



POPE'S COLLEGE (AUTONOMOUS)
Sawyerpuram -628 251
(Re-accredited with "A" Grade with CGPA of 3.28)



Admission Guidelines / Procedures

1. The procedure given below are to be observed both in letter and spirit. The 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.
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 numbers.
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) Only one application form need to be issued with option to various courses should be followed very strictly.
b) Filled in application should contain atleast 2 contact numbers.
8. Enclosures:
Photocopies of the following should be enclosed with the filled in application:
 - a) Qualifying Examination Mark Sheet/Provisional Mark sheet should be attested by Head Master of the School.
 - b) Community Certificate (wherever applicable)
 - c) Certificate of proof when admission is sought under Differently Abled/ Sports Quota/ NCC/Ex-Servicemen etc.
 - d) Transfer Certificate

- e) Eligibility certificate for students from other States / Universities.
- f) As per Government letter No. 4527/G1/2003, dated 17.10.2003, admission may be accorded purely on merit basis on production of Identity Card issued by the concerned HQ Tahsildars in respect of students seeking admission from Sri Lankan Tamil refugee camp and those who were not enrolled in refugee camps may be admitted on production of VISA and Passport on merit basis.

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

9. Sale/Issue of Application Forms for UG Courses:

The cost of the application form is fixed at Rs.48/- (Rupees forty- eight only) + Rs.2/- (Rupees two only) for registration. For SC/ST candidates, the application form is to be issued free of cost on the production of the photocopy of the community certificate. Application forms for admission may be issued before five days from the date of publication/Internet-web site of results of Higher Secondary Examination of Tamil Nadu.

10. Last date for the receipt of completed Applications for UG Courses:

The last date for receipt of filled-in applications by the colleges should be fixed as the tenth working day from the date of publication of the Plus Two Examination result in the website. Applications from other streams/private candidates may be entertained after the due date in the event of their results or issue of mark sheets being on a date later than that of regular Plus Two Candidates. The Principal shall fix the last date for them suitably.

Colleges should prepare the rank list for admission, from the next day onwards and it should be pasted on the notice board within 3 days. Counselling should be conducted after the 15th day of the publications of plus two results in the internet.

Applications for admission may be received even after the last date fixed for receipt of

applications. Such applications shall be registered as LATE APPLICATIONS and considered only after all the applications received in time have been considered. In the case of SC/ST/MBC/DNC/BC candidates, if applications received in time from such candidates get exhausted, late applications should also be considered to fill up the seats reserved for these communities.

11. The upper age limit for admission to UG courses will be 21 (twenty one) years. However, a relaxation of 5 years is permitted for differentlyabled as per G.O.Ms.No. 239, S.W. dated 3-9-93. SC/ST/BC/MBC/DNC candidates and women candidates may be allowed the age relaxation of 3 years beyond 21 years for 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 the Principal.

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

13. Registers to be maintained

The following Registers and other related documents about student's admission should be maintained and preserved by the colleges:

- a) Sale of Application Forms
- b) List of Applications received within the last date prescribed
- c) List of Applications received after the last date prescribed.
- d) Rank list registers signed by the members of the Selection Committee.
- e) Information about the counselling date.
- f) Copies of Rank lists displayed.

- g) Minutes of Selection Committee meeting.
- h) Admission Register
- i) Communication with the University/the Director of Collegiate Education related to admission
- j) Copies of all letters to the University/the Director of Collegiate Education making requisition for increase in seats and letters from the University permitting increase.
- k) The colleges shall maintain registers regarding the applications received from SC/ST/MBC/DNC/BC students who have been selected for admission and the number of such candidates admitted in each course.

14. Rule of Reservation :

In respect of both Aided Courses and Unaided Courses in Popes College 50% of seats shall be filled by students belonging to the minority concerned and the balance 50% of the seats shall be filled by following the rule of reservation (Given below).

However, wherever the 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".

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

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

15. Admission of Women students in Co-educational

16. If the college was started originally as a Co-educational institution, any number of women

students may be admitted to each course based on the common rank list prepared for both men, women and transgender applicants

17. Preparation of Rank-List for UG Courses:

For admission to Undergraduate 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 Colleges should be through counselling.

18. (a) Rank list should be prepared based on the marks obtained by the students in the subject component out of a total of 400 marks under Part III in the Higher Secondary examination. Eligibility of students for admission to UG Courses in the colleges shall be as per the guidelines fixed by 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 who passed Higher Secondary (+2) prior to 2018-19, the marks can be converted to the current stream. i.e to 400, instead of 800.

