



V.V. VANNIAPERUMAL COLLEGE FOR WOMEN

(Belonging to Virudhunagar Hindu Nadars)

An Autonomous Institution Affiliated to Madurai Kamaraj University

Re-accredited with 'A' Grade (3rd Cycle) by NAAC

VIRUDHUNAGAR - 626 001. (TAMIL NADU)



e-mail : officevvc2014@gmail.com
officevvc@vvccollege.org
website : www.vvccollege.org

Ph : 04562 - 243540
Off : 94890 88701
Fax : 04562 - 248694

POLICY ON STUDENTS' ADMISSION

Name of the Policy	: Students' Admission Policy
Policy Reference Number	: VVVC/CAO/PRN/2/2022/1.0
With Effect From	: June 2022
Responsible Office	: College Administrative Office
Validity Period	: 5 Years

I. Policy Statement

V. V. Vanniaperumal College for Women, Virudhunagar, an autonomous institution, affiliated to Madurai Kamaraj University holds that the College should be guided by written policies and all members of the college should be familiar with and adhere to the Policy on Students' Admission in V.V.Vanniaperumal College for Women.

II. Objectives of the Policy

- To ensure that the admission process in the college purely adheres to the norms prescribed by the Government of Tamil Nadu for Higher Education Institutions.
- To confirm transparency in the process of admission.
- To ensure that the admission process provides equal opportunity for all the candidates, irrespective of their social, economic and cultural background.
- To facilitate an easy process of admission for the rural candidates through the college website.

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1. PROCEDURE FOR ADMISSION TO UG/PG COURSES

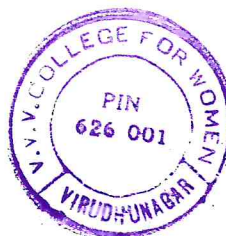
1.1 Issue of Application Form and Last date of Submission (For both Aided and Self Finance Programmes)

- 1.1.1 The Application process is through online only. The candidates have to fill the Online Application Form for both Aided and Self Finance Programmes in the College website. Regarding the application fees, the SC/ ST candidates need not pay for Aided Programmes and 50% concession for Self Finance courses.
- 1.1.2 The candidates have to apply separately for Aided and Self Finance Programmes.
- 1.1.3 Last date for receipt of filled in applications by the College is fixed as the tenth working day from the date of declaration of Higher Secondary Examination results in Tamil Nadu. Applications from other States/private candidates may be entertained after the due date in the event of their results being declared later.
- 1.1.4 Applications are received till the close of admission as per the deadline fixed by the Parent University.

1.2 Enclosures with the Application Form

- 1.2.1 Photocopies of the following should be enclosed along with the filled in Application submitted
 - a) Qualifying Examination Mark Sheet
 - b) Community Certificate
 - c) Certificate of proof when admission is sought under some Special Quota / Concessions-like Physically Handicapped / Sports Quota / NCC / Ex-Servicemen etc.

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d) Transfer Certificate

e) Eligibility certificate for candidates from other States / Universities.

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

1.3 Age Limit

1.3.1 The age limit for admission into various Programmes under different categories is as per G.O.Ms.No.239, S.W. dated 3-9-93.

1.4 Eligibility for Admission

1.4.1 For UG Programmes (Aided & Self Finance), the candidates must have passed the Higher Secondary Examination of Tamil Nadu or any other examination recognised by the Universities as the equivalent.

1.4.2 For PG Programmes (Aided & Self Finance), the candidates must possess a UG degree, recognised by the Universities.

1.5 Admission Process for Aided UG and PG Programmes

1.5.1 The rank list for admission to UG Programmes is prepared on the basis of marks scored in Higher Secondary Examinations and it is displaced in the College website and on the College notice board. The selected candidates are intimated through SMS also.

1.5.2 For PG admission, the rank list is prepared on the basis of marks scored in UG degree. It is displaced in the college website and on the college notice board. The selected candidates are intimated through SMS also.

1.5.3 On the day of Admission, the candidates in the Rank list attend a personal interview after which their admission is confirmed.

1.5.4 The admitted candidates pay the prescribed fees through online payment within the stipulated period.

1.5.5 If a candidate fails to produce the relevant certificates in original at the time of admission, the admission is cancelled.

1.5.5.1 The Admission Committee comprises a group of faculty members including the Principal of the College. The Principal is the head of the Admission



Committee. The Admission Committee is common for both UG and PG Courses and it should include the following members apart from Principal: Two senior most staff members and a senior most co-opted staff member belonging to SC/ST, one member for UG and one member for PG. The committee usually meets before the admission of the candidates. They discuss the admission process of relevant subjects for the contemporary year. The Committee again meets after the admission process and approves the admitted candidates in the college.

1.6 Admission Process for Self Finance UG & PG Programmes

1.6.1 The candidates applied under Self Finance stream, are admitted in the specific Programme through spot admission in the College on the basis of eligibility criteria.

