Proper implementation of the institutional plan should be ensured and regular monitoring should be done with the help of faculty and the staff.
- iv. Tie-ups are to be established with nearby hospitals, health centres, NGOs, health experts for help and support in fighting COVID-19.
- v. A plan for all academic activities, i.e., the academic calendar, teaching-learning modes, examinations, evaluation etc. should be kept ready well in advance.
- vi. A Task Group should be created to handle varied situations and issues related to the COVID-19 pandemic. Such Task Group consists of senior persons from faculty and staff, students, volunteers from communities, NGOs, health organisations and Government officials etc. as the case may be.
- vii. Teachers, students and staff should be made aware of all relevant plans and activities on the campus.

3.2. Teachers

- i. Teachers should make themselves fully aware of institutional plans and Standard Operating Procedures.
- ii. Every teacher should prepare a detailed teaching plan for the subjects taught by him/her, including time table, class size, modes of delivery, assignments, theory, practical, continuous evaluation, end- semester evaluation etc.

- iii. Teachers should keep themselves updated with the latest teaching- learning methods and availability of e-resources.
- iv. Teachers should make the students aware of the COVID-19 related situation, precautions and steps to be taken to stay safe and healthy.
- v. Teachers should monitor and keep track of the physical and mental health of their students.

3.3. Parents

- i. The parents should ensure that their children observe safety norms at home and whenever they go out.
- ii. Parents should not allow their children to go out, if they are not feeling well.
- iii. Parents should sensitize them of healthy food habits and measures to increase immunity.
- iv. Parents should ask them to do exercise, meditation and breathing exercises to keep them mentally and physically fit.


3.4. Students

- i. Self-discipline is most important to contain the spread of COVID-19 pandemic through social distancing and maintaining hygienic condition.
- ii. All students should wear face covers/ masks and take all preventive measures.
- iii. It is important for the students to be physically and mentally fit to handle any exigencies. By remaining fit, they can take care of others also.
- iv. The students must inculcate activities that will increase immunity-boosting mechanism which may include exercise, eating fresh fruits and healthy food (avoid fast food), sleep timely.
- v. Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family be avoided.
- vi. Students should follow the guidelines, advisories and instructions issued by the Government authorities as well as by the universities and colleges regarding health and safety measures in view of COVID-19 pandemic.

D. Karthikeyan
Principal Secretary to Government

//True Copy//


Section Officer 27/8/2021


27/08/21