

Department of Technical Education  
Government of Tamil Nadu  
**Admission to Part Time B.E. Degree Courses 2024-2025**  
Information and Instructions to candidates

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**1.0. Colleges and Courses of Study**

The following branches of study to the B.E.Degrees are offered on Part Time basis as an evening programme in the following Government and Government Aided Engineering Colleges.

S. No	College Code	Name of the Colleges	Name of the Courses	Sanctioned Intake
1.	1516	Thanthai Periyar Government Institute of Technology, Vellore	Mechanical Engineering	40
			Electronics and Communication Engineering	30
2.	2603	Government College of Engineering, Bargur - 104.	Electrical and Electronics Engineering	40
3.	2615	Government College of Engineering, Salem - 636 011.	Civil Engineering	60
			Mechanical Engineering	60
			Electrical and Electronics Engineering	60
			Electronics and Communication Engineering	60
4.	2005	Government College of Technology, Coimbatore - 641 013.	Civil Engineering	60
			Mechanical Engineering	60
			Electrical and Electronics Engineering	60
			Electronics and Communication Engineering	60
5.	5901	Alagappa Chettiar Government College of Engineering and Technology, Karaikudi - 630 004.	Civil Engineering	60
			Mechanical Engineering	60
			Electrical and Electronics Engineering	60
			Electronics and Communication Engineering	60
6.	4974	Government College of Engineering, Tirunelveli - 627 007.	Civil Engineering	60
			Mechanical Engineering	60
			Electrical and Electronics Engineering	60
			Electronics and Communication Engineering	60
			Computer Science and Engineering	60
7.	2007	Coimbatore Institute of Technology, Coimbatore - 641014	Civil Engineering	63
			Mechanical Engineering	63
			Electrical and Electronics Engineering	63
8.	5008	Thiagarajar College of Engineering, Madurai - 625 015.	Civil Engineering	27
			Mechanical Engineering	27
			Electrical and Electronics Engineering	27

## 2.0. Duration of the programme

The duration of the Programme is Four (4) Academic years comprising Eight (8) semesters instead of 7 semesters (3.5 Academic years) for all Engineering Colleges affiliated to Anna university from the academic year 2023-2024 onwards. As mentioned in G.O No:188

## 3.0. Class Hours

Classes will be held from 6.15 p.m. to 9.15 p.m. on all working days and also possibly during day time on Sundays. In addition, classes may also be held on other holidays at the discretion of the faculty concerned.

## 4.0. Eligibility Rules

The Eligibility for Admission to Part-time B.E. Degree courses are given below:

### General

Candidates satisfying the eligibility conditions given below as on the 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.

### 4.1. Nativity

(i). Tamil Nadu candidates who have passed IX, X and Diploma in Tamil Nadu are eligible to apply. They need not enclose **Nativity Certificate**.

(ii) Other State candidates who have passed IX, X, XI, XII and Diploma in Tamil Nadu are eligible to apply. They need not enclose **Nativity Certificate**.

(iii) Tamil Nadu Native candidates who have passed any of the IX, X, XI, XII, Diploma from the Institutions situated outside Tamil Nadu can also apply. They should enclose a copy of **Nativity Certificate**.

(iv) Other state candidates those who are working in Tamilnadu for more than five years are eligible by producing **valid experience certificate**. They need not produce Nativity certificate.

**Note:** Tamil Nadu native candidates alone will be considered for communal reservation.

Others will be considered under "**Open Competition**" (OC).

### 4.2. Qualifying Examination

Candidate should have passed any one of the 3 years Diploma course in appropriate branch of Engineering/ Technology of the State Board of Technical Education and Training, Tamil Nadu from an AICTE approved institution or its equivalent. (Refer 5.0)

### 4.3. Mode of Study

The mode of Diploma study shall be either

- i. Full Time
- ii. Lateral Entry
- iii. Part Time
- iv. Sandwich

**Note: Distance mode of study is not permitted.**

### 4.4. Year of Qualifying for Diploma

Candidates should have passed the Diploma examination **at least two years before the last date** prescribed for submission of application.

### 4.5. Age Limit

There is **no age limit** for seeking admission to Part time B.E.Degree courses.

### 4.6. Employment

Candidates should be **working professionals (or) Professionals with atleast two years** of experience in a registered firm / Company / Industry / Educational and / Government, Autonomous organizations in the relevant field in which admission is sought at the time of admission.

#### 4.6.1 Presently Employed Candidates

i. Candidates who are employed should satisfy the authorities that they will be in a position to attend the classes in the evening and on holidays and fulfill the requirements regarding attendance laid down by the University.

ii. No person will be admitted to the course if he/she is working in a place which is at a distance more than 120 kilometers from the college to which he/she seeks admission and the place of working should be in Tamil Nadu.

