Admission Policy

The college conducts admissions for UG and PG programmes every year in a well-structured and transparent manner, following the reservation norms and other guidelines of the Government of Tamil Nadu and the University of Madras. Admission is open to all eligible candidates from anywhere in India and abroad. The details of the process and procedures of admission are detailed here:

Admission Committee

Admission activities of the college are regulated and supervised by an admission committee of the college. The admission committee consists of the following members:

1. The Principal
2. Vice-Principal (Administration)
3. Vice-Principal (Academic)
4. Three senior faculty members nominated by the Principal.

Application for Admission

Applications for admissions are to be submitted online using the online application facility in the college website (thenewcollege.edu.in). Applications for UG admissions are to be submitted online within **TEN** days from the publication of Tamil Nadu state HSC results. Grace Time to submit applications will be allowed to CBSE / IGCSE students, in case their results are delayed.

Every applicant is required to provide a valid Email address and a Mobile number to receive OTP at the time of registration. The selection communications will be sent to the same Email and Mobile number.

Only one application needs to be submitted to apply for any number of UG / PG Programmes. Applicants will be offered Admission to all courses for which they are eligible. They can join any one of the courses offered to them.

Applicants are required to upload their formal Photograph, birth certificate and scanned signature and copies of their mark statements, community certificates and other relevant documents in JPEG/JPG format while applying. NRI and foreign students are required to submit a scanned copy of their passport, as well.

Please note that, as the college is a men's college, admission for UG is restricted only to men. However, women students are admitted in select Aided and Self-Financing PG programmes, and all M.Phil., and Doctoral programmes.

Applications for PG admissions are to be submitted online within ten days after the publication of UG results by the University of Madras.

The detailed admission notification, guidelines, schedule, and criteria will be notified on the website of the college.

Admission Help Desk

The college usually opens a Help Desk near the college office to support students seeking admission. The help desk provides information on the online application, fee structure, and other details. Students who do not have access to computers and internet are directed by the admission desk to the Online Application Facilitation Centre, where they will be assisted by volunteers and office staff to apply online and pay the admission fees. The contact number of the help desk will be displayed on the website when the application window opens on the website.

Online Application Facilitation Centre

Online Application Facilitation Centre is set up by the college during the time of admission to cater to the needs of students who encounter difficulty while applying for admission online. The centre also helps those who have no access to computers and the internet to apply for admission. Students have to come ready with a soft copy of Photograph, signature, and if possible, scanned copies of relevant documents.

Online Application facilitation Centre may not function during extraordinary circumstances like pandemic, lockdown, and curfew in the city. Students may seek the assistance of Computer Centres near their homes for online application during such situations.

Admission Fees Payment

The application fee for UG and PG are as follows:

	UG	**PG**
Application Fees	50	100
Processing Fees	250	400
Total	**300**	**400**

The fees need to be paid online using the payment gateway of the bank towards the close of the online application submission process. If payments fail due to technical reasons, the amount deducted will be refunded to the account by the bank. The college cannot be held responsible for failed payments. A nominal additional bank fee may be charged for payments using cards or accounts of banks other than Indian Overseas Bank.

For Students who seek the help of Online Application Facilitation centre, appropriate facilities will be arranged for paying fees, in case they do not hold any online paying facilities.

Selection Procedure

Merit is the basic criterion for admission. Selection of candidates is done based on Cut-Off marks fixed for each programme. The Cut Off-Mark varies from programme to programme, and it is decided by the college every year based on the demand for each programme.

Students selected for admission will be intimated by SMS and Email. Students have to take extra care while submitting contact details. Giving wrong details may lead to not receiving any communication from the college.

The select list and waitlist for each programme will also be displayed on the college notice board and college website.

The selection process is based on merit and reservation. Subjects marks are taken for 400 (Language and English marks are not considered for cut-off except in programmes like BA English, B.A. Urdu, and BA Tamil)

The selection list is prepared based on the merit list/rank list prepared for each programme. If two applicants have obtained the same marks, and both cannot be selected, preference will be given for the applicant who submitted the application first.

