

# *ADMISSION POLICY*



Since 1947

## **PSG College of Arts & Science**

Autonomous & Affiliated to Bharathiar University  
Accredited with 'A' Grade Level by NAAC (3<sup>rd</sup> Cycle)  
College with Potential for Excellence  
(Status Awarded by the UGC)  
Star College status awarded by the DBT-MST  
An ISO 9001:2015 Certified Institution  
Civil Aerodrome Post  
Coimbatore - 641 014

## ADMISSION POLICY

PSGCAS aims to foster a diverse learning community and to attract the most talented students, irrespective of background, thereby enhancing their critical reasoning, teamwork and communication, and thus preparing the students to be confident citizens, potential leaders and successful in their chosen careers and roles in the globalised work environment.

### **Preamble**

The Admission policy is intended to provide guidelines for admissions process to stakeholders. This policy shall ensure compliance with the regulations issued by state government from time to time. Admission Committee shall take up responsibility for annual review and upgradation of the Admission policy.

### **Objectives**

- To continually improve the quality, transparency and responsiveness of admission process.
- To ensure fairness and equitable access to all programs.
- To streamline the admissions process with more responsive and customer-oriented services.
- To develop a robust admission ERP system to manage admission process.
- To empower applicants by allowing them to manage their applications online, thereby reducing manual processing time and cost, resulting in higher efficiency
- To ensure that the legal liabilities are managed effectively through consistent and appropriate admission process.

### **Policy**

Admission Policy states the guidelines and procedures to be followed for systemic, merit based and transparent admission processes for students in all UG and PG programmes offered at PSG College of Arts & Science, Coimbatore.

The policy complies with UGC regulation, as received vide communication from Directorate of Collegiate Education, Joint Director of Collegiate Education and Bharathiar University guidelines.

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Improvements in the application process need to be identified and implemented every year.

Upgradation in procedures and changes in policy on the basis of feedback, annual review meetings and regulatory body guidelines to enable complete implementation of integrated and automated admissions processes, aligned with core principles.

### **Admission Requirements**

Students' admission will be based on respective eligibility conditions, weighted marks, community, application registration date and time. PSG College of Arts & Science reserves the right to request and/or confirm any information necessary to support an application for admission.

The submission of false statements and/or documents, or the failure to disclose relevant information, will result in the immediate and permanent cancellation of admission at PSG College of Arts & Science.

### **Equitable Access**

All applicants will be treated fairly and equitably across all programs and their applications will be assessed on the basis of formal admissions requirements and well defined evaluation processes.

### **Advisory Services**

Information and advice regarding program selection will be available to all applicants, as and when solicited.

### **Communication to Stakeholders**

Admission process, Programme details, selection and waiting lists (for merit) will be published in the college website / notice board.

Selection /waitlisted position will be intimated to the selected / waitlisted applicants by SMS / E-mail.

### **Categories of Admission**

Applications will be processed according to whether an applicant meets all formal admission requirements including academic qualification to provide admission under merit or special quota.

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### **Admission Appeals**

Any grievances related to admission may be reported by the applicant to admission section in person or email. The admission committee after carefully investigation on the matter and take necessary action, as required, adhering to the admission regulations.

### **Documentation**

Any data / information related to the admission process should be documented either as hard or soft copy, in order to ensure its availability, as and when required.

### **Quality Assurance**

The application and admissions processes will be reviewed annually by the Admission Committee in order to ensure quality practices.

### **Admission Process**

#### **Admission Committee**

The Committee members will guide and execute the standardized admission process to ensure consistency and fairness to assess eligibility and admit students.

Admission Committee comprises of

- Principal
- Two most-senior staff members
- A most-senior co-opted staff member belonging to SC/ST
- Senior faculty members from Under Graduate and Post Graduate Programmes

#### **Admission Sub-committee with Department Faculty**

Vice-Principals and Faculty In-Charge are members of admission sub-committees.

The Head of Department and respective department faculty members deputed for admission work will be responsible for ensuring the accuracy and relevancy of all information submitted in support of application.

#### **Admission Notification**

Notifications on application issue will be made through Newspaper and website. Eligibility criteria, admission process with timeline and fee structure for the various programmes to be displayed in the College website.

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### **Issue of Application**

Applicants, after completion of higher secondary from all state and central boards of school education shall apply for Under Graduate and Diploma programmes.

Applicants who have completed their Under Graduate degree from any government recognized Higher Educational Institute (HEI) shall apply for Post Graduate and Post Graduate Diploma programmes.

Applications will be made available well in advance; at least, a month prior to the publication of TNHSE board / Bharathiar University results, every year. Applicants may opt for various programmes, as per their choice of programmes for which they wish to apply. For ease of identification and traceability, applications will have unique barcodes.

### **Registration of Application**

Filled in applications need to be submitted within 10 days from the publication of results of qualifying examination, along with mandate documents/certificates, before last date, as indicated in the College website / Notice Board. Applicants will receive a unique registration number after registration.

### **Eligibility**

Eligibility for admissions in compliance with UGC regulation, as received vide communication from Directorate of Collegiate Education, Joint Director of Collegiate Education and Bharathiar University guidelines, every year.

### **Reservation Policy**

The admission shall be made purely on the basis of merit, subjected to the rules of reservation of the Government of Tamil Nadu.

