

## ADMISSION TO MBA DEGREE PROGRAMME 2018-2019

### INFORMATION AND INSTRUCTIONS TO CANDIDATES

Common Application form to seek admission to Government, Government Aided Engineering and Arts & Science Colleges, and for the seats in University Departments / Regional Centres, seats surrendered by the Self-Financing Engineering Colleges, Arts & Science Colleges including Stand Alone Institutions under the Unified Single Window Admission System for **Indian Nationals**.

#### 1. ALLOCATION OF SEATS IN ENGINEERING / ARTS & SCIENCE COLLEGES

**1.1** Seats in the Engineering Colleges and Stand Alone Institutions under the purview of the Directorate of Technical Education, Chennai 600 025 are grouped into the following categories:

- (i) Seats in Government Engineering Colleges.
- (ii) Seats in Government Aided Engineering Colleges.
- (iii) Seats in Anna University Departments / Regional Centres.
- (iv) Seats surrendered by Self-financing Engineering Colleges and Stand Alone Institutions.

**1.2** Seats in the Arts and Science Colleges and Stand Alone Institutions under the purview of the Directorate of Collegiate Education, Chennai 600 006 are grouped into the following categories:

- (i) Seats in Government Arts and Science Colleges.
- (ii) Seats in Government Aided Arts and Science Colleges.
- (iii) Seats in University Departments of University of Madras, Chennai, Bharathiar University, Coimbatore and Tamil Nadu Open University, Chennai.
- (iv) Seats surrendered by Self-financing Arts and Science Colleges and Stand Alone Institutions.

**1.3** Duration of the Programme

MBA	2 Academic years comprising of 4 semesters
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#### 2. ELIGIBILITY RULES

The Eligibility for Admission to First Year MBA Degree Programme is given below:

##### General:

Candidates satisfying the eligibility rules as follows as on last date of submission of application are eligible to apply. No change in claims made in application will be permitted after the last date for submission of application. Only Indian Nationals are eligible to apply.

##### 2.1 Nativity :

- (i) Tamil Nadu candidates who have studied and passed out in Tamil Nadu as noted below are eligible to apply. They need not enclose the Nativity Certificate.

Pattern of Study	Education
10 + Plus Two + 3 years Degree	Candidates must have studied in Tamil Nadu from XI onwards
10 + 3 years Diploma + 3 years Degree	Candidates must have studied Diploma and Degree in Tamil Nadu
B.E / B.Tech. / B.Arch. / B.Pharm	Candidates must have studied in Tamil Nadu from XII onwards

- (ii) Tamil Nadu native candidates who have passed any of the XI std., XII std. and Diploma / Degree examination as noted under 2.1 (i) above from the institutions situated outside Tamil Nadu, can also apply. They should enclose a copy of "Nativity Certificate".

- (iii) Children of Central Government Employees may also apply for admission, irrespective of their native, provided their parents or guardians (only if both parents are not alive) have been serving in Tamil Nadu continuously for the past **FIVE YEARS** at the time of submission of application which should be supported by enclosing a certificate from the employer of the Parent or Guardian to that effect.
- (iv) Sons and daughters of All India Service Tamil Nadu cadre Officers are eligible to apply.
- (v) Children of employees in Public Sector or Government recognized institutions who at the time of submission of application for admission employed in Tamil Nadu continuously for the past **FIVE YEARS** may also apply, irrespective of their domicile. A certificate from the employer has to be enclosed along with the application stating that the person is a Permanent Employee of the Firm or Institution concerned and is working in Tamil Nadu Continuously for the past five years. Evidence like Income Tax return, PF Slips, etc., should be enclosed.
- (vi) Other state candidates who have passed the examinations as noted under 2.1 (i) above, in Tamil Nadu are eligible to apply. They need not enclose Nativity Certificate.

**Note:**

1. Applications without proper Employer Certificate for the Categories (iii), (iv) and (v) nativity certificate for the category (ii) will not be considered.
2. Tamil Nadu native candidates alone will be considered for communal reservation. Others will be considered under "Open Competition".