1.7 Rule of Reservation

1.7.1 The process of admission is subjected to the rule of reservation policy of the Government of Tamil Nadu.

1.7.2 As per G.O. (1D) No. 110, the rule of reservation policy for an Aided Non Minority College is applied to 90% of seats in students' admission process and 10% of the seats is filled by the Management in the Aided Programmes and 50% of the seats is filled by the Management in Self Finance Programmes.

1.7.3 After filling up the seats in the Open Category, the vacancies for SC / ST / MBC / DNC / BC reservation quota is filled from the respective communities according to the merit list.

- a) 31% for Open Category (OC)
- b) 26.5% for Backward Classes (BC) other than BC Muslims
- c) 3.5% for Backward Class Muslims.
- d) 20% for Most Backward classes (MBC) and Denotified Communities (DNC)
- e) 15% for Scheduled Castes (SC), 3 % for Arunthathiyars (SCA).
- f) 1% for Scheduled Tribes (ST)

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1.7.3.1 Selection/admission under Open Category Quota Candidates are selected and admitted under Open Category Quota on the basis of merit from the Rank-List irrespective of the community to which a candidate belongs.

1.7.3.2 If any seat falls vacant in the Open Category Quota, after making admission of candidates, such vacancies in Open Category should always be filled by merit only from the Rank-List.

1.7.4 Differently Abled quota

5% in every 100 seats are reserved for Differently abled candidates of all community. Under special consideration, the Differently abled candidates are admitted into that programme which they opt for.

1.7.5 Quota for Ex-servicemen

Six seats in Undergraduate Programmes are reserved for the children of Ex-servicemen of Tamil Nadu Origin and three seats in Post Graduate Programmes are reserved for the children of Ex- servicemen of Tamil Nadu.

1.7.6 Quota for Tamil candidates of Andaman and Nicobar

Two seats are reserved in Undergraduate Programmes in Tamil Medium in each College for the benefit of Tamil students of the Union Territory of Andaman and Nicobar.

1.7.7 Quota for staffs belonging to security forces

Three seats in UG and two seats in PG shall be reserved for eligible children/widows of personnel belonging to security forces.

1.7.8 Quota for outstanding Sports Players / NCC persons

1.7.8.1 3% of seats in UG Programmes and 2% of seats in PG Programmes as per Government Order is reserved under Sports Quota for candidates who have represented at the District Level/Divisional Level and above are considered under sports quota after producing the relevant documents.

1.7.8.2 One seat in UG programmes for "A" certificate holders and 1 seat in PG programmes is reserved for outstanding NCC cadets with "A" and "C" certificates respectively.



1.7.9 If there are no pending applications from SC/ST/MBC/DNC/BC candidates, late applications are considered to fill up the seats reserved for those communities. Fresh applications are entertained only when no application is pending either received in time or late – with the College for admission.

1.8 Selection List Details

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

1.8.2 Every selection list contains the following details

- a) Number of seats sanctioned for the course
- b) Number of seats already filled up
- c) Number of candidates 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.

1.8.3 If there is any vacancy in any quota, after the first list of selected candidates, further second, third, fourth etc., list follows. All vacancies are filled up by this procedure only.

2. Issue of TC & Refund of Fees for the Discontinuing students

If a student wishes to cancel her admission in this Institution on reasonable ground, Transfer Certificate is issued immediately and the amount collected as fees is refunded to the students as per the discretion of the College Managing Board.

3. Migration of students in changing the Programme within the college

The students admitted into a specific Programme can change the stream (Aided to Self Finance or Self Finance to Aided) or Programme, in case there is any vacancy available in that stream or Programme.



4. Rules for Readmission

- 4.1 The students who have studied in other Colleges and requires readmission in any specific Programme at V.V.Vanniaperumal College for Women, availability of vacancy in that specific Programme is verified.
- 4.2 If the vacancy is available, then permission is obtained from the Parent University for the students' readmission to that specific Programme in the college.

5. Prioritisation for V.V.Vanniaperumal College for Women staff members

The employees of V.V.Vanniaperumal College for Women are given priority in the admission of their daughters into the Programmes opted by them.

6. Migration / Equivalence Certificate

The students who have studied in Colleges affiliated to other Universities should submit Migration/Equivalence Certificate during the time of admission.

7. Lateral Entry Admission

- 7.1 The eligibility criteria for lateral entry admission is that the candidate should complete her Diploma in Technical (Polytechnic) Education. In addition to that, she has to fulfil the basic eligibility criteria for doing her Under Graduate Courses.
- 7.2 For all B. Com Programmes in both Aided and Self Financing stream, the candidates with Diploma in technical (polytechnic) education are admitted directly in to the second year, based on the availability of vacancies in that specific Programme.

S.M. Ruma Ravi

PRINCIPAL

V.V. Vanniaperumal College for Women
(Autonomous)
(Belonging to Virudhunagar Hindu Nadars)
VIRUDHUNAGAR.

[Signature]

SECRETARY

V.V. Vanniaperumal College for Women
Managing Board
(Belonging to Virudhunagar Hindu Nadars)
VIRUDHUNAGAR

