PROCEDURE FOR APPLYING TAMIL NADU GOVERNMENT AND GOVERNMENT-AIDED COLLEGES OF EDUCATION B.ED. ADMISSIONS - 2023

Tamil Nadu Government and Government-Aided Colleges of Education B.Ed. Admissions - 2023 (TNGASAEDU- 2023) is a complete portal for online Registration, Payments, Application Filling, Choice filling. Candidates have to register their applications through online. It can be done through the help of Admission Facilitation Center (AFC)-2023 at Tamil Nadu Government and Government-Aided Colleges of Education each district. Students can access these help centers to get all the services that are required. Candidates are instructed to read the instructions given here completely. This will enable them to successfully complete their counseling and admission process.

The entire Counseling procedure consists of following steps as listed below:

1. Filling of application can be done through the Admission Facilitation Center (AFC)-2023 at all Tamil Nadu Government and Government-Aided Colleges of Education near you or through computers and smart phones from home by you.
2. Registration of Courses and Colleges.
3. Rank List Publication.
4. The tentative allotment will be published.
5. Applicants are to report to the respective colleges specified in the allotment letter.

- **User Registration**

Now, let's see how to apply for the admission. The registration process is made easy and it consists of several simple steps. Please follow the instructions carefully. Firstly, visit the website www.tngasa.in. At present, you are viewing the computer screen below. The process of applying is accompanied by the following documents listed below:

Overview of Counselling Process

1. 🖳 User registration
2. 𝘈 Login
3. 📷 Fill I - Personal Information
4. ⌂ Fill II - Special Reservation Information
5. ⬚ Fill III - Academic Information
6. ⬚ Fill IV - **Mark Entry**
7. 🗐 V - Preview Details
8. ⊞ VI - Choice Filling
9. 🏛 VII - Complete Payment
10. 🖹 VIII - Download Application

Click on "Click here for new Registration". Now, you will see the web page appearing on your computer screen. Now you will see a web page appear on your computer screen. The action you need to do to register is shown in the "Registration" section of the page. You must fill in all the details required for user registration correctly on the internet page provided. Keep the following in mind when registering:

> ⓘ Note   ✕
>
> Please fill all details, details entered here cannot be modified later, hence request you to take extra care while filling it. All future communication will be shared to provided Email address and Mobile number so please make sure you provide valid one. (தயவு செய்து அனைத்து விவரங்களையும் நிரப்பவும், இங்கு உள்ளிடப்பட்டுள்ள விவரங்களை பின்னர் மாற்ற முடியாது, எனவே நிரப்பும்போது கூடுதல் கவனம் செலுத்துமாறு கேட்டுக்கொள்ளப்படுகிறது. அனைத்து தகவல்தொடர்புகளும் கொடுக்கப்பட்ட மின்னஞ்சல் முகவரி மற்றும் மொபைல் எண்ணுடன் மட்டுமே பகிரப்படும். எனவே சரியான தகவல் வழங்குவதை உறுதிசெய்யவும்.)

Registration

Note

Please fill all details, details entered here cannot be modified later, hence request you to take extra care while filling it. All future communication will be shared to provided Email address and Mobile number so please make sure you provide valid one. (தயவு செய்து அனைத்து விவரங்களையும் நிரப்பவும், இங்கு உள்ளிடப்பட்டுள்ள விவரங்களை பின்னர் மாற்ற முடியாது, எனவே நிரப்பும்போது கூடுதல் கவனம் செலுத்துமாறு கேட்டுக்கொள்ளப்படுகிறது. அனைத்து தகவல்தொடர்புகளும் கொடுக்கப்பட்ட மின்னஞ்சல் முகவரி மற்றும் மொபைல் எண்ணுடன் மட்டுமே பகிரப்படும். எனவே சரியான தகவல் வழங்குவதை உறுதிசெய்யும்.)

* Name (விண்ணப்பதாரரின் பெயர்):

Name

Please enter name
As in 10th/HSC mark sheet

* Mobile (கைபேசி எண்): +91 10-digit mobile number

* Email (மின்னஞ்சல் முகவரி): Email address

Type valid email address , this will be your user name.

