

## INSTRUCTION TO FILL ONLINE APPLICATION

Instructions to Tamil Nadu candidates to fill in, upload relevant documents / certificates and submit applications:

1. Candidates should carefully read the Prospectus before filling up the application form online. All rows / columns in the application should be correctly and completely filled in.
2. Candidates should submit applications **online** at <https://adm.tanuvas.ac.in> **on or before 21.06.2024, 5.00 PM. ONLY ONLINE APPLICATION WILL BE ACCEPTED. OTHER FORMATS OF APPLICATION WILL SUMMARILY BE REJECTED.**
3. Candidates should apply for BVSc & AH and / or BTech (Food Technology / Poultry Technology / Dairy Technology) degree programmes through a single online application, provided they have paid the application/registration fees as detailed below, before applying.

Degree Programmes applied	Application fee to be paid online	
	SC / SCA / ST	Other Communities
BVSc & AH course	Rs.250/-	Rs.500/-
BTech courses (Food, Poultry & Dairy Technology)	Rs.450/-	Rs. 900/-

4. If, for any reason (for want of more details), the candidate is not able to fill in all the required columns at a stretch, he / she may **SAVE** the application for future access. Upon saving the application, the candidate can **Login by entering their e-mail / mobile number and password (One Time Password - OTP)** for editing the contents later and submission before the due date.
5. After filling in all the relevant columns in the application and uploading necessary documents / certificates, the candidates may recheck the details provided by them before submission through **PREVIEW**.
6. **Candidates should ensure that the correct amount of ONLINE APPLICATION FEE is paid by using the method viz. a) Credit Card b) Debit Card c) Internet Banking d) IMPS and e) UPI in the ONLINE PAYMENT GATEWAY.**

**PAYMENT BY ANY OTHER MODE WILL NOT BE ACCEPTED**

7. After the online submission of application and uploading necessary documents / certificates, the candidate will receive an SMS and email that his / her application(s) is (are) submitted successfully.
8. After the receipt of this SMS / email, the candidates may take a printout of the application for their reference. Candidates not receiving the SMS / e-mail even after 48 hours post-submission may contact the Admission Committee through email [admission@tanuvas.org.in](mailto:admission@tanuvas.org.in).
9. **No addition, deletion or alteration of any particulars relating to the application is permitted after the final submission of the application.**
10. The scanned copies of certificates/documents to be uploaded for online application are HSC / CBSE / other equivalent mark sheet, 11<sup>th</sup> mark sheet (if applicable), copy of Transfer Certificate, copy of Community Certificate, relevant Certificates for Special categories (if required) and copy of Nativity Certificate (if required).

**11. Sports quota:**

- a. The candidates of academic stream who wish to apply for BVSc & AH / BTech (Food Technology / Poultry Technology / Dairy Technology) degree programme under **sports quota** are requested to read the details and guidelines for sports quota (**Appendix – II as on Page No. 48**).
- b. They are requested to arrange the certificates year-wise (**June 2020 to May 2021, June 2021 to May 2022, June 2022 to May 2023 and June 2023 to May 2024** as mentioned in **Annexure III, Page No. 63**) and scanned copy of the sports certificates and related documents / forms should be kept ready before filling the application.
- c. The candidates need to fill the relevant details of sports particulars and upload the relevant certificates year-wise.
- d. After filling sports particulars and uploading the certificates, the candidates shall view the summary of the sports particulars and Annexure III (List of certificates considered for each year with marks). Candidates may edit the particulars for any changes, if required.

- e. Mere filling and uploading of the sports certificates **DOES NOT GUARANTEE** for assignment of marks as claimed by the candidate. The marks for sports category will be assigned after scrutiny of their application and certificates / documents uploaded.
- f. Candidates cannot add / modify any documents / certificates after submission. Hence, candidates are requested to read the guidelines carefully, fill the particulars promptly, upload the certificates / documents correctly, verify the Annexure III before submission.
12. **In case of revaluation / re-totaling in respect of qualifying examination**, the copy of revaluation / re-totaling mark certificate should be sent to **“The Chairman, Admission Committee (UG)”**, immediately by mentioning the application number already submitted.
13. Candidates **should ensure that correct particulars of date of birth, community, marks and nativity are furnished by him / her in the application**. On scrutiny, if any of these particulars furnished in the application are found incorrect:
- i. He / she will forfeit admission to the degree programme itself, no matter at what stage of the course he / she may be at that time.
  - ii. He / she will be debarred from pursuing any degree programme of this University and other Universities of Tamil Nadu for three years.
  - iii. Legal action will be initiated against him / her for furnishing the wrong information.
  - iv. Admission is subject to verification of mark certificates by the Director of Government Examinations and if the mark certificate is found to be fake, admission is liable for cancellation besides criminal action being taken.
14. **Community Certificate** is subject to verification by the District Vigilance Committee of the district concerned and if the community of the candidate is found to be untrue, admission is liable for cancellation besides criminal action being taken.
15. **No correspondence will be entertained in any form.**

**Important Note**

- ❖ The contents in the application form and prospectus are subject to modification or revision that may be issued from time to time by the University and Government of Tamil Nadu.