**Srilankan Tamil Refugee:** As per G.O. (Ms.) No.143, Higher Education (J2) Department, dated 14.06.2011 and G.O.(Ms.) No.159, Higher Education (J2) Department, dated 4.7.2011 candidates who are Srilankan Tamil Refugees studied in Tamil Nadu will be considered under open competition. They have to enclose the following:

- (i) Copy of the identification certificate from the Head Quarters Tahsildar.
- (ii) Those who have not registered in the refugee camp should submit a copy of passport, visa and letter registered with Police Station (with proof of Srilankan Tamil Refugee like TC etc.).

**2.2 Qualifying Examinations and Eligibility**

- (a) A Pass in a recognized Bachelor's Degree of minimum 3 years duration and obtained at least 50% (45% in case of candidates belonging to reserved category – BC/BCM/MBC/SCA/SC/ST) in the qualifying Degree examination.
- (a) 10 + 2 + 3/5 years pattern (or)
  - (b) 10 + 3 years Diploma\* + 3 years pattern (or)
  - (c) B.E. / B.Tech./ B.Arch./ B.Pharm. (or)
  - (d) (i) 10 + 2 + AMIE\*\* (or)  
(ii) 10 + 3 Years Diploma\* + AMIE\*\*

\* Awarded by the State Board of Technical Education

\*\* Candidates with section 'A' & 'B' certificates and other similar certificate issued by professional bodies or societies (e.g. A.M.I.E) recognized by the Ministry of Human Resource Development, Govt. of India and enrolled with Institutions with permanent recognition upto 31-5-2013 are eligible to be considered equivalent to B.E. / B.Tech. Degree holders, only with 2 years regular full time Teaching / Industrial experience in the relevant field after successful completion of the course including project work. An experience certificate is to be produced by the candidates.

Community	Minimum Marks in the Qualifying Examination
OC	50 %
Tamil Nadu native candidates belonging to BCM, BC, MBC, SC (Arunthathiyar), SC and ST Communities	45 %

- (b) In case of B.E./ B.Tech. / MCA / Diploma courses, in addition to regular mode of study, Lateral Entry and Part time modes are also considered to be eligible.

- (c) Candidates admitted through Lateral Entry in Degree courses are not eligible except, B.E / B.Tech and MCA Degree courses.
- (d) Candidates with B.E. / B.Tech. Degrees obtained through Distance mode / Week end courses are not eligible.
- (e) Candidates with Degree obtained without studying 10<sup>th</sup>, 12<sup>th</sup> Std. or 3 years Degree programme are not eligible.
- (f) The qualifying UG Degree awarded by Universities should conform to the minimum standards of instruction for Grant of the First Degree through Formal / Non-Formal / Distance (Wherever applicable) Education prescribed by UGC.
- (g) Candidates who have already passed the above qualifying Degree course and candidates who are appearing for the final semester / year examination of the said qualifying Degree course except certificates issued by professional bodies or societies such as AMIE etc., during April / May 2018 may apply for admission to **MBA** Degree Programme. However, candidates should provide evidence for having passed the qualifying Degree examination at the time of counselling.

### 2.3 Computation of minimum eligibility marks in the qualifying examinations

The average % of marks obtained by the candidate in the entire duration of the qualifying UG Degree (semester / yearly pattern) course after exclusion of marks for extra curricular subjects will be considered for computation of minimum eligibility marks.

### 2.4 Entrance Examination

Candidates should have appeared for the TANCET 2018 (MBA) Examination conducted by Anna University Chennai, Chennai 600 025 and should produce TANCET 2018 (MBA) Mark Sheet issued by Anna University Chennai, Chennai 600 025.

### 2.5 Age Limit

There is no age limit for admission to MBA Degree Programme.