#### 4.6.2 Presently Unemployed Candidates

i. Candidates should have atleast two years of full-time work experience in a registered firm / Company / Industry / Educational and / Government, Autonomous organizations in the relevant field. (Ref: As per G.O. (Ms) No. 75, Higher Education (J2) Department Dated: 18-7-2020).

ii. **Distance is not considered in this category.**

## 5.0. Courses offered and Eligibility

Group Code	Group Name	Diploma Branch Code	Qualifying Diploma	Eligible Degree Course
1	Civil	101	Civil Engineering	Civil Engineering
		102	Civil and Rural Engineering	
		103	Civil Engineering (Architecture)	
		104	Architectural Assistantship	
		105	Civil Engineering (Sandwich)	
		106	Architecture (Sandwich)	
		107	Environmental and Pollution Control Engineering	
		108	Civil Engineering (Rural Technology)	
		109	Interior Design	
		110	Architectural Assistantship (Sandwich)	
2	MECHANICAL	201	Mechanical Engineering	Mechanical Engineering
		202	Mechanical and Rural Engineering	
		203	Mechanical Design & Drafting	
		204	Production Engineering	
		205	Automobile Engineering	
		206	Metallurgy	
		207	Mechatronics Engineering	
		208	Machine Tool Maintenance and Repairs	
		209	Tool and Die Making	
		210	Tool Engineering	
		211	Foundry Technology	
		212	Refrigeration & Air Conditioning	
		213	Agricultural Engineering	
		214	Marine Engineering	
		215	Mechanical Engineering (Production)	
		216	Mechanical Engineering (Sandwich)	
		217	Foundry Technology (Sandwich)	
		218	Machine Tool Maintenance and Repairs (Sandwich)	
		219	Tool and Die Making (Sandwich)	
		220	Production Technology	
		221	Tool Design	
		222	Mechanical Engineering (Tool & Die)	
		223	Automobile Technology	
		224	Mechanical Engineering (Foundry)	
		225	Agricultural Technology	
		226	Mechanical Engineering (R & A.C.)	
		227	Electronics (Robotics)	
		228	Agricultural Engineering and Farm Equipment Technology	
		229	Production Engineering (Sandwich)	
		230	Mechatronics Engineering (Sandwich)	
		231	Electronics (Robotics) (Sandwich)	
		232	Fisheries Technology and Navigation	
		233	Fisheries Technology	
		234	Fisheries Technology and Navigation (SW)	
		235	Fisheries Technology (Sandwich)	

Group Code	Group Name	Diploma Branch Code	Qualifying Diploma	Eligible Degree Course
3	ELECTRICAL (EEE/ECE/CSE)	301	Electrical & Electronics Engineering	Electrical & Electronics Engineering (EEE)
		302	Electronics & Communication Engineering	
		303	Electronics & Instrumentation Engineering	
		304	Electronics Engineering (Instrumentation)	
		305	Computer Technology	
		306	Instrument Technology	
		307	Computer Science & Engineering	
		308	Instrumentation & Control Engineering	
		309	Electrical Engineering (Instruments & Control)	
		310	Electrical Engineering (Sandwich)	Electronics & Communication Engineering (ECE)
		311	Information Technology	
		312	Electronics (WSI)	
		313	Electrical Engineering	
		314	Instrumentation Technology	
		315	Computer Engineering	Computer Science and Engineering (CSE)
		316	Computer Networking	
		317	Electrical and Electronics Engineering (Sandwich)	
		318	Electronics (Robotics)	
		319	Electronics (Robotics) (Sandwich)	
		320	Mechatronics Engineering	
		321	Mechatronics Engineering (Sandwich)	
		322	Electronics & Communication Engineering (Sandwich)	

### 6.0. Allocation of Seats

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:

<b>OC</b>	Open Competition	31.00%
<b>BCM</b>	Backward Class Muslims	03.50%
<b>BC</b>	Backward Class	26.50%
<b>MBC &amp; DNC</b>	Most Backward Class and Denotified Communities	20.00%
<b>SCA</b>	SC (Arunthathiyar)	03.00%
<b>SC</b>	Scheduled Caste	15.00%
<b>ST</b>	Scheduled Tribes	01.00%