* Confirm Email (மின்னஞ்சல் முகவரியை உறுதிசெய்யவும்): Confirm Email address

* Date of birth (DD-MM-YYYY) (பிறந்த தேதி): Select date of birth

Date of birth in DD-MM-YYYY format, select from calendar or type

* Password (கடவுச்சொல்): Password

Password minimum 6 characters, password should contains at least one alphabet, special character(!@#$%^&) and number.

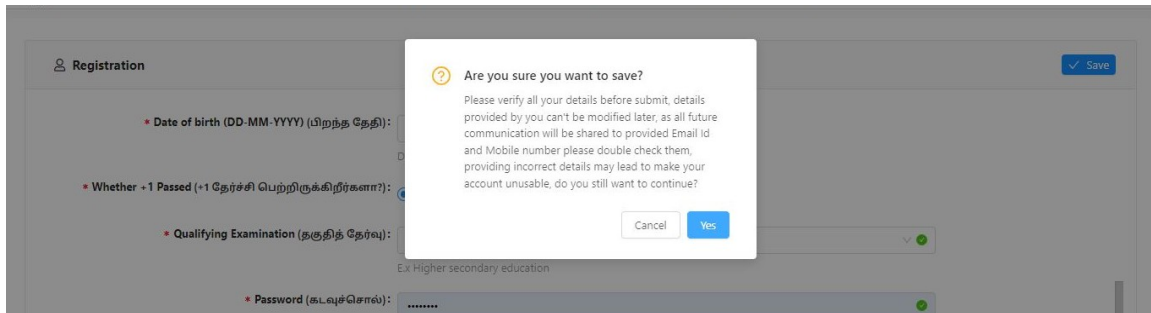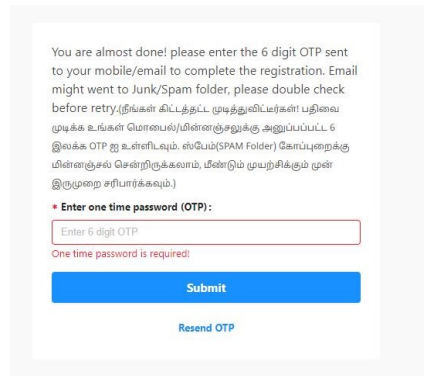* Confirm password: Confirm password

Save   Reset   Cancel

1. Please provide your name as it appears on your 10th/12th grade certificate.
2. Please provide the mobile phone number that has been provided. All important notifications will be sent to this number.
3. Please provide your correct email address. If you do not have an email address, create one and then provide it. If you face any difficulties in creating an email address, you may use your parent's email address. This email address will be considered as the registered email address for your application. All communication will be sent to this email address.
4. Please confirm your email address by checking your inbox and following the verification steps.
5. Please select your date of birth.
6. You should create your password carefully. Your password must contain at least six characters, including one number, one special character, and other letters.
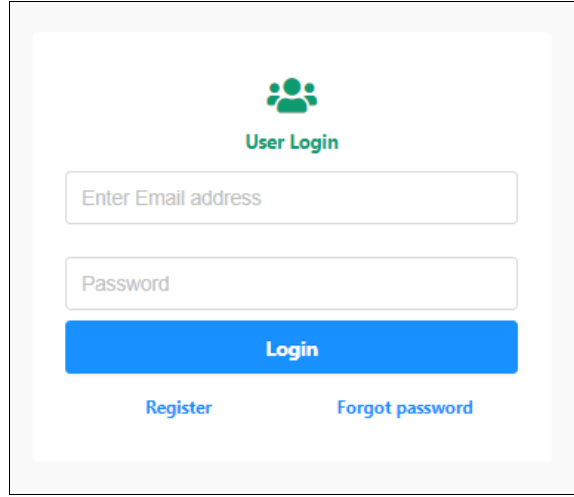
7. Confirm password again.

Before submitting, please double-check all your information and ensure that you cannot change the information provided later. This is because all previous information, as well as any future correspondence, will be shared via email and mobile number provided. Please verify everything twice, and be aware that incorrect information may render your account unusable. Once you have reviewed your information, click the "Save" button to proceed. Are you ready to continue? If so, click "Yes" to proceed again.

