

**BHARATHAR UNIVERSITY
COIMBATORE - 641 046**



**GUIDELINES FOR ADMISSION IN
AFFILIATED INSTITUTIONS FOR
THE ACADEMIC YEAR
2024-2025**

BHARATHIAR UNIVERSITY: COIMBATORE 641 046.

GUIDELINES FOR ADMISSION 2024-2025

Guidelines to be followed by the Principals / Directors of all the Affiliated Colleges and Institutions during the admission of students to various courses, in the academic year 2024-2025, are detailed below:

1. ELIGIBILITY FOR ADMISSION:

The Principals / Directors of the Colleges shall ensure that the requirements with regard to eligibility of candidates for admission to various courses are complied with.

The details of the eligibility conditions prescribed by the University for various Courses offered during 2024 - 2025 are given in a separate brochure.

The Principals / Directors shall ensure before admission that the candidates seeking admission to various courses of study, have passed the respective qualifying examinations prescribed in the course requirements.

- a. Generally, candidates who have passed Higher Secondary Examination (10, +2 Pattern) conducted by the Government of Tamil Nadu or an equivalent examination shall be eligible to join the first year of the UG degree courses in this University, subject to the condition that the candidates satisfy certain specific conditions, if any, prescribed by the University, for admission to the respective courses.
- b. Generally, candidates who have passed Under-graduate (10, +2, +3 Pattern) degree course of Bharathiar University or an equivalent examination, shall be eligible to join the first year of PG Degree courses in this University, subject to the condition that the candidates should satisfy certain other specific conditions prescribed, if any, by the University for admission to the respective courses.

2. ADMISSION REQUIREMENTS:

Any candidate seeking admission to a course shall be asked to submit at the time of admission, the original copies of the following without fail at the time of admission:

- i. Transfer Certificate issued by the Head of the Institution previously studied & Migration Certificate for board other than Tamil Nadu State Government.
- ii. Statement of Marks of the qualifying Examinations; 10th, +2 (or) 10+3 yrs Diploma for UG and 10+2+3 or 10+3yrs Diploma+3 or 10+3yrs Diploma + 2yrs Lateral entry for PG admission).
- iii. Provisional/Degree Certificate (in case of candidates seeking admission for PG course) and Migration Certificate for Deemed University & University other than TN State Universities.
- iv. Equivalence certificate issued by the Association of Indian Universities for students who had undergone courses offered by University/Boards outside India for both UG & PG.
- v. Eligibility certificate issued by this University, if necessary.

**Diploma offered by DOTE - Govt. of Tamil Nadu or UGC recognized University are accepted.*

The admission of any candidate, without the production of any of the above said certificates at the time of admission, will not be approved by the University and the University will not be responsible for any inconvenience caused to such candidates due to unapproved admission.

The Principals are requested to follow the reservation norms of the Tamil Nadu Government for admission.

a. Eligibility Certificate:

The Principals are informed that the submission of **Eligibility Certificate** candidates before admission to various courses is no more **compulsory**. However, eligibility certificate may be insisted from the candidates when there is any doubt on the eligibility condition for admission in the concerned course.

The Principals shall admit only the candidates who satisfy the eligibility conditions, prescribed for each course.

b. Admission to Under - Graduate Course:

All the candidates who have qualified with the following examinations by the boards are exempted from the production of Eligibility certificate, during admission to UG, Diploma and Certificate courses:

- i. Higher Secondary Certificate course (+1&+2), conducted by the Government of Tamil Nadu.
- ii. All India Senior School Certificate course, conducted by C B S E.
- iii. Delhi Senior School Certificate course, conducted by C B S E.
- iv. Indian School Certificate course, conducted by I C S E.
- v. Boards recognized by COBSE.

c. Admission to Post - Graduate Courses:

Candidates who have passed UG degree examinations 10+2+3 or 10+3yrs Diploma+3 or 10+3yrs Diploma + 2yrs Lateral entry conducted by Bharathiar University are exempted from the submission of Eligibility certificate, during admission to PG and PG-Diploma courses.