## 3. ALLOCATION OF SEATS

- 3.1** Selection shall be made under seven categories namely OC, BCM (BC Muslim), BC, MBC & DNC, SCA, SC and ST reservations following the rules of reservation of the Government of Tamil Nadu as follows:

Open Competition	31.00%
Backward Class Muslims	3.50%
Backward Class	26.50%
Most Backward Class and Denotified Communities	20.00%
SC (Arunthathiyar)	3.00 %
Scheduled Caste	15.00%
Scheduled Tribes	1.00%

- 3.2 (a) Tamil Nadu Native candidates alone will be considered for communal reservations. The community recorded in the certificate of Tamil Nadu native candidate should figure in the list of communities approved by the Government of Tamil Nadu (**Annexure – 1 on Page No. 1- 7**).
- (b) The applicants from Tamil Nadu State should have a valid permanent community certificate in the card format issued by the competent authority (for ST / SC / SCA / MBC & DNC and BC) in the format prescribed by the Government of Tamil Nadu in G.O. Ms. No. 781 Revenue Department Dated: 02-05-1988. This is applicable for BCM (BC Muslim) also. In the case of ST candidates, the community certificate should have been issued by the Revenue Divisional Officer / P.A. (General) to the Collector of Chennai / Sub-Collector of the District concerned (except Chennai) vide Govt. Lr. No. 320161 / ADWII / 89-2, Dt: 27-12-1989 and Lr.No. 21424 / ADWII / 94-4, dt: 15-11-1994 from the Secretary to Government, Adi Dravidar and Tribal Welfare Department, Chennai 600 009. The Permanent Community Certificate Card issued to ST candidates by Tahsildars upto 11-11-1989 is valid. Candidates should enclose a photocopy of the Permanent Community Certificate card along with the application.
- (c) Community Certificate obtained from **other states** will not be considered for communal reservation.

(d) For communities linked with Districts (See Annexure – I) the candidates should obtain their community certificates in the respective districts except the communities mentioned in the G.O. (St.) No. 95 Backward, Most Backward and Minorities Welfare Department, Dated : 28-10-2009 and G.O. (St.) No.115 BC, MBC & Minorities Welfare Department dated : 27-11-2009. Community Certificate obtained from other than the respective district will not be considered and G.O. (Ms.) No.159, Higher Education (J2) Department, dated: 04-07-2011

(e) **Candidates who have not furnished an attested photo copy of the Permanent Community Card Certificate at the time of submission of the application will be treated as belonging to "Open Competition" (OC).**

The candidate is further informed that in the event of such a decision, the eligibility conditions and rules prescribed for OC will be applicable for such candidates and if such candidates do not satisfy the rules of OC, their application are liable to be rejected. No correspondence in this connection will be entertained.

(f) ST /SC / SCA / MBA & DNC / BC / BCM (BC Muslim) candidates are eligible for selection under Open Competition in addition to the reservations made for them.

#### 4. SELECTION AND ADMISSION PROCEDURE

(a) The selection shall be made on the basis of the marks secured in the TANCET 2018 Entrance Examination. If there is a tie (same marks obtained in TANCET 2018 by more than one candidate) while preparing the rank list, the candidates will be ranked as per following inter-se merit rules:

(i) Average % of marks from first semester / year to N-1 semesters / years in the qualifying Degree examination where N is the total no. of semesters / years in the qualifying examination.

(ii) Date of Birth (Candidates elder will be given preference)

(iii) Average % of marks from first semester / year to (N-n) semesters / years in the qualifying degree examination and n varies for 2 to N-1 for consecutive levels of tie breaking (Candidates with higher % will be ranked above)

(b) Candidates should produce the proof of pass in the Degree Examination (Degree Certificate / Provisional Certificate / Mark Sheets of all Semesters of Degree Examinations) during the counselling. Candidates who do not produce the proof of pass in Degree Examination will not be considered for allotment during counselling.