- 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 - I 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, BC and BCM) in the format prescribed by the Government of Tamil Nadu in G.O. Ms. No. 781 Revenue Department Dated: 02-05-1988. 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. 32061/ ADWII / 89-2, dt: 27-12-1989 and Lr. No. 21424/ADWII/ 94-4, dt: 15-11-1994 from the Secretary to Government, AdiDravidar and Tribal Welfare Department, Chennai 600 009. The Permanent Community Certificate Card issued to ST candidates by Tahsildars upto 11-11-1989 only is valid. Candidates should upload 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 certificate in the respective districts except the communities mentioned in the G.O. (St.) No. 95 BC, MBC & Minorities Welfare Department, dt: 28-10-2009. Such of those community certificates obtained on or after 28-10-2009 will be considered. Community certificate obtained from other than the respective district will not be considered.
- e) Candidates who have not furnished the scanned copy of the Permanent Community Card Certificate like Permanent Card / Electronic Form / Digitally signed e-Certificate at the time of uploading of certificates in the application will be treated as belonging to "Open Competition" (OC).
- f) ST / SC / SCA/MBC & DNC / BC /BCM (BC Muslim) candidates are eligible for selection under Open Competition in addition to the reservations made for them.

## **7.0. Special Reservation**

5% of the seats are reserved for Differently abled candidates. Guidelines issued in State Commissioner for Differently Abled (FAC), Roc. No: 7017/DAW 2.2/2017, dated 23-06-2017 will be adopted for allotment under this category.

Candidates seeking admission against 5% of seats reserved for Ortho-paedically Differently Abled / Hearing Impaired / Vision Impairment should produce the certificate from the Medical Board of District Concerned certifying the nature and extent of disability in percentage and with regard to his / her suitability for admission to Engineering Colleges specifically mentioned below and in the format appended to this application (Certificate No. I/II/III/IV/V)respectively.

### **7.1. Eligibility Criteria for Various Disabilities**

#### **List of Disabilities #**

1. Blindness
2. Low-Vision
3. Leprosy Cured persons
4. Hearing Impairment (deaf and hard of hearing)
5. Locomotor Disability
6. Acid Attack Victim
7. Dwarfism
8. Intellectual Disability
9. Mental Illness
10. Autism Spectrum Disorder
11. Cerebral Palsy
12. Muscular Dystrophy
13. Chronic Neurological conditions
14. Specific Learning Disabilities
15. Multiple Sclerosis
16. Speech and Language disability
17. Thalassemia
18. Hemophilia
19. Sickle Cell disease
20. Multiple disabilities including deaf blindness
21. Parkinson's disease

## A) Norms for Visual Impairment

Candidates with low vision of 40% and above are considered as disabled, and hence eligible for claiming Part time B.E. Engineering Admission against Differently Abled Persons category (Certificate No. I).

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 (ii) 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 upto 3/60 or upto 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 upto 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	Percentage of impairment
Category 0	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**

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 (Certificate No. II).

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

## **C. Norms for Locomotor Disability**

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 Part time B.E. Engineering Admission against Differently Abled Persons category (Certificate No. III).

1. **Locomotor disability** (a person's inability to executed instinctive 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. "**Leprosycured 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 under taking any gainful occupation, and the expression "leprosyncured" 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 10inches (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**

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 Part time B.E. Engineering Admission against Differently Abled Persons category (CertificateNo.IV)

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**, (i) 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 development alaphasia;
  - (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 stereo typical 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 subnormality 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 neuro transmitter dopamine.

(ii) Blood disorder—

(c) "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 wound may result in fatal bleeding;

(d)"Thalassemia" means a group of inherited disorders characterized by reduced or absent amounts of hemoglobin.

(e)"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 haemoglobin

## **E. Norms for Multiple Disabilities**

Candidates with multiple disabilities with permanent physical impairment of 40 % and above are considered as disabled and they are eligible for claiming Part Time B.E.Engineering Admission against Differently Abled Persons category (Certificate No. V).

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.

### 8.0. Selection Procedure

**Reference 1:** As per G.O. (Ms) No. 63, Higher Education (J1) Department, Dated: 07-04-2015.

**Reference 2:** As per G.O. (Ms) No. 75, Higher Education (J2) Department, Dated: 18-07-2020.

### 8.1. Preparation of Merit List

Merit list will be prepared as per ranking based on the marks obtained by the candidate in the Diploma examination and the marks awarded for the length of service adopting the weightage proportion 75:25 and evaluated for a total of 100 marks.