In case of candidates from other Boards/Universities, who normally need to produce Eligibility certificate before admission, may also provisionally be admitted without Eligibility certificate. **The original mark sheets and other relevant certificates of the above candidates should be sent for verification before the last date of admission.**

However, while admitting the students, the Principals shall obtain an undertaking from the students that their admissions are purely temporary and shall abide by the decision of the University on the eligibility of their admission.

Candidates possessing any other qualifications except those prescribed for the course as per the Eligibility Condition 2024 - 2025 shall not be admitted to any course. Any such admission made by the college, will not be approved by the University and the University will not be responsible for any inconvenience caused to the candidate.

The Syndicate at its meeting held on 21.02.2017 vide other item No.04 has resolved that regarding admission of foreign candidates to UG & PG programme, a letter be obtained from the Dept. Of School Education / Collegiate Education / University of the concerned country stating that the candidate is eligible for higher studies in India. The Principal is requested to follow the procedure at the time of admission of foreign candidates to various UG/PG degree courses at your college **or Otherwise** Candidates who had undergone **courses offered by University/Boards outside India** and seek admission in this University area, shall have to produce the **EQUIVALENCE CERTIFICATE** issued by the Association of Indian Universities, **A.I.U. House, 16 Kotla Marg, New Delhi - 110 002** to Bharathiar University.

The Principals are requested to verify specifically at the time of admission that the **Spelling of the Name** and **Date of Birth** of the candidates entered in the Transfer Certificate and that in Mark sheets are one and the same.

Foreign Students: While admitting foreign students, the Principals are requested to verify whether the candidate holds a valid visa (students' visa/provisional students' visa) to study in India and his eligibility for admission. **The University will not take any responsibility on these admissions.** The Principals are requested to obtain clearance from the Registrar, Bharathiar University, with regard to the eligibility of the candidates before confirming their admission.

It has been noticed that some candidates submit the certificates, which are **tampered** and which contain unauthorized alterations. Applications of such candidates are to be summarily rejected and disciplinary action to be taken against them. This may be brought to the notice of the candidates, so that they are aware of the serious consequences of unauthorized corrections.

The Mark Certificates issued to the students who have passed the HSC Examination of the Government of Tamil Nadu, from the examinations held in **March 2024**, shall carry an endorsement by the Head of the Institution stating that '*the mark certificate was distributed through the Institution.*'

Principals are therefore requested to scrutinize carefully the certificates (**documentary evidence**) produced by the candidates, while admitting them to various courses of study. They are specifically requested to note that erasures, overwriting and corrections in the certificates if any, are duly attested by the authorities concerned, before submitting them to the University for recognition.

3. AGE LIMIT

The Upper age limit for admission to UG Degree Courses will be **21 (twenty one) years as on 1st July 2024**. The Principals can relax up to **three years based on merit**. A relaxation of 5 years is permitted for **Physically Challenged** as per **G.O. Ms No.239, dated 03.09.1993**

4. RECOGNITION OF THE QUALIFYING EXAMINATIONS:

The candidates who seek admission to UG courses after having passed Higher Secondary Examination of Government of Tamil Nadu and those who seek admission to PG courses after having passed UG degree of Bharathiar University need not apply for recognition of their HSC/UG degree examinations, but shall pay the recognition fees prescribed in para 5 hereunder for other University/other board.

All other candidates admitted to UG/PG courses shall individually apply to the University to get their qualification recognized by the University, failing which they will not be permitted to take the University Examinations. The procedure for getting their qualification recognized is described below.

Application should be made in the form prescribed by the University in the applicant's own handwriting and should bear the signature of the Principal (and not merely his/her facsimile).

Principals shall ensure that the recognition applications in the prescribed form with the required certificate are obtained from the students at the time of admission or within a week after admission and sent to the University.

Applications for recognition of Examinations of other Universities or Bodies should be forwarded by the Principals within 15 days from the date of commencement of the class for the first year candidates or at the latest by 1st August of the year of admission.