At that time, you will receive a One Time Password (OTP) on your smartphone, which you can use once. Enter the OTP number in the field labeled "Enter One Time Password (OTP)" on the screen below, then click "Submit". If you log in now, the following screen will appear.

Now the following web page will appear on the computer screen. You can login using your email address (Email Id) and password (Password).

Now after login, the following computer screen will appear.

1. Personal Information

Currently, the website page where you can enter your personal details for registration will appear on your computer.

It is essential to accurately enter details such as

- Name,
- Name of the Parent/Guardian
- Communication Address
- Permanent Address
- State
- District
- Taluk
- Communication address pin code
- Native District

- Civic status of Native Place
- Date of Birth, Gender
- Mother Tongue
- Nationality
- Religion
- Name of the Community
- Name of the Sub-Caste
- Aadhar Number (optional)

To successfully enter details the without errors.

After completing these details, click on the "Save & Continue" button. Your application is now in the initial stage of submission.

2. Special Reservation Information.

Select the Special Reservation Information if you wish to apply under Special categories such as

- Differently Abled Person

- Eminent Sports person?

- Level of Participations (UG Level): Have you received Sports Certificates of University/State/National/ International/None
- Children of Ex- servicemen of Tamil Nadu Origin?
- NCC (B or C) Certificate Holder at College (UG Degree) Level?
- NSS (7 Days Special Camp Certificate Holder at College(UG Degree) Level)

After completing this information, click on the "Save & Continue" button. Currently, the application is in its second stage of submission.

3. Academic Information

Now the website page for Academic Information will appear on your computer. Does it contain the Medium of Instruction (UG), have you studied Tamil up to SSLC LEVEL?, Educational Qualification, UG Degree, UG Major Subject, UG-Assessment Method, Have you studied same major subject in UG and PG?, PG Degree, PG Major Subject, PG-Assessment Method, Course applied for B.Ed. and Highest Qualifications must be recorded without error. After completing this information, click the "Save & Continue" button. Currently, the application is in the third stage for submitting the information.

4. Mark Entry

Currently, the website page where you can enter your Mark Information details for registration will appear on your computer. It is essential to accurately enter details without errors.

UG Major Subject

Subjects	Total Number of Subjects	Total Maximum Marks / Credits	Total Obtained Marks / Credits	Percentage of Marks / CGPA
Part I				
Part II				
Part III				
Part IV				
Part V	**(optional)**	**(optional)**	**(optional)**	**(optional)**

PG Major Subject

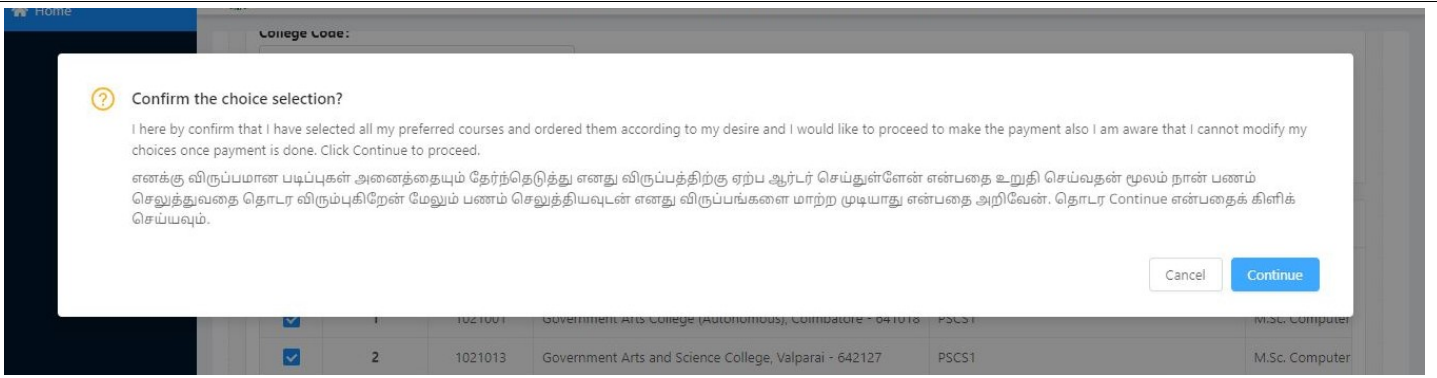| Total Number of Subjects	Total Maximum Marks / Credits	Total Obtained Marks / Credits	Percentage of Marks / CGPA

After completing this information, click the "Save & Continue" button. Currently, the application is in its fourth stage for submitting the application.