- 1) 31% for Open Competition (OC)
- 2) 26.5% for Backward Classes (BC) other than BC Muslims and 3.5% for Backward Classes Muslims
- 3) 20% for Most Backward classes (MBC) and Denotified Communities (DNC)
- 4) 15% for Scheduled Castes (SC), and 3 % for Arunthathiyars (SCA)
- 5) 1% for Scheduled Tribes (ST)

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**\*The rule of reservation will apply to 90% of seats in the cases of Aided Programmes and 50% of seats in the cases of Self-Financed Programmes.**

**\*Free applications to be issued to SC/SCA/ST applicants. Applicants may claim and get any number of applications free of cost by submitting photocopies of their community certificates.**

#### **Divyangjan (Admission under Differently-abled quota)**

- a) Out of the quota of 19% (18% SC and 1% ST) reserved for SC/ST, 5 out of every 100 seats shall be reserved for Differently Abled persons belonging to SC and ST.
  - b) Out of the quota for 50% (30% BC and 20% MBC/DNC) reserved for Backward Classes, Most Backward Classes and Denotified Communities, 5 out of every 100 vacancies/seats shall be reserved for Differently Abled persons belongs to BC, MBC and DNC.
  - c) Out of the quota of 31% intended for open competition, 5 out of every 100 seats shall be reserved for Differently Abled in general.
- Relevant proof of medical fitness certificates should be produced by applicants, for verification by a Physician to ascertain their disability.

#### **Ex-Service Men / Kargil Martyrs' Children Quota**

- For UG and PG Programmes, 6 and 3 seats will be allotted respectively, for Aided and Self-financed streams each
- Relevant proof of contribution as ex-servicemen during their service period / certificates should be produced by applicants, which will be verified by NCC Officers from PSGCAS, to ascertain their ranking and admission status.

#### **Sports Quota**

- 3% of seats in UG programmes and 2% of seats in PG programmes, as per Government order, will be reserved for Sports Quota admission, for students who have represented at the District Level/Divisional Level and above. Relevant certificates should be produced by applicants, which will be verified by Physical Education department and Sports Committee.

### **NCC Quota**

- One student with “A” certificate shall be admitted in UG programme and 1 student in PG programme with “C” certificate. (G.O. 354, Higher Education (D1) dept., dated 8.7.1997).
- Relevant proof of participation in RDC, Vayu-Sainik, certificates etc., should be produced by applicants, which will be verified by NCC Officers (Internal/External) to ascertain their ranking and admission status.

### **Sanctioned Students Intake**

Sanctioned intake of students for each programme based on Bharathiar University approval, which pertains only to the specific academic year.

### **Selection Process**

- Selection process to be initiated after receipt of registered applications within stipulated time.
- Candidates registered under Divyangjan, Sports, NCC, Ex-Serviceman / Defence quota are considered eligible for admission under merit quota, in addition to the reserved quota.
- All eligible applications would be ranked strictly according to the descending order of weighted marks and number of attempts made in the exams.
- In case, more than one candidate secures the same marks, such candidates shall be ranked by the registration number.
- Once ranking of all applicants is done for each programme, prepared selection and waiting lists will be published in the College website / notice board for merit, as per the reservation policy and shall be intimated via SMS or Email.

### **Admission to Undergraduate, Postgraduate, and PG Diploma Programmes**

- The selected candidates will have to come for verification of their results with required documents or/ certificates to confirm their provisional admission.
- The waitlisted candidates will be invited for counseling, based on available vacancies, as per community reservations for each programme and the process will be repeated systematically till the sanctioned seats are filled for each programme.
- For management quota, candidates will be invited to attend open window counseling for the respective streams.



### **Admission of International Students**

The procedure for the admission of International students to various programmes are based on General Guidelines issued by the University Grants Commission (UGC), Association of Indian Universities (AIU) and Statutory / Regulatory directives of college, issued from time to time.

### **Documents Required for Admission**

On stipulated dates, all the admitted students will be required to submit the mandated documents as enlisted by the college in relevance with UGC regulation, as received vide communication from Directorate of Collegiate Education, Joint Director of Collegiate Education and Bharathiar University guidelines, for confirming their provisional admission to the respective programmes

### **Transfer and Change of Programme**

A student will be permitted to change or transfer from one programme to another, if selected for another programme, on the basis of merit. The candidates will be intimated through SMS / Email once he/she selected for a programme that he/she has applied for. If he/she wishes to opt out of a programme in which he/she has already joined and join a new programme offered, he/she may do so, and pay the difference in fee and get admitted in the offered programme.

### **Discontinuing a Course**

The Students, who wish to opt out from the programme they have enrolled, will get Transfer Certificate of PSG College of Arts & Science. Fees will be refunded as per the refund policy of the College.

### **Admission Procedure for M.Phil and Ph.D Programmes**

- For admission to M.Phil. and Ph.D. programmes, Bharathiar University Regulations are followed.
- Candidates applying for M.Phil. / Ph.D. Degree programmes at PSGCAS need to apply through Bharathiar University within the stipulated time period.
- The guidelines for M.Phil. / Ph.D. admission may be referred at the link -<http://www.b-u.ac.in/Home/ResearchRegulations>.

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### **Guidance and Support Provided for Stakeholders and Public**

- Exclusive admission support and guidance about choice of programmes to public and for all seeking admission, at the college.
- Trained Faculty committees from various disciplines shall provide counseling on programme selection and admission process.
- Standard Operating Procedure for guidance and clarification based on the queries received/handled over the years.
- The same as FAQs, will be made available in website for ready reference of online applicants.
- In addition, support and clarifications, made available through e-mails and phone.

### **Reports and Records**

All registers and documents related to student's admission will be maintained and preserved by the College.