(c) The candidates are informed that the allotment given in the counselling are only provisional. In accordance with rules prescribed for admission, if they are found ineligible on actual verification of original certificates by the Principal / Directorate of Technical Education, they cannot claim any right for admission or continuation of study at whatever stage of study they may be.

#### 5. SPECIAL RESERVATION

5% of seats are reserved for Visually Impaired, Hearing impaired (Deaf), orthopaedically Differently Abled Persons, Autism, Multiple disabilities candidates. Candidates seeking admission against this reservation should produce the certificate from the **Medical Board of the District** Concerned certifying the nature and extent of disability in percentage and with regard to his / her suitability for admission to MBA Programme specifically mentioned in the format appended to this application (certificate No. I / II / III / IV / V) respectively. Certificates obtained from an **individual Doctor** will not be considered. **Further, a separate Committee for each category will examine the candidates with reference to their certificates before Counselling.**

As per the norms for various disabilities under 5% differently abled quota issued in Roc.No.7017/DAW 2.2/2017, Commissionerate for the Welfare of Differently Abled Department, dated: 23.06.2017 as per RPWD Act 2016 under section 32(1) & 32(2) shall be adopted.

Blindness and low vision	1 %
Deaf and hard hearing	1 %
Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	1 %
Autism, intellectual disability, specific learning disability and mental illness	1 %
Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the programme identified for each disabilities	1 %

Candidates seeking selection against the seats under the Special Reservation Categories should also satisfy the eligibility rules mentioned in item 2. The candidates are also eligible for admission **under general counselling.**

**5.1 Eligibility criteria for various disabilities**

**A. Norms for Visual Impairment (Certificate No. I)**

Candidates with low vision of 40 % and above are considered as disabled, and hence eligible for claiming Engineering Admission against Differently Abled Persons category.

1. **"Blindness"** means a condition where a person has any of the following conditions, after best correction —
  - (i) total absence of sight; or
  - (ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or
  - (iii) limitation of the field of vision subtending an angle of less than 10 degree.
2. **"Low-vision"** means a condition where a person has any of the following conditions, namely:—
  - (i) visual acuity not exceeding 6/18 or less than 20/60 up to 3/60 or up to 10/200 (Snellen) in the better eye with best possible corrections; or
  - (ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.
 Person with impairment of vision of less than 6/18 to 6/60 with best correction in the better eye or impairment of field in any one of the following categories:
  - (a) Reduction of fields less than 50 degrees, (b) Heminaopia with macular involvement, and (c) Attitudinal defect involving lower fields categories of Visual Disability all with correction.

Category	Better eye	Worse eye	Impairment
Category O	6/9 – 6/18	6/24 to 6/36	20 %
Category I	6/16 – 6/36	6/20 to Nil	40 %
Category II	6/40 – 4/60 or field of vision 10° - 20°	3/60 to Nil	75 %
Category III	3/60 to 1/60 or field of vision 10°	F.C at 1 ft. to Nil	100 %
Category IV	F.C at 1 ft. to Nil or field of vision 10°	F.C at 1 ft. to Nil	100 %
One eyed persons *	6/6	F.C at 1 ft. to Nil or field of vision 10°	30 %

Note: F.C. means Finger Count

\* ONE EYED persons with normal vision are not considered as disabled.

**B. Norms for Hearing Impairment (Certificate No. II)**

Candidates with hearing ability of 40 db and above only in the better ear with speech discrimination score of 50 % and above are considered disabled and hence eligible for claiming Engineering Admissions against Differently Abled Persons category.

1. **"Deaf"** means persons having 70 DB hearing loss in speech frequencies in both ears.
2. **"Hard of hearing"** means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

**C. Norms for Locomotor Disability (Certificate No. III)**

Candidates with permanent physical impairment of 40 % and above are considered as disabled. The candidates with Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy of the following types are eligible for claiming Engineering Admission against Differently Abled Persons category.