5. **Choice filling**

Please go through our instruction before making the choice selection, there are few points you must understand before proceed, details are below.

- Select the courses from the colleges list you wish to opt for

- No limit on number of courses you can select, SC/SCA/ST candidates need to pay Rs.250/- for others it is Rs.500/-.
- Selected choices can be rearranged according to your preference from reorder list, please make sure your preference of choices are in the order as you need, this order is important while we allot the seat.
- Courses list can be filtered by College name, College code, Branch or by District
- Each selection of course and reorder is auto saved, no explicit save required.

- You need to click "Reorder my choices" to rearrange the selected choices. Then, you can reorder them as per your reference.

After selecting this information, click on the "Save & Continue" button. Confirm the choice selection? A website notification will appear on your computer, in which I here by confirm that I have selected all my preferred courses and ordered them according to my desire and I would like to proceed to make the payment also I am aware that I cannot modify my choices once payment is done. Click Continue to proceed.

Currently, the application is in the fifth stage of registration.
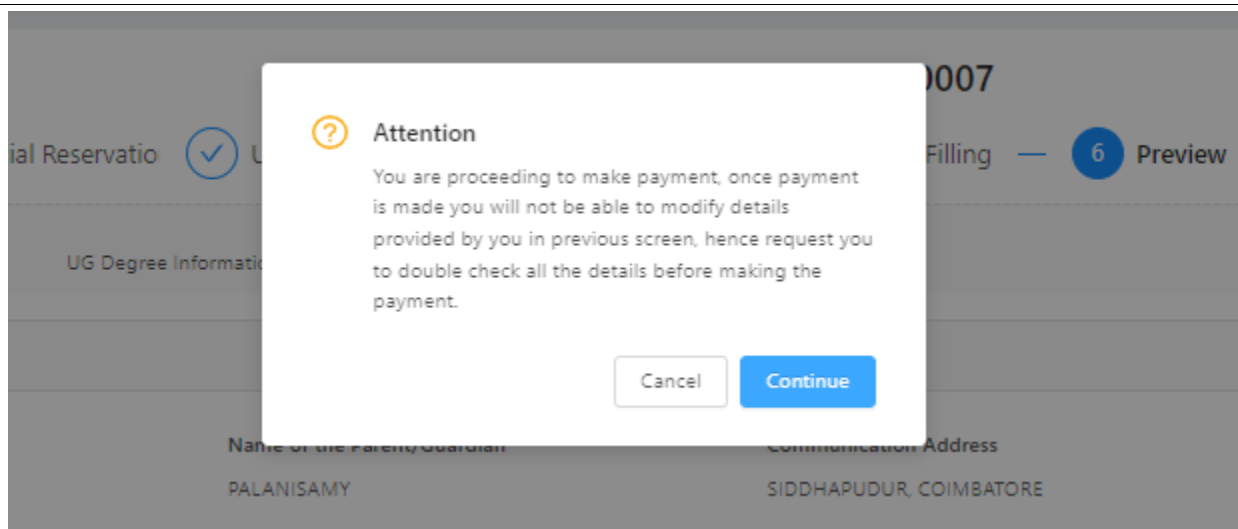
6. Preview

After reviewing the information on the webpage, please confirm that all the necessary details, such as Personal Info, Special Reservation, UG Degree Information, UG Degree Marks and Choice Selection, are correct on your computer. After reviewing the information details, click on the "Save & Continue" button.

You are beginning to make a payment, and therefore, you cannot change the information you have provided on the previous page. Therefore, I am asking you to double-check all of the information before making a payment. After reading these details click on "Continue" button. Now the sixth step of application registration is complete.

7. Payment

According to the information provided, you need to pay a certain amount as a registration fee. You can make this payment through a Debit Card / Credit Card / Internet Banking, or by using a UPI (Unified Payments Interface) such as Google Pay or Paytm. To do this, click on "Pay". Then, the payment gateway of the bank will appear on your screen. After making the payment, you will receive a confirmation message and a transaction ID, which you can also print for your records. Finally, click on "Home page" to return to the main page. Currently, the seventh stage of the application process has been completed.