### 8.2. Marks for Qualifying Examination

Marks obtained by the candidate in the qualifying Diploma examination reduced to 75 will be considered for selection as mentioned below:

<b>Full Time Diploma</b>	Marks obtained by the candidate from 1 <sup>st</sup> semester to 6 <sup>th</sup> semester of the Diploma examination reduced to 75.
<b>Lateral Entry Diploma</b>	Marks obtained by the candidate from 3 <sup>rd</sup> semester to 6 <sup>th</sup> semester of the Diploma examination reduced to 75.
<b>Part Time Diploma</b>	Marks obtained by the candidate from 1 <sup>st</sup> semester to 8 <sup>th</sup> semester of the Diploma examination reduced to 75.
<b>Sandwich Diploma</b>	Marks obtained by the candidate from 1 <sup>st</sup> semester to 7 <sup>th</sup> semester not intervened by Industrial training, reduced to 75.

### 8.3. Marks for Experience

The period of work experience will be calculated from the next day of Practical / Viva Voce of the Diploma examination successfully written by the candidate to the last date prescribed to send the filled in application. Periods of Training / Apprenticeship will not be considered for the period of experience.

Marks for experience will be calculated for a maximum of 25 marks as follows:

a)	For every completed year of service after passing Diploma	2 Marks
b)	For the period of service less than a year, the marks for experience to be computed as follows	
	i Below 3 months	0 mark
	ii 3 months and above and below 9 months	1 mark
	iii 9 months and above	2 marks

#### **8.4. Proof of Employment**

- a) A letter shall be furnished by the employer stating that the candidate is being sponsored to seek admission to the respective course.
- b) Experience certificate issued by other than Government / Quasi Government Department should be accompanied with any one of TNGST / Certificate of Registration / GST /CST certificate/SSI Registration certificate/ Government Approved Contractor Registration Certificate (current year) / Registrar of Companies Registration certificate / Certificate of any statutory body.

#### **8.5. Conduct of Counselling**

Counselling will be conducted to various category of seats in the following order:

- i. Allotment against 5% seats reserved for Differently abled candidates.
- ii. Allotment against 10% Teachers quota.
- iii. Allotment against General category.

In respect of each of the above category of seats, candidates will be called in the order of the respective merit lists and allotments will be made following merit and communal reservation as per norms. Unallotted seats if any, under (i) and (ii) above shall be reverted back to the General category selection.

10% of the seats in Government and Government Aided (Aided courses) Engineering Colleges are reserved for Teaching and Non-Teaching staff working on regular appointments in the various Technical Institutions (Government, Government Aided and Self-Financing Polytechnic Colleges / Engineering Colleges).

#### **9.0. Online Application Form**

##### **Filling of online Application:**

- 9.1. All entries in the application form must be made by the candidate.

- 9.2.** The name should be entered as found in the SSLC or its equivalent certificate. Change in name/initial, if any, should be supported with Gazette notification. In the case of women candidates, other valid evidences such as marriage registration certificate will be accepted.
- 9.3.** Upload your latest passport size photograph and scanned copy of signature, in the space provided in the online part time B.E application portal.
- 9.4.** Upload the following certificates while submitting the online application:
- i. Scanned copy of S.S.L.C. mark sheet or its equivalent certificate.
  - ii. Scanned copy of HSC mark sheet (if applicable).
  - iii. Scanned copy of all semesters of Diploma mark sheets or consolidated mark sheet.
  - iv. Scanned copy of Diploma Degree Certificate.
  - v. Scanned copy of Transfer Certificate from the educational institution last studied.
  - vi. Scanned copy of Permanent Community Certificate.
  - vii. Scanned copy of Nativity Certificate (if applicable).
  - viii. Scanned copy of differently abled certificate obtained from the District Medical Board (if applicable).
  - ix. Scanned copy of Salary Certificate/ recent Pay Slip (Presently Employed Candidates only).
  - x. Scanned copy of **Downloaded Permanent Employment Certificate/No Objection Certificate** from present employer.
  - xi. Scanned copy of Certificate(s) of previous / present Work Experience with **TNGST / CST / TIN / RC / LICENSE number or RECENT GST PAYMENT RECEIPT / RECENT SALES TAX PAYMENT RECEIPT / REGISTRAR OF COMPANIES REGISTRATION CERTIFICATE / CERTIFICATE OF ANY STATUTORY BODY** including the certificate from the present Employer, in the employer's letter head.

The candidate has to fill up the details in the online application form using the link [www.ptbe-tnea.com](http://www.ptbe-tnea.com). Applicants shall use any TFCs for submission fill-in application through online those who are not having the internet facility. (COVID-19 Prevention and Safety measures are kept in all TFCs for safety of visiting applicants).

The list of TFC's is given in the website. The entered details can be viewed using their login information. The applicant can enter the information in the appropriate section and ensure all the details are correct before submitting each page of the application. Once submitted, the details cannot be edited the again. Application will be generated as a PDF document on successful submission of application through Online.

