

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

### Admission Process Flow

\*\*\*\*\*

### Single Window Admission Process (UG)

#### Admission 2025-2026

- Online applications for Undergraduate and Postgraduate programmes for the academic year 2025-2026 will be available in the college website ([www.psgcas.ac.in](http://www.psgcas.ac.in)) from 03/04/2025 onwards.
- One single application can be used for applying to all eligible programmes. The candidates can choose their preferred Aided and Self-financing programmes separately on the same application.
- The candidates are advised to use their own/parent's mobile number and email ID only, to log into the application portal. The number and mail id once entered cannot be edited. All Communications will be sent only to the mobile number and email id given in the application.
- The applicants must enter their general/personal information subsequently along with their special category and academic details to save the application. They have to choose whether they wish to apply for Aided or Self-financing and the stream (For example: BA, B.Sc., B.Com. & BBA)
- According to the eligibility criteria based on the subjects studied in 12th/UG, the eligible courses for admission counselling will be displayed for a candidate from which the candidate can choose their options.
- The information entered by the candidate will be cross-checked and if found correct, the application will be marked as '**Verified**'. If data mismatch/incorrect information is identified, it will be marked as '**Needs Correction**'. If the attached images of the documents are not clear, the candidate will be informed to send a clear image of the certificates.
- Soft copy of the following documents are required for application:
  - ✓ Recent passport size photo
  - ✓ 10th Mark sheet
  - ✓ Community Certificate
  - ✓ Aadhar Card
  - ✓ Special Category Certificate (if applicable)
  - ✓ 12<sup>th</sup> Hall Ticket / 11<sup>th</sup> Marksheet
  - ✓ 12th Result copy (for UG-after the publication of results)

#### Allotment of Counselling dates

- On the second day after the publication of 12th results for TNHSE board, **tentative admission counselling** dates, slots and sessions will be published in the college website.

- On the third day after the publication of 12th results, the registration portal for application will be closed at 5 pm and any document submitted after that will be marked as '**Late Application.**'
- A rank list with overall rank and community-based rank will be published on the same day.
- After the registration is closed and rank list is generated, a call-for list for language (according to the marks scored in respective language subject), arts and science programmes will be made and exact counselling dates, sessions and slots will be prepared and published in the college website.
- The selected candidates will be sent an individual applicant's registered mail with details of their allotted counselling date, slot and session.
- Applicants can visit the application portal to keep track of the status of their application, vacancy for the programmes, ranking and other details.

### **Admission Counselling process:**

- On the fourth day from the publication of TNHSE results, the admission counselling for special category candidates (For example: Sports, NCC, Ex-servicemen, Differently-abled) will be conducted according to their ranking in the respective category.
- On the fifth day, the counselling for regular candidates will begin as per the rank list published.
- 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 and the candidates will be directed to attend the counselling at respective venues in the college. (Details will be mentioned in counselling slip sent by mail to candidates)
- The candidate must bring their counselling slips with their internet published marks and counselling details to the counselling venue.
- The candidate along with one parent will be allowed to sit in the waiting hall and must wait until their turn. The number of vacancies for each programme will be screened in the hall and updated immediately after the candidate chooses the programme.
- 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. Only fully verified candidates will be allowed into the counselling hall.
- The candidate is required to prepare a prioritised list of preferred programmes atleast 5 number before entering the counselling hall.

- Upon entering the counselling room, the candidate has to provide the counselling slip to the counsellor present who will type in the unique ID given on the slip and verify the details along with the candidate.
- After verification, the eligible programmes along with the available vacancy (both merit- community based and management) will be displayed for the candidate to choose.
- **Once the programme is chosen, transfer to other programmes is not allowed.**
- The seat allocation request will be given by the counsellor as requested by the candidate. The print out of admission slip with the Declaration and fee payment process for online/cash/card payment will be given to the candidate. If there is no vacancy, the application will be marked '**On hold**'
- The Declaration form filled and signed by the candidate and their accompanying parent must be submitted to the counsellor.
- 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. Systems will be available outside the counselling venues for online fees payment.
- **The candidate has to pay the fees on or before the date mentioned in the admission slip. 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.
- The candidates who are unable to attend counselling (only with valid reasons), will be allowed for re-counselling in the next sessions (Subject to availability of seats). To raise a request for the same, the candidate can either send a mail to [admission@psgcas.ac.in](mailto:admission@psgcas.ac.in) or through the application portal.
- The re-counselling is done based on the vacancy available in the respective programmes (merit and management quota)
- If a candidate is not interested in the course they have been admitted in, they can drop out of it by giving a personal request at the college.