

## PSG College of Arts & Science, Coimbatore-14

### Admission Process Flow

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### Single Window Admission Process

Admission 2023-2024

- Applicants are requested to Register the applications with marks after 12<sup>th</sup> results are published by respective boards within 3 days from the date of publication of results (Before 5:00 pm on the 3<sup>rd</sup> day). Applications registered after 5:00 pm will be considered as Late Application.

#### Allotment of Counselling dates

- On the second day after the publication of 12<sup>th</sup> results for TNHSE board, **tentative admission counselling** dates, slots and sessions will be intimated to the applicants in college website.
- On the 3<sup>rd</sup> day after publication of 12<sup>th</sup> results, Actual counselling date and slot (Based on Ranking order of cut-off (Cut-off is calculated for 400 considering total of subject marks other than languages) will be intimated to candidates through e-mail and will be updated in the website.
- Hard copy of the following documents have to be brought for admission counselling – Counselling slip (Can be downloaded from application login page after third day of publication of 12<sup>th</sup> results), 12<sup>th</sup> internet results, community certificate, School TC if available.
- Applicants can visit the application portal to keep track of the status of their application.

#### Admission Counselling process:

- On the fourth day from the publication of TNHSE results, the admission counselling for special category candidates (Sports, NCC, Ex-servicemen, Differently-abled) will be conducted according to their ranking in the respective category. Selected candidates for admission counselling will be intimated via e-mail on the 2<sup>nd</sup> day from the date of the publication of 12<sup>th</sup> results.
- On the fifth day, the counselling for regular candidates will begin as per the overall rank list prepared for all applicants.
- The candidates will be segregated into Arts, Science and Language programmes based on the subjects studied in 12<sup>th</sup>. Counselling session will be conducted separately for Arts & Science (Based on 12<sup>th</sup> subjects) and the candidates will be directed to attend the counselling at respective venues in the college.
- The candidate along with only one decision making parent will be allowed to attend counselling in the waiting hall and must wait until their turn. The number of vacancies for each programme will be displayed in the hall and updated with live vacancy position after every candidate choose their programme for admission.
- If a candidate's application is marked as '**Conditionally Verified**' due to non-submission of correct proof or blurred image/documents, then they must first verify the documents at the counters in the waiting hall. Conditionally verified candidates need to report at the venue ONE hour earlier. Only fully verified candidates will be allowed into the counselling hall.

- **The candidate is required to prepare a prioritised list of preferred programmes before entering the counselling hall, based on vacancy position displayed in the waiting hall. Candidate will be advised to write at-least 5-7 choices of Programmes in a paper while waiting in the waiting hall.**
- Upon entering the counselling room, the candidate has to provide the counselling slip to the counsellor faculty present, who will type in the unique ID given on the slip and verify the details of the candidate.
- After verification, the eligible programmes along with the available vacancy (**both merit-community based and management quota seats**) will be displayed for the candidate to choose from. The Programme and seat allocation request by candidate will be chosen by the counsellor, double verified with candidate & Parent. **Transfer of Programmes will not be entertained.**
- The counsellor will 'Freeze' the programme and seat as requested by the candidate. The print out of admission slip with the declaration and fee payment due date for online/cash/card payment will be given to the candidate. If there is no vacancy in any of the programmes, the application will be marked as '**Not Opted**' and advised for revisit counselling.
- Candidates whose preference of programmes or merit /MQ allotment is not available while presenting for counselling may request for 'Revisit Counselling' to choose other options on a near later date. (Allocation of preferred Programme and seat during Revisit Counselling is based on availability of vacancy in respective programmes)
- The Declaration form filled and signed by the candidate and their accompanying parent must be submitted to the counsellor. One copy will be given to the candidate.
- Fees payment can be made either by logging into the application portal or through card/cash at the respective counters in the Aided / SF offices.
- The candidate has to pay the fees on the same day of admission counselling (Date mentioned in the admission slip) before 9:00 pm. Failure to do so will result in the cancellation of their admission and the seat will be made available for the next counselling session.
- After the payment of fees, the next step in the admission process will be intimated to the candidates through mail from time to time.
- If a candidate is not interested in the programme they have been admitted in, they can drop out of it by giving a personal request at the Admission Office at college.