

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.

UG 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 Mark Sheet** (Original and 1 photocopy) – Provisional Mark sheet will not be accepted.
- ◆ **11th Mark Sheet** (Original and 1 Photocopy) – If you have collected from your school. If not you can produce it later when provided. (Only for Tamil Nadu Board Students)
- ◆ **12th Mark Sheet** (Original and 1 Photocopy) – If you have collected from your school. If not you can produce it later when provided.
- ◆ **11th & 12th Provisional Statement** (Original and 1 Photocopy) – Have to get attestation from School Principal or from the Head of the School. For CBSE and Other Boards 12th Standard Digi locker Copy is required with the attestation from School Principal or from the Head of the School.
- ◆ **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 12th standard other than TNHSE / CBSE / Other Indian Boards {Example: IB board, Cambridge Board and etc.,} & taken admission shall have to produce the Equivalence Certificate issued by the Association of India Universities) (Original and 1 Photocopy)
- ◆ **12th Migration Certificate** (For Candidates belonging to other than Tamil Nadu State Board) (Original and 1 Photocopy).
- ◆ **10th Migration Certificate** (The Candidate who had undergone course offered by Boards outside India has to produce the 10th Migration Certificate. Example: IB board, Cambridge Board and etc., students completed 10th standard have to submit the Migration Certificate) (Original and 1 Photocopy)
- ◆ **Photocopy of the Aadhaar Card.** (1 Photocopy).
- ◆ **Income Certificate** (1 Photocopy).
- ◆ **Nativity Certificate** (1 Photocopy).
- ◆ **Medium of Instructions.** (Only for the students who did their schooling in **Tamil Medium** in Tamil Nadu State Board). (Original and 2 Photocopies). To be obtained from School Principal or Head of the School.

- ◆ **School Bonafide Certificate – Stating the Government School.** (Only for the students who did their schooling in **Government School** in Tamil Nadu State Board). (Original and 2 Photocopies). To be obtained from School Principal or Head of the School.
- ◆ **Bank Pass Book Front Page Copy** – Account holders name should be in the **student's name.** (Only for the **Female students** who did their schooling in **Government School or in Tamil Medium** in Tamil Nadu State Board – 1 Photocopy)

Note:

- Check all the details pertaining to the information provided in the school 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