1. **Locomotor disability** (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both).
  - (i) Independent in ambulence with **or** without calipers but without walking aids. (ii) Good Standing Balance without calipers but without any support. (iii) Hand Function with normal limit without any aid. (iv) Good control over bladder & bowel. (v) Disease must be non progressive.
2. **"Leprosy cured person"** means a person who has been cured of leprosy but is suffering from—
  - (i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
  - (ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
  - (iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;
3. **"Cerebral palsy"** means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;
4. **"Dwarfism"** means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

**5. "Muscular dystrophy"** means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

**6. "Acid attack victims"** means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

#### **D. Norms for Autism, Intellectual Disability, Specific Learning Disability and Mental Illness (Certificate No. VI)**

Candidates with permanent physical impairment of 40 % and above are considered as disabled. The candidates with Autism, Intellectual Disability, Specific Learning Disability and Mental Illness of the following types are eligible for claiming Engineering Admission against Differently Abled Persons category.

**1. "Speech and language disability"** means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

**2. Intellectual disability**, a condition characterized by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including—

- (i) "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;
- (ii) "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

**3. Mental behaviour** — "mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub normality of intelligence.

#### **4. Disability caused due to—**

- (i) chronic neurological conditions, such as—
  - (a) "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelization and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;
  - (b) "Parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.
- (ii) Blood disorder—
  - (a) "hemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterized by loss or impairment of the normal clotting ability of blood so that a minor would may result in fatal bleeding;
  - (b) "Thalassemia" means a group of inherited disorders characterized by reduced or absent amounts of hemoglobin.
  - (c) "sickle cell disease" means a hemolytic disorder characterized by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.

#### **E. Norms for Multiple Disabilities (Certificate No. V)**

Candidates with multiple disabilities with permanent physical impairment of 40 % and above are considered as disabled and they are eligible for claiming Engineering Admission against Differently Abled Persons category.

Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

## 6. ENCLOSURES

Self attested copies of the following are to be enclosed along with the application:

1. Plus Two Mark Sheet / Diploma Certificate
2. All Semester Mark Sheets / Years of qualifying Degree Examinations
3. Provisional / Degree Certificate
4. Permanent Community Certificate Card for BC, BCM, MBC & DNC, ST, SC and SCA (Permanent card / electronic form / digitally signed e-Certificate)
5. TANCET 2018 (MBA) Mark sheet
6. TANCET 2018 (MBA) Hall Ticket
7. District Medical Board Certificate (for Differently abled Candidates only)
8. Nativity Certificate only in electronic form / digitally signed e-certificate – If applicable
9. Sri Lankan Tamil Refugee certificate – If applicable
10. Original Demand Draft.

## 7. BAN ON RAGGING IN EDUCATIONAL INSTITUTIONS

Section 4 and 5 of the Tamil Nadu Prohibition of Ragging Act 1997 contain the following:

**Section 4 :** Whoever directly or indirectly commits, Participates in, abets or Propagates Penalty for “Ragging” within or without any educational institution, shall be punished with ragging imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to Twenty Five Thousand rupees.

**Section 5 :** Any student Convicted of an offence under section 4 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution.

## 8. GENERAL INSTRUCTIONS

- (i) Candidates sending the application by post should mail them sufficiently early so that the application will reach the Secretary, Tamil Nadu MBA / MCA Admissions 2018 in time. The Secretary will not be responsible for any postal delay.
- (ii) Applications received after the last date will be REJECTED. The amount paid towards the cost of Application form will not be refunded under any circumstances.
- (iii) For any correspondence, kindly quote your Application Number mentioned in the Application form.
- (iv) The Secretary, Tamil Nadu MBA / MCA Admissions 2018 reserves the right to accept or reject any application without assigning any reason.
- (v) The Completed application along with all enclosures tied up and should reach:

**The Secretary,  
Tamil Nadu MBA / MCA Admissions 2018  
Government College of Technology  
Coimbatore 641 013.**

DIRECTOR OF TECHNICAL EDUCATION  
CHENNAI 600 025.