Eligibility Certificate

Students whose qualifying examinations are from Boards other than Tamil Nadu State Board and CBSE are required to produce eligibility certificate from the University of Madras at the time of admission.

Admission Interview

Students who are provisionally selected will be invited for an interview by SMS and/or Email. They have to appear for the interview with all the relevant documents and photographs, along with their parent or guardian. The interview is conducted by a team of faculty members appointed by the admission committee.

All students who are invited for an interview are not guaranteed a seat in the college. Admission may be denied to those students who are found to have provided wrong information in the application form. Students who are found to be unfit for higher education in the interview may also be denied admission.

Students who do not report for Interview (without prior permission) will be treated as absent and the seats will be allotted to the waitlisted candidates. Permission up to one week may be granted to candidates who are unable to attend the interview due to unavoidable circumstances. It is the prerogative of the principal to grant such permissions considering the merit of each case.

No student will be allowed to take admission in two programmes/colleges simultaneously. In case they are found to be admitted in more than one programme simultaneously, the admission in all programmes will be cancelled.

In case some seats remain unfilled in any programme and under any category before the last date for admission for the academic year, the vacancy is notified on the college website / Notice Board with admission schedule and procedure as per guidelines of the Directorate of Collegiate Education and the University of Madras. Applications are not accepted without any vacancy & notification for admission or beyond scheduled dates/timings. No personal intimation is given for such vacancies or admission.

In some programmes, written text/assessment may be conducted as part of the interview process, to ensure that the shortlisted students have the required level of aptitude for the programme.

Online Admission

During extraordinary circumstances when travelling to college is not possible / not permissible, students can take provisional admission by paying the prescribed fees online as per the guidelines given in the interview communication. However, admission of such students will be subject to the physical verification of the documents and other details later. Besides, students admitted online are required to send their certificates to the Principal after paying their fees through a premium Courier Service or Speed Post. While posting Certificate he candidates should use tamper/water proof cover. The college will not be responsible for certificates lost in transit by postal department / Courier Company.

Reservation Rules

The admission shall be made purely based on Merit. However, the reservation rules of the Government of Tamil Nadu will be adhered to in the selection of candidates. As the college is a Minority institution, reservation is applicable only to 50% of the seats in each programme. According to the Tamil Nadu reservation rules,

1. 31% seats are allotted for Open Competition (OC)
2. 30% seats are allotted for Backward classes (BC); Within this 3.5% is earmarked for Muslims (BCM)
3. 20% of the seats are allotted for Most Backward Classes (MBC) and Denotified Communities (DNC)
4. 18% of the seats are allotted for Scheduled Castes (SC), out of which 3% seats are offered to Arunthathiyars.
5. 1% of the seats are allotted for Scheduled Tribes (ST)

Reservation-Based Allotment of Seats - Example:

Sanctioned: 70. Management – **35** (50%) Reservation – **35** (50%)

Rule of Reservation: Sports Quota –**1**(out of 35), OC –**10**(31% of 34), BC – **10** (30% of 34),

BCM – **1**, MBC – **7** (20% of 34), SC – **6** (18% of 34), ST – **1** (1% of 34)

The Rule of Reservation will apply to:

a) 100% of seats in Government Colleges

b) 50% of seats in the case of ***Aided minority*** **colleges**

c) 90% of seats in the cases of Aided non-minority colleges

d) 50% of seats in the cases of Unaided private (Self-financing) colleges

e) 50% of the seats in the Unaided (Self-financing) courses offered by the ***Aided colleges***

f) In respect of both Aided Courses and Unaided Courses in **Minority Colleges, 50% of seats shall be filled by students belonging to minority and the balance 50% of the seats shall be filled by following the rule of reservation.**

Sports Quota

At least one seat in every programme will be reserved for Sports Quota. Candidates seeking admission under the sports quota must upload relevant documents at the time of applying online. As part of our efforts to promote sports and games, the college is likely to consider students who have won international, national, and state-level sports or games championships/medals for admission, even after the sports quota for a programme is filled up. Special fee concession will be offered to sportspersons who won state / national / international level prizes, based on the merit of each case. They will also be eligible for free hostel and special concession in boarding charges.