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 Maths Preference should be given to concerned subject studied.
2	இயற்பியல் Physics	பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள்	
3	வேதியியல் Chemistry	அடிப்படையில் தரப்பட்டியல்.	
4	புள்ளியியல் Statistics		
Group-II தொகுப்பு – II			
5	வேதியியல் Chemistry	(தாவரவியல், விலங்கியல், உயிரியியல், வேதியியல் பயின்ற மாணவர்களுக்காக) 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	தாவரவியல் Botany		
7	விலங்கியல் Zoology		
8	உயிர் வேதியியல் Bio Chemistry		

9	A) Computer Science B) Computer Application	Ranking based on marks in Part III out of 400 பகுதி III மொத்த மதிப்பெண் 400-க்கு பெறப்பட்ட மதிப்பெண்கள் அடிப்படையில் தரப்பட்டியல்	2/3 of seats reserved for students who have studied Computer science as a subject in plus two and 1/3 of seats are for students who have not studied computer science in plus two and should have studied Mathematics.
10	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
11	B.Com, general & 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
12	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
13	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.

19. 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.

20. As far as Arts subjects i.e. English / Tamil are concerned, the order of preference shall be as follows:

i) For 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.

21. Admission is subject to verification of marks certificate by the competent authorities. If the mark certificate is found to be bogus, admission will be cancelled and criminal action will also be taken. This information shall be given in the prospectus inviting application forms.

22. 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.

23. Intimation of provisional selections should be sent to the candidates. The list of selected candidates should be displayed in the College Notice Board. Clear one-week time shall be given to the candidates to report to the Principal for admission. If the candidate fails to turn up on the date of counseling the selection will be cancelled.

24. The selection committee is responsible for the entire admission. Hence they should follow the admission norms scrupulously.

25. For Supplementary candidates

The supplementary candidates are eligible for admission if vacancies exist or arise. Admissions should be done as per the norms without waiting for the results of the supplementary candidates.

26. Procedure for selection/admission under Open Competition Quota:

Candidates are selected/admitted under Open Competition Quota based on 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 the open competition should always be filled by merit only from the Rank-List irrespective of community and irrespective of the fact that some of them have already been selected/admitted under BC / MBC/ DNC / SC /ST Quota. The procedure implies that BC / MBC/ DNC / SC / ST candidates already admitted should not be left out of consideration for filling up the vacancies in the open competition if they are eligible to be selected under Open Competition according to merit. SC/ST/MBC/DNC/BC candidates selected under the open quota as per merit from the Rank-List are not to be taken into account against the reserved quota. After filling up the vacancies in the open competition quota as aforesaid, the vacancies BC / MBC/ DNC / SC / ST quota must be filled by candidates from the respective communities only according to merit from the Rank List.

27. Procedure for Differently Abled quota:

- a) Out of the quota of 19% (18% SC and 1% ST) reserved for SC/ST, 5 out of every 100 seats shall be reserved for Differently Abled persons belonging to SC and ST.
- b) Out of the quota for 50% (30% BC and 20% MBC/DNC) reserved for Backward Classes, Most Backward Classes, and Denotified Communities, 5 out of every 100 vacancies/seats shall be reserved for Differently Abled persons 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.

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
- 2) Three seats in P.G courses shall be reserved (G.O.Ms.No.230, Higher Education (G1) Department, dated 23-7-2001).
- c) Two seats shall be reserved in Under Graduate courses in Tamil Medium in each college for the benefit of Tamil students of the Union Territory of Andaman and Nicobar.

29. The quota for outstanding sports / NCC persons:

- a) 3% of seats in UG courses and 2% of seats in PG courses as per Government Order must be reserved under Sports Quota for students who have represented at the District Level/Divisional Level and above. Relevant certificates should be produced.
- b) One seat in UG courses for “A” certificate holders and 1 seat in PG courses reserved for NCC cadet of outstanding merit with “C” certificate holders. (G.O. 354, Higher Education (D1) dept, dated 8.7.1997).

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

31. Every selection list must contain the following details:

- a) Number of seats sanctioned for the course
- b) Number of seats already filled up
- c) Number of students selected in the list with rank marks
- d) Number of seats still vacant
- e) Particulars of candidates selected under each category - OC/BC/MBC/ DNC/SC/ST/ Differently Abled / Ex-servicemen / Sports Quota / NCC etc.,

32. If there are any vacancies in any quota, after the First Counselling, further Second, Third, Fourth etc., Counselling shall be conducted by adopting the above-said procedures. The vacancies in the open quota must first be filled on the basis of merit; vacancies against BC/MBC/DNC/SC/ST quota should be filled with BC/MBC/DNC/SC/ST candidates respectively in the order of merit. All vacancies shall be filled up by this procedure only. If the vacancies still exist in any UG Course after considering the order of preference indicated for each subject, any student who has passed +2 Examination is eligible to undergo the relevant U.G. Course.

32. Procedure for admission to PG courses:

a) Cost of application form for PG course is fixed at Rs. 58/- (Rupees Fifty Eight only) + Rs.2/- (Rupees Two only) for the Registration fee. For SC/ST candidates, the application form is to be issued free of cost on the production of the photocopy of community certificate.

33. For admission to Post Graduate courses (PG) a candidate must have passed the 3 years degree courses (under the 10+2+3 pattern) recognized by the University as equivalent thereto. In the case of admission to PG course the last date for receipt of the filled in application shall be 10 working days from the date of publication of the UG results of the respective Universities.