

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 – 2024 – 2025.

CERTIFICATE VERIFICATION - INSTRUCTIONS

The following documents are necessary for certificate verification.

- ◆ **Online Application Printout Copy**
 - Have to be downloaded from the Application Login Portal.
 - Kindly ensure that Admission Date is Printed in the Application.
 - Aided and SF Separate Applications have to be submitted respectively.

- ◆ **10th Mark Sheet (Original and 1 photocopy / xerox)**
 - Provisional Mark sheet will not be accepted.
 - Bring the original certificate alone.
 - Kindly ensure signature of Parent / Student / Principal in the Mark sheet.

- ◆ **11th Mark Sheet (Original and 1 Photocopy)**
 - If you have collected from your school. If not you can collect from your school and produce it when informed later.
 - Kindly ensure signature of Parent / Student / Principal in the Mark sheet.

- ◆ **12th Mark Sheet (Original and 1 Photocopy)**
 - If you have collected from your school. If not you can produce it later when provided.
 - Kindly ensure signature of Parent / Student / Principal in the Mark sheet.

- ◆ **11th & 12th Provisional Statement (Original and 1 Photocopy)**
 - For TNHSE board only provisional certificate issued in school is accepted.
 - For CBSE and Other Boards 12th Standard Digi locker Copy is required.
 - Kindly ensure signature of Parent / Student / Principal in the Mark sheet.

- ◆ **Transfer Certificate and Conduct Certificate (Original and 1 Photocopy)**
 - **Mandatory Document for Certificate Verification.**
 - Kindly ensure signature of Parent / Student / Principal in the Mark sheet.
 - Kindly ensure the TC date and all data printed is correct or not

- ◆ **Community Certificate (Original and 2 Photocopies) –**
 - **Mandatory Document for Certificate Verification.**
 - For OC Candidates Community Certificate is not required.
 - Kindly bring the hand-written and Card Type Community Certificate with TN Govt. emblem or Online Community Certificate.

- ◆ **Passport size photos**
 - Two Numbers
 - Kindly bring **ONLY** Recent Passport Size Photo.
 - The submitted photo will be used for ID card printing.
- ◆ **Equivalence Certificate (Original and 1 Photocopy)**
 - Candidates who had studied 12th standard other than TNHSE / CBSE / Other Indian Boards {Example: IB board, Cambridge Board and etc.,} should produce the Equivalence Certificate issued by the Association of Indian Universities.
- ◆ **12th Migration Certificate (Original and 1 Photocopy)**
 - For Candidates belonging to other than Tamil Nadu State Board.
- ◆ **10th Migration Certificate (Original and 1 Photocopy)**
 - 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
- ◆ **Photocopy of the Aadhaar Card. (1 Photocopy).**
- ◆ **Income Certificate (1 Photocopy)**
 - Certificate should be in the Current Year.
 - Certificate should be valid up to May 2025.
 - Kindly update the same income in the student Laudea portal (SIS) of our College.
- ◆ **Nativity Certificate (1 Photocopy).**
 - Certificate should be in the Current Year.
- ◆ **Medium of Instructions. (Original and 2 Photocopies)**
 - This Certificate is mandatory if it is not mentioned in the TC.
 - Only for the students who did their schooling in **Tamil Medium** in Tamil Nadu State Board.
 - To be obtained from School Principal or Head of the School.
- ◆ **School Bonafide Certificate – Stating the Government School. (Original and 2 Photocopies).**
 - This Certificate is Mandatory if it is not mentioned in the TC.
 - Only for the students who did their schooling in **Government School** in Tamil Nadu State Board
 - To be obtained from School Principal or Head of the School.

◆ **Bank Pass Book Front Page Copy (One Photocopy).**

- Only for the **Female students** who did their schooling in **Government School or in Tamil Medium** in Tamil Nadu State Board.
- Account holders name should be in the **student's name**.

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.**
- Students are instructed to **complete the Students Information (SIS)** Registration form at the Laudea portal, which has been sent to you by mail after payment of fees. You will be **permitted for certificate verification only after completion of your profile** in Laudea SIS.
- On the day of certificate verification, the **student** should **compulsorily be accompanied by any one of the Parents. Other than Parent and student nobody else will be permitted for signing for Certificate Verification.**
- 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 2024.
- **Discontinuing Process:**
 - a. If the students get admission in any other college, students **and** parents must come in-person to college for discontinuing 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 (Tentatively Nov/Dec 2024). Hence the students are advised to take and retain adequate photocopies of the above certificates for their personal use.


- PRINCIPAL