Reservation for Differently-abled Applicants

The college follows the guidelines of the Government of Tamil Nadu for granting admission to the differently-abled candidates. Certificate of physical disability issued by Chief Medical Officer/Civil Surgeon of the district or any government hospital authorized to give such certificate under the provision of PWD Act 1995 will be considered for admission. Students seeking admission under this category should upload scanned copies of their relevant certificates at the time of applying.

Special Reservation for the Local Community

As part of its commitment to participate in the development of the local community, the college envisions providing a special quota in all the programmes offered in the college to meritorious students from the local community, with admissible fee concessions, based on the following conditions:

1. Two seats each in all UG programmes (except B.Com General and B.Com Corporate Secretaryhsip in Shift - I) and one seat each in all PG programmes will be reserved for this category (from the management quota seats).
2. Candidates admitted under other Quotas can also apply to be included in this quota in case the seats reserved for this category are not filled.

3. Students seeking admission in this category should have secured a minimum of 50% marks in the qualifying examination.
4. The candidate should be living within a 3-kilometre radius of the college.
5. The annual income of parents of such students should not exceed 2 Lakhs. If the applicant is a first-generation graduate student, the income limit will be 5 Lakhs (copy of relevant certificate needs to be submitted to avail this benefit).
6. Admission will be granted in this category based on the background verification carried out by the NSS office of the college.
7. Depending on the affordability of the family of the applicant, up to 75 % of fee concession will be offered to students admitted in this category. Fee concession will be decided based on the background verification report by the NSS programme officer.
8. Candidates seeking admission in this category should give a request to the Principal with copies of mark statements, income certificate, and address proof.
9. The college may also conduct special programmes in the government and government-aided higher secondary schools in the areas nearby the college to select eligible students for this category.
10. The seats reserved for the local community will be given to other candidates, in case no application is received till the last date of submitting application.

Free Education Scheme for Outstanding Students

One outstanding student each in every undergraduate programme will be offered free education by the management of the college. This scheme is aimed at bringing academic and other laurels to the college by admitting students with outstanding academic achievements in the qualifying examinations. The following are the conditions of the scheme:

1. One student each in every UG programme (in both shifts) who secured the highest marks among the students admitted will be eligible for free education on the condition that the student has 80% and above marks in the qualifying examinations.
2. If two students have secured the same marks, the eligible candidate will be selected by conducting a test. Respective heads of departments will be entrusted with the responsibility of conducting the test and selecting the outstanding student.
3. The eligible candidate will be selected after completing the admission process.
4. The students selected for the scheme will get the fee paid reimbursed.
5. The candidates selected for this scheme are not exempted from paying examination fee.
6. Continuation of the scheme depends on the attendance and performance of students. Only those who secure 80% and above attendance and 80% and above marks will be eligible for continuation of the scheme in subsequent semesters.

Transfer / Withdrawal / Cancellation of Admission

A student is permitted to cancel his admission within 15 days from the date of payment of fees, with full fee refund. In the case of candidates who cancel their admission after 15 days of payment of admission fees, the refund amount will be decided by the admission committee. For students getting admission for state-level or national level engineering and medical/paramedical courses through government counselling, the fee refund will be made based on the existing regulations passed by the government of Tamil Nadu.

Intra-college Transfer

Students admitted to Aided and Self-Financing streams may apply for transfer from one stream to the other or from one programme to the other depending on the availability of seats. Students seeking transfer are required to give a request letter to the principal for the same within two weeks after joining. The college will also notify the availability of seats for such transfers. Applications for such transfers will be considered based on merit.

Inter-College or Inter-University migration

The New College does not usually permit Inter-College or Inter-University migration or credit transfer of students. However, the college will change this regulation in case rules and conditions laid down by the UGC and University of Madras permits such migrations.