Important instructions

1. Select one of the payment gateway to pay online. Once payment is made you will not be able to update any registration details, make sure you double check them.

2. Do not pay more than once, please verify your payment status before making another payment. You can verify the payment status from My Profile -> My Transactions. By mistake if you made multiple payments, refund will not be entertained online, any multiple payment refunds will be processed only offline after counselling is completed.

3. Once payment is made money will not be refunded.

4. Select one of the payment gateway to pay from Credit/Debit cards and Net Banking.

5. For each 5 distinct college's selection student have to pay Rs.50 (for SC/SCA/ST student it is Rs.2)

Payment Cart

	Total Colleges Selected: 3
	Total Distinct Set: 1 X 2
	Total (INR): 2

Payment Gateways

Please select one of the payment gateway

Canara Bank (Paytm)	Indian Overseas Bank	HDFC Bank

Back   Continue to Pay   Skip Payment(only for testing)

After selecting this information, click on the "Continue to pay" button. Now the seventh step of application registration is complete.

8. Download Application

Once you submit the application, a screen will appear. Now, if you click "Download now", your entire application will be downloaded. With this, you will receive a confirmation that your application has been submitted successfully.

Guidelines for Entering UG and PG Marks

Mark System

1. Take your Consolidated Mark sheet of UG and PG as applicable. If consolidated certificate not available take all individual mark statements of all semesters. If evaluation pattern is marks, then follow the guideline as given below

2. Find the number of subjects in Part-I, in all semesters. If Part-I is Tamil, then find the total number of subjects you have studied Part-I Tamil in all semesters. For Example, it may be 4. Add the Maximum marks for all 4 subjects. For example, if each subject max marks is 100, then Total Maximum Mark for Part-I is 400. Add all your obtained marks in the subject under Part-I. For example, if you have scored 65,78,87,67 for 4 subjects in Part-I, then enter your total obtained mark is 297.

3. In the same way calculate for Part-II Subjects. . If Part-II is English, then find the total number of subjects you have studied Part-II English in all semesters. For Example, it may be 4. Add the Maximum marks for all 4 subjects. For example, if each subject max marks is 100, then Total Maximum Mark for Part-II is 400. Add all your obtained marks in the subject under Part-II. For example, if you have scored 78, 55, 89, 67 for 4 subjects in Part-II, then enter your total obtained mark is 289.

4. In the same way calculate for Part-III Subjects, Part-III is your major subjects. Find the total number of subjects you have studied under Part-III, in all semesters. For Example, it may be 24. Add the Maximum marks for all 24 subjects. For example, if each subject max marks for all 24 subject is 100,100,100,100,50,100,100,100,100, 50, 100,100, 100, 100, 50, 100,100, 100, 100, 100, 100,100, 100, 200, then Total Maximum Mark under Part-III is 2350. Add all your obtained marks in the subject under Part-III. For example, if you have scored 78 ,55, 89, 67, 45, 78, 45, 56, 67, 45, 78 ,55, 89, 67, 45, 78, 45, 56, 67, 45, 67, 78, 56, 180 for 24 subjects under Part-III, then enter your total obtained mark is 1631.

5. Calculate for Part-IV and Part-V in the same way. If Part-IV and Part-V are not given in your mark list, you can leave that blank

UG -CGPA/Marks

Subjects	Total number of Subjects மொத்த பாடங்களின் எண்ணிக்கை	Total Maximum Marks/Credits ஒட்டு மொத்த அதிகபட்ச மதிப்பெண்கள்/ தரப்புள்ளிகள்	Total Obtained Marks/Credits தாங்கள் பெற்ற ஒட்டுமொத்த மதிப்பெண்கள்/ தரப்புள்ளிகள்	Percentage of Marks/ CGPA மதிப்பெண் விழுக்காடு / ஒட்டுமொத்த தர புள்ளி சராசரி
Part-I (பகுதி - 1)	4	400	297	74.25 If calculated value is incorrect please correct it manually
Part-II (பகுதி - 2)	4	400	289	72.25 If calculated value is incorrect please correct it manually
Part-III (பகுதி - 3)	24	2350	1631	69.40 If calculated value is incorrect please correct it manually
Part-IV (பகுதி - 4)	6	600	500	83.33 If calculated value is incorrect please correct it manually
Part-V (பகுதி - 5)				 If calculated value is incorrect please correct it manually