## **10. Registration Fee**

- i. The Applicants should pay registration fee of Rs. 600/- for OC/BCM/ BC / MBC &DNC and Rs. 300/- for SC / SCA / ST candidates belonging to Tamil Nadu.
- ii. Registration fee shall be paid by Debit Card / Credit Card / Net Banking through online.

## **11. Online Counselling Process**

The online counselling process starts after scrutinizing the application and publication of Rank list or merit list for the eligible candidates. The online counselling is only for the eligible candidates based on the merit list. The eligible candidates will be grouped based on their rank and each group of applicants will be allowed to participate in counselling according to their turn. The eligible candidates have to login into the PTBE portal by using his/her user ID and Password (same as that used at the time of registration) for performing various activities in a particular round. The procedure for online counselling is as follows:

The online counselling consists of three different stages namely;

- i. Counselling fee payment and choice filling**
- ii. Tentative allotment confirmation**
- iii. Issuing of provisional allotment order, if seats allotted**

### **11.1 Counselling fee payment**

After login, the candidates should pay an initial deposit and counselling fee of Rs.5300/- for OC/BCM/BC/MBC&DNC and Rs. 1100/- for SC / SCA / ST candidates belonging to Tamil Nadu, through online mode of payment using Net Banking / Credit Card / Debit Card, according to the schedule.

After successful completion of payment, applicants can add choices of the colleges to their list (in order of preference) to be considered for allotment using PTBE portal. Two days are provided to enter choices and confirm the choices from the commencement of round (from 09:00 AM of day one to 06:00 PM of day 2).

- A choice refers to the eligibility of a college and course.
- The order of preference is the applicant's priority of choices for allotment of seats ordered from the most preferred to the least preferred. For example, Choice number 1 will be considered the most preferred choice for allotment. If Choice number 1 could not

be allotted based on the rank, Choice 2, 3, 4 and so on (strictly in that order) will be considered for allotment.

- Applicants are advised to save the choices made at regular intervals.
- **Locking Choices:** After adding their choices, applicants should lock their choices before 06.00pm on the second day from the commencement of the counselling round.
- Applicants shall verify the choice list and reorder their order of preferences, if necessary and ensure that their choice list is in proper order before locking them. Once the choices are locked, the applicant cannot add to / modify the list.
- After locking the choices, a PDF document containing the list of choices locked by the applicant will be available in web portal.
- If applicants fail to lock their choices within the stipulated time, the system itself will lock the choices.
- The applicant's list, as available at the time of locking, will be considered for allotment on the basis of rank list / merit list and the order of applicant's preferences.
- If no choices were added by the applicant at the time of locking, the applicant shall opt to participate in the next round of counselling, if further round(s) of counselling has/have been scheduled. Otherwise, he/she has to quit counselling.

### **11.2 Tentative Allotment**

After the locking of choices done by the applicants, the system will, tentatively, allot the choice based on rank and the applicant's order of preferences. The same can be viewed the following day after locking the choices by the applicants through their login.

**Submission of Allotment Options:** After the tentative allotment, the applicant shall either accept or decline the allotment.

Applicants who fail to submit the accept/decline the tentative allotment within the stipulated time, they are summarily rejected from the counselling.

### **11.3 Issuing of provisional allotment**

After submission of allotment options, the provisional allotment will be done by the system based on rank and the applicant's allotment options that have been submitted. The provisional allotment order can be viewed and downloaded by the applicants through their login.

**Admission:** After the provisional allotment, the applicant has to report to the respective college for admission on or before the last date specified in the provisional allotment order. The applicant shall remit the remaining fee (deducting the initial deposit paid (Rs.5000 and Rs.1000) at the time of admission in the respective college. In case the applicant failed



to join before the last date specified, he/she has to forfeit the seat and cannot claim his/her seat later. The provisional allotment made to him/her will be automatically cancelled.

If a candidate forfeits the allotment or candidate who could not get any allotment in this counselling process then he/she can claim refund of the initial deposit from PTBE office. The refund will be made according to the PTBE admission procedure.

## **12. Downloads**

Applicant's can download the following documents in the applicant's dashboard using applicant's login based on the submission on the each phase of the counselling.

1. Registration Fee receipt
2. Online Application Form
3. Clarification Form
4. Provisional Rank and Counselling Call letter
5. Counselling Fee receipt
6. Choice fill in Form
7. Provisional Allotment Order
8. Scrutinized Application Form

**Note: Above documents to be submit in the respective college during admission along with other original certificates (if provisionally allotted)**