PSG COLLEGE OF ARTS & SCIENCE

An Autonomous College - Affiliated to Bharathiar University
Accredited with 'A^{++}' Grade by NAAC (4th cycle).
College with Potential for Excellence (Status Awarded by the UGC),
Star College Status Awarded by DBT-MST,
An ISO 9001 : 2015 Certified Institution.

CIVIL AERODROME POST, COIMBATORE – 641014.

PG ADMISSIONS – 2023 – 2024.

CERTIFICATE VERIFICATION - INSTRUCTIONS

The following documents are necessary for certificate verification.

- **Online Application** Printout Copy – Have to be downloaded from the Application Login Portal.
- **10th, 11th & 12th Mark Sheet** (Original and 1 photocopy) – Provisional Mark sheet will not be accepted.
- **1 to 6 semester or 1 to 8 semester Mark sheets** (Original and 1 photocopy) – Provisional Mark sheet will not be accepted.
- **Consolidated Mark Statement** (Original and 1 photocopy) – Provisional Mark sheet will not be accepted. If Original received can be submitted or else after receiving submit ASAP.
- **Provisional Certificate** (Original and 1 photocopy). If received can be submitted or else after receiving submit ASAP. – Course Completion will not be accepted.
- **Transfer Certificate and Conduct Certificate** (Original and 1 Photocopy) – **Mandatory Document for Certificate Verification.**
- **Community Certificate** (Original and 2 Photocopies) – **Mandatory Document for Certificate Verification.** – For OC Candidates community Certificate is not required.
- **Passport size & Stamp Size photos** (Each One Number).
- **Equivalence Certificate** (Candidates who had studied UG other than Indian Universities & taken admission shall have to produce the Equivalence Certificate issued by the Association of India Universities) (Original and 1 Photocopy)
- **UG Migration Certificate** (Other State Universities and Deemed Universities in Tamil) (Original and 1 Photocopy).
- **Photocopy of the Aadhaar Card.** (1 Photocopy).
- **Income Certificate** (1 Photocopy).
- **Nativity Certificate** (1 Photocopy).

Note:

➢ Check all the details pertaining to the information provided in the previous Transfer Certificate, Mark Statement and other documents before you deposit in our college. **This will form the basis for the preparation of Transfer Certificate of PSG CAS in future.**

➢ On the day of certificate verification the **student** should **compulsorily** be **accompanied by any one of the Parents.**

➢ Your **provisional admission** process is complete only when you **deposit all the required documents** in the specified time and failure to do so, the **provisional admission** will be automatically **cancelled** without any other further information.

➢ The admission status is only **PROVISIONAL** until the admission is officially confirmed during the verification of documents by the Bharathiar University and Directorate of Collegiate Education in Nov / Dec 2023.

➢ **Discontinuing Process:**

a. If the students get admission in any other college, students and parents must come in-person to college for discounting of the provisional admission.

b. After Certificate Verification process if you wish to discontinue, only Transfer Certificate of PSG College of Arts & Science will be given which is eligible for admission to any other colleges / institutions.

c. If you wish to discontinue, the Transfer Certificate will be given only after getting the signature in the No-Dues form from all the respective departments, which may take one or two days even if you do not attend the classes.

d. Transfer Certificate will be given only on the third day (may take one or two days) from the date of discontinuing the programme.

e. For receiving the TC and the other documents **students** must have to sign in the required documents.

f. For discontinuing process students have to bring the Bank Pass Book Front Page Xerox and Original Fee Receipt.

Originals and Photocopies once submitted will not be returned for any reason till the verification process by the Bharathiar University is over to confirm your admission. **Hence the students are advised to take and retain adequate photocopies of the above certificates for their personal use.**

PRINCIPAL