Applications without full particulars or those, which are not accompanied by the required certificates, will not be accepted. Besides, applications, which are not submitted in time, may also be not considered.

5. FEES TO BE PAID TO THE UNIVERSITY:

The Principals are informed that the candidates seeking admission to various courses in this University shall pay the fees, listed below to the University. All these fee paid by the students are non-refundable. All the fees shall be collected by the Principal of the College at the time of admission itself and remitted to this University along with the student returns.

i. Recognition Fee:

All the candidates who have passed an examination other than that conducted by Bharathiar University, have to get their qualifying examination, recognized by applying for the same and paying the prescribed fees:

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| a) For candidates who have passed Higher Secondary Examinations conducted by the Govt. of Tamil Nadu (they need not send application) | Rs. 250.00 |
| b) For considering recognition of the Higher Secondary Examinations or a similar Examination conducted by any other Board or an accredited body and degree Examinations conducted by an University in India, other than Bharathiar University (including cost of application Rs.25.00) | Rs. 900.00 |
| c) For considering the application for recognition of an Examination conducted by Universities or other accredited bodies outside India for admission to a course of study in this University (including cost of application Rs.25.00) | Rs. 1525.00* |

*** Special fee for foreign & NRI students:**

The Principals are requested to collect special fee from the foreign & NRI students who are seeking admission to various UG and PG degree Programmes in the Affiliated Colleges of our University from the academic year 2022-23 onwards in addition to the existing academic fee.

UG degree --- Rs.6,000/- PG degree --- Rs.12,000/-

If the candidates have already obtained the eligibility certificates from the University before admission, they need not pay the fee for recognition and also the cost of the application. However, such candidates shall submit the recognition application to the University. The number and date of the eligibility certificate should be mentioned in the recognition application.

ii. Matricula Fee:

All candidates who have not qualified with their previous qualifying examination from Bharathiar University have to enrol themselves as a matriculate of this University by paying the Matricula Fee of Rs.175.00

iii. Registration Fee:

The fee for registering an individual as a student to undergo a course of study offered by the University through an Affiliated College or University Department or any other institution recognized by the University, is as follows:

- | | |
|--|-----------|
| a. Candidates seeking admission to UG, Diploma and Certificate courses | Rs.150.00 |
| b. Candidates seeking admission to PG and PG diploma courses | Rs.225.00 |

Only candidates registered with the University for the Course concerned will be permitted to appear for the examinations conducted by the University. Principals are therefore requested to kindly ensure that the list furnished to the University showing the names of candidates enrolled to various courses of studies in Colleges and the list of students sent for the first time to take up the University Examinations are identical, except for the dropouts during the period in between the time of admission and the time of applying for examinations.

iv. Administrative Fee:

An Administrative Fee at the rate of Rs.150.00 per year of study shall be collected from each student as one-time payment, based on the total years of study of the course and the amount shall be collected while admitting the candidate.

v. University Library Fee:

A one-time University Library Fee at the rate of Rs.50.00 per student may be collected, at the time of admission to the I year of the course.

vi. University Sports Fee:

The Principals are requested to collect (one-time) University sports fee of Rs.100.00 per student, at the time of admission to I year of the course.

No fee be collected from II, and III year students.

vii. University Autonomous fee:

The Principals are requested to collect (one-time) **University Autonomous fee of Rs.150/- per student for the autonomous college students only**, at the time of admission to both UG and PG degree courses.

viii. FEES REMITTANCE:

A detailed Statement (as in Annexure - I) showing the particulars of various fees collected from the candidates and the consolidated amount collected, should be submitted in the form of a Demand Draft drawn, from a Nationalized Bank in favour of the Registrar, Bharathiar University, Coimbatore, payable at Coimbatore and sent to the Registrar while sending the admission details and other certificates within 15 days of closure of the admission.

In addition, each college has to pay an annual Sports Affiliation Fee Rs.550/- upto 180 students (or) Rs.3/- per student if it exceeds 180 student, which should be remitted along with the fees collected from the students. The Sports Affiliation Fee should be paid by the college and not be collected from the students.

