



SRI VIDYA MANDIR ARTS & SCIENCE COLLEGE

(Autonomous)

[An Autonomous College Affiliated to Periyar University, Salem, Tamil Nadu]

[Accredited by NAAC with 'A' Grade with CGPA of 3.27]

[Recognised 2(f) & 12(B) under UGC Act of 1956]

Vignesh Nagar, Katteri – 636 902, H. Eachampadi (Via)

Uthangarai (Tk), Krishnagiri (Dt), Tamil Nadu

Admission Procedure

- o The procedure for the admission will be based on the Tamil Nadu Government/Periyar University norms.
- o The fees structure for various courses will be transparent in the prospectus and also in the College Website (www.svmcugi.com)
- o The process of admission starts from the advertisement and issuing of pamphlets and notices immediately after the announcement of the 12th standard results.
- o The students approach the college after the advertisement. They will be asked to fill in the application and proceed further to the concern branch expert/HOD.
- o A board of Admission Committee will be educating and advising them regarding the admission.
- o After receiving the applications the team of admission committee will be screening and scrutinizing the application.
- o Further selection process will be based on the merit and the rooster method.
- o Admission will be given to the students who are all eligible and recommended by the Admission Committee and the Principal.
- o Only one application form will be issued with option to various courses and the application should contain at least 2 contact numbers.

Enclosures

- Photo copies of the following should be enclosed along with the filled in application.
- Qualifying examination Mark Sheet/ Provisional Mark Sheet should be attested by Head Master of the School.
- Community Certificate (where applicable)

- Proof certificate will be sought under some special Quota/Concessions-like Differently Abled/ Sports Quota/ NCC/Ex-Servicemen etc.
- Transfer certificate
- Eligibility certificate for students from other states/Universities.
- All certificates should be submitted on demand during the admission. If failed they can be given grace time with the consent of the Principal. But if he/she fails to submit the admission is liable to be cancelled
- Cost of application form is fixed at Rs.100/- for all candidates. Application forms for admission will be issued before 5 days from the date of publication/internet-website of results of Higher Secondary examination of Tamil Nadu.
- The last date for the issue of Application Forms may be fixed at the discretion of the Principal. But in general, it should not be earlier to the last date fixed for the receipt of completed Application Forms.
- Last date for receipt of filled in applications shall be fixed by the Principal. Applications for admission may be received even after the last date fixed for receipt of applications. And such applications will be received as LATE APPLICATION and considered only after all the applications received on time have been considered. In the case of SC/ST/MBC Communities/BC candidates if applications received in time from such candidates get exhausted, late applications received in time from such candidates get exhausted, late applications should also be considered to fill up the seats reserved for these communities.
- The age limit for admission to UG courses will be 21 (twenty one) years as on 1st July every year. A relaxation of 5 years is permitted for Differently Abled 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 relation 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.

Registered to be maintained

The following Registers and other related documents pertaining to students admission should be maintained and preserved by the colleges.

- A. Sale of Application Forms.
- B. List of Applications received with in 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 meetings.
- H. Admission Register
- I. Communication with the University/the Director of Collegiate Education related to admission.
- J. The college 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 courses.
- K. The guidelines for admission issued by government will also apply for the additional increased seats in all college.

Procedure for admission to PG courses

- a) Cost of application form for PG course will be RS. 100/ (Rupees Hundred). For SC/ST candidates, application form is to be issued on concession after the production of the photocopy of community certificate.
- b) For admission to Post Graduation courses (PG) a candidate must have passed the 3 years degree courses (under the 10+2+3 pattern) recognized by the University equivalent thereto
- c) In the case of admission to PG course in all colleges including Autonomous, Aided and Self-Finance colleges, the last date for receipt of filled in application shall be declared by the admission committee after the publication of the UG results of the respective Universities.
- d) The admission list shall not be published under any circumstances before the last date for receipt of filled in applications as specified in(c) above
- e) For admission to all PG courses other than MBA and MCA, the qualifying examination marks in part III (Major, Allied) alone shall be taken in to consideration.
- f) For admission to MSW course any degree is eligible.