Admission for M.Phil. Programmes

M.Phil. admission is regulated by the University of Madras. Students seeking admission for M.Phil. programmes offered by the college are required to apply for the same in the University of Madras Website. The University usually calls for M.Phil. admission in affiliated colleges in May/June every year. Students whose applications are allotted to the college will be called for entrance examination and interview.

Admission for Ph.D. Programmes.

Students seeking admission for Ph.D. programmes of the University of Madras offered by the college are required to visit the respective departments to ascertain the availability of vacancy with the supervisors. Applications for registrations for Ph.D. programmes are to be submitted to the University website, with the consent of the supervisor.

Scholarships

The college facilitates scholarships provided to different categories of students by the state and central government. Besides, the management of the college, MEASI, provides scholarships to deserving meritorious students from self-financing streams. Details of the scholarships will be notified through circulars after the reopening of the college.

Grievance Redressal

In case any applicant wishes to express grievances related to admission, they may write a letter in this regard and submit the same to the Principal. They may also make use of the grievance redressal window on the college website to register their complaints. The Grievance Redressal Cell of the college will consider the merit of such complaints and action will be taken accordingly.

Sanctioned Strength

The following is the sanctioned strength is the UG / PG programmes offered by the college:

S. No	Department	Student Strength (UG)				Student Strength (PG)			
		Aided		Self-financed		Aided		Self-financed	
		Sanctioned	Max. Intake	Sanctioned	Max. Intake	Sanctioned	Max. Intake	Sanctioned	Max. Intake
1.	English	50	50	-	-	30	30	-	-
2.	Tamil	-	-	70	70	40	40	-	-
3.	Arabic	50	50	-	-	20	20	-	-
4.	History	50	50	-	-	-	-	20	20
5.	Economics/ Business Economics	70	70	70	70	20	20	-	-
6.	Sociology	50	50	-	-	-	-	-	-
7.	Commerce	55	70	280	280	40	40	40	40
8.	Corporate Secretaryship	55	70	140	140	-	-	30	30
9.	Mathematics	70	70	-	-	-	-	30	30
10.	Physics (S1)	50	50	-	-	-	-	26	26
11.	Physics (S2)	50	50	-	-	-	-	-	-
12.	Chemistry (CPM)	50	50	-	-	26	26	-	-
13.	Chemistry (CPZ)	50	50	-	-	-	-	-	-
14.	Botany (Plant Bio.)	50	50	-	-	-	-	26	26
15.	Zoology (Adv. Zoo)	50	50	-	-	16	16	-	-
16.	Computer Science	-	-	132	132	-	-	26	26
17.	Computer Applications	-	-	132	132	-	-	-	-
18.	Information System Management	-	-	50	50	-	-	-	-
19.	Information Technology	-	-	50	50	-	-	26	26
20.	Bank Management	-	-	50	50	-	-	-	-
21.	Accounting & Finance	-	-	50	50	-	-	-	-
22.	Business Administration (BBA)	-	-	140	140	-	-	-	-
23.	Biotechnology	-	-	50	50	-	-	-	-
24.	Urdu	-	-	50	50	-	-	-	-
	Total	**750**	**780**	**1264**	**1264**	**192**	**192**	**224**	**224**

Inaugural Meeting

All students admitted to the college are required to attend an inaugural meeting in the college with their parent on an opening day. The rules and regulations of the college, ethics and code of conduct for students, regulations of autonomy and other details of teaching, learning and evaluation will be detailed in the meeting. Department-wise meetings will also be organised on this day.

Attendance is compulsory for all admitted students at the inaugural meeting. Students who are unable to attend this meeting should get prior permission from the principal.

No Donation / Capitation Fee for Admission

The college does not collect any donation or capitation fee for granting admission to any programmes. If any individual or group is found offering seats for money, the same need to be brought to the notice of the Principal at the earliest.

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THE NEW COLLEGE (AUTONOMOUS)
NEW NO.147, OLD NO.87
PETERS ROAD,
ROYAPETTAH,
CHENNAI - 600 014.

PRINCIPAL
THE NEW COLLEGE, CHENNAI-14