Academic Fees must be submitted to University on or before last date, fees submission after last date fine of 2% (or) 5% will be collected as the case may be.

6. CANDIDATES STUDYING OTHER LANGUAGES:

Students admitted to Under-Graduate course and who wish to study a language other than Tamil under Part I and for which the college does not have a permanent teacher, the students have to register his/her name under "**Consortium**" through the Principal.

The Principals are requested to contact the Co-ordinator-Consortium for Languages other than Tamil Part I, Department of English and Foreign Languages, Bharathiar University, Coimbatore regarding the Registration of candidates and schedule of classes.

CONTACT No. The Co-ordinator - 0422-2428388, The Chairman - 0422-2428381

A fees of Rs.1000/- per semester for each candidate has to be paid under the Head "**Consortium**".

7. STRENGTH:

The number of students admitted inclusive of repeaters (re-admitted candidates), if any, in any course shall not exceed under any circumstances, the maximum strength fixed by the University at the time of affiliation, or as modified and communicated later.

If admissions are made in excess of the sanctioned strength and without the prior approval of the University, such admissions will be treated as unauthorized admission and the college concerned will run the risk of being branded as an **Erring College**.

8. TRANSFER/READMISSION:

The Principals of the Colleges should not admit any candidate in **II or III** year of any course, on Transfer / Re-admission or Lateral entry candidate without getting prior permission from the University.

The application will be issued in Registrar's office A&B section for the following:

Transfer / Re-admission / Transfer cum Re-admission / Lateral Entry	ODD Sem 1st May to 30th June
Transfer / Re-admission / Transfer cum Re-admission	Even Sem 1st November to 31st December

** Transfer of college alone not permitted for 2nd semester both UG & PG*

9. BOGUS MARKSHEETS:

The Principals are requested to verify (to the maximum extent possible) that the certificates produced by the candidates at the time of admission are genuine.

10. LAST DATE FOR ADMISSION:

The last date fixed for admission to various UG/PG courses will be communicated separately.

11. SUBMISSION OF STUDENT RETURNS:

The Principals / Directors of Colleges are informed that as soon as admissions are closed, a list of candidates admitted in each course of study may be prepared and sent to the University together with all fees mentioned above, collected at the time of admission. The details of fees remitted may be furnished in the prescribed format (Annexure I).

Along with the above details, the following should also be submitted to the Registrar on the time of Certificate Verification.

- a. Original Certificates of the students as indicated in this guideline.
- b. Applications for recognition of the qualifying examinations.

Further, if the original certificates are in a language other than Tamil or English, the original certificates should be submitted along with the authentic translation in English, duly attested by the Principal.

- Encl: 1. Annexure I
2. Academic Fees Details

REGISTRAR

BHARATHIAR UNIVERSITY :: COIMBATORE 641 046

PAYMENT OF REGISTRATION FEE, RECOGNITION FEE, ETC.

Name of the College:

ANNEXURE -I

Sl.No.	Degree & Course UG	Sanctioned Strength	Admitted strength			Total	Registration Fee @ Rs. 150/-	Recognition fee TN @ Rs.250/- CBSE @ Rs.900/-	Matricula- Fee @ Rs.175/-	Sports fee @ Rs.100	Administrative Fee @ Rs.150/- per year	Uni. Library Fee @ Rs.50	TOTAL
			TN	CBSE	OB								
	PG		Other than BU TN OU UNI.				PG @ Rs. 225	Other than BU @ Rs.900/-					
Total													

*Sports affiliation fee Rs.550/- upto 180 students
& if it exceeds more than 180 students it should be calculated as Rs.3/- (Rupees Three only) per Student.*

Consolidated Demand Draft should be sent in respect of fees collected from the students along with the statement.

TN - Tamil Nadu Higher Secondary Course

BU- Bharathiar University

OB - Other than Tamil Nadu HSC

OU - Other State Universities

** - Eligibility issued candidates

Date:

Signature of the Principal

(Seal)