Method for Entering UG and PG Marks

Credit System

1. Take your Consolidated Mark sheet of UG and PG as applicable. If consolidated certificate not available take all individual mark statements of all semesters. If evaluation pattern is Credit system, then follow the guideline as given below

 2. Find the number of subjects in Part-I, in all semesters. If Part-I is Tamil, then find the total number of subjects you have studied Part-I Tamil in all semesters. For Example, it may be 4. Add the total credits for all 4 subjects. For example, if each subject credit is 3 for Part-I, then Total Maximum Credits for Part-I is 12. Add all your Grade Points obtained in the subjects under Part-I. For example, if you have scored 6.5, 7.8, 8.7, 6.7 for 4 subjects in Part-I, then enter your total obtained Credit Points as   3*6.5 + 3*7.8 + 3*8.7 + 3*6.7 =89.1. The CGPA is 89.1/12= 7.425

Please refer your back-side of your mark list for Grade Points.

Your Maximum CGPA In Part-I is 10 and Obtained CGPA is   7.425

3. In the same way calculate for Part-II Subjects. . If Part-II is English, then find the total number of subjects you have studied Part-II English in all semesters. For Example, it may be 4. Add the total credits for all 4 subjects. For example, if each subject credit is 2, then Total Maximum credits for Part-II is 8. Add all your obtained Grade points in the subjects under Part-II. For example, if you have scored 4.5, 7.5, 8.5, 6.6 for 4 subjects in Part-II, then enter your total obtained Credit Points as   2*4.5 + 2*7.5 + 2*8.5 + 2*6.6 =54.2   The CGPA is   54.2/8= 6.775,

Your Maximum CGPA in Part-II is 10 and Obtained CGPA is 6.775

Please refer your back-side of your mark list for Grade Points.

4. In the same way calculate for Part-III Subjects, Part-III is your major subjects. Find the total number of subjects you have studied under Part-III,   in all semesters. For Example, it may be 24. Add the Maximum credits for all 24 subjects. For example, if each subject max credits for all 24 subject is 3,3,4,4,4, 3,3,4,4,4, 3,3,4,4,4, 3,3,4,4,4, 3,3,4,8,   then Total Maximum Credit under Part-III is 90. Add

all your obtained Grade Points in the subject under Part-III.   For example, if you have scored   7.8 ,5.5, 8.9, 6.7, 4.5, 7.8, 4.5, 5.6, 6.7, 4.5, 7.8 ,5.5, 8.9, 6.7, 4.5, 7.8, 4.5, 5.6, 6.7, 4.5, 6.7, 7.8, 5.6, 8.5 for 24 subjects under Part-III, then your total obtained credit points is 582.7 . The CGPA is 582.7/90 = 6.47

Your Maximum CGPA in Part-III is 10 and Obtained CGPA is 6.47

Please refer your back-side of your mark list for Grade Points.

5. Calculate for Part-IV and Part-V in the same way. If Part-IV and Part-V are not given in your mark list, you can leave that blank

UG -CGPA/Marks

Subjects	Total number of Subjects மொத்த பாடங்களின் எண்ணிக்கை	Total Maximum Marks/Credits ஒட்டு மொத்த அதிகபட்ச மதிப்பெண்கள்/ தரப்புள்ளிகள்	Total Obtained Marks/CGPA தாங்கள் பெற்ற ஒட்டுமொத்த மதிப்பெண்கள்/தரப்புள்ளி சராசரி	Percentage of Marks மதிப்பெண் விழுக்காடு
Part-I (பகுதி - 1)	4	10	7.43	74.30 if calculated value is incorrect please correct it manually
Part-II (பகுதி - 2)	4	10	6.8	68.00 if calculated value is incorrect please correct it manually
Part-III (பகுதி - 3)	24	10	6.47	64.70 if calculated value is incorrect please correct it manually