TG LAWET /PGLCET-2024 Admissions

User Guide for Online Submission of Certificate

NOTE : This Web application runs effectively on desktops and laptops and work only in Google chrome or Mozilla firefox browsers

STEP1: Open the website https://lawcetadm.tsche.ac.in . The following Homepage is displayed:

Step 2: Click the link Apply for online certificate verification link. The following login screen will be displayed

Step 3: Enter your TG LAWCET Hall ticket Number and TG LAWCET Rank and click "LOGIN" button to proceed. After successful login you get a registration form.

Step 4: Click on the Login. The following registration screen is displayed. Read the Instructions carefully. Also, go through the important certificates to be uploaded. Keep all the scanned copies of the original certificates required ready for uploading. The scanned copies are to be saved either in JPEG/JPG format only. The file size of each scanned copy should greater than 100kB and not exceeding 500kB. Click the I Accept button to proceed.

Instructions to Upload Documents

1. Your eligibility is verified based on the documents/Certificates uploaded.
2. Take utmost care while uploading the documents/Certificates
3. Make sure every document/Certificate image uploaded is clear and visible
4. Preview the document/Certificate image before uploading to the website.
5. Document/Certificate image size must be greater than 100kb and less tha
6. Document/Certificate image resolution must be within 1500 pixels width a height.
7. Remove any unwanted space or things around the document/Certificate i

Important Certificates to Upload

1. TG LAWCET / TS PGLCET-2024 Rank Card
2. Memorandum of marks of SSC or equivalent
3. Memorandum of marks of Intermediate or equivalent
4. Memorandum of marks in Qualifying Examination (Intermediate marks m course, Degree Consolidate marks memo (CMM) for LLB 3 years course an memo for 2years LLM course.)
5. Provisional / Degree Certificate of Qualifying Examination (Intermediate c year course, Degree Provisional Certificate (PC)/ Original Degree (OD) for l and LLB Degree Certificate for 2years LLM course).
   Note: Candidates who have pursued degree outside Telangana state are r equivalence certificate from any of the universities in Telangana.
6. Migration Certificate (If applicable).
7. Study certificates from 5th class to Graduation
8. Residence certificate for preceding 7 years of the qualifying examination i respect of candidates who have private study without any institutionalize (Distance education/Open school education).
9. Residence certificate from M. R. O of either of parents in Telangana for 10 non-local candidates (G.O.Ms.No.64 dt:26.05.2006 & G.O.Ms.No.116 dt:07 respect of Non-Local candidates in order to consider them for allotment u seats the following certificates needs to be submitted.
   Residence Certificate: Candidates who has resided in the State for a total period c periods of study outside the State; or either of whose parents have resided in the S period of 10 years excluding periods of employment outside the State.

   or

   Employer Certificate: Candidates who are children of parents who are in the emp State or Central Government, Public Sector Corporations, Local bodies, Universities Quasi Public Institutions within the State at the time of applying for TG LAWCET/TS examination

10. Transfer Certificate (TC).
11. Latest Integrated community certificate issued by the competent authorit BC/SC/ST candidates (issued after 02.06.2014), if applicable.
12. Economically Weaker Sections (EWS) Reservation (applicable only to OC (c per the Guidelines issued in G.O.Ms.No.244, General Administration (SER. Government of Telangana, dated. 24.08.2021, the 10% Reservation to the Weaker Sections (EWS) in respect of Admissions into Educational Institutic

Step 5: A screen showing the images of sample Correct and Incorrect scanned copies is displayed. The certificates should be scanned as shown in Correct Scanned copy image. **Incorrect scanned certificates will be rejected**. Click I Accept button to proceed.

(A) Correct Scanned Copy Images (Accepted)

Clear and visible

(B) Incorrect Scanned Copy Images (Rejected)

Small Image

Blur Image

Unwanted space in the Image

I Accept

Step 6: Verify/Fill the information provided/required in the Registration Form. Be careful while entering the information and make sure it is correct as per the directions given. Click <mark>Save & Next</mark> button.

Register Here

Register — Pay Fee — Qualification details — Local Area — Category — Minority — Other Details
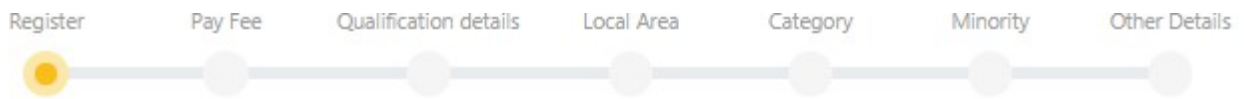
Candidate Name		**Father Name**	
Mother Name		**Gender**	F
Parental Income for fee reimbursement	Parental Income	**Minority**	Non-Minority
Mobile Number		**Email ID**	
DOB	11 08 1998	**Aadhar Number**	
Local Area Region What is Local Area ?	OU	**Create Login Password**	Password
Category	OC	**Confirm Password**	Confirm Password

Save & Next

Step 7: <mark>Verify and confirm</mark> all the data shown in the Registered Details. To make corrections click the Back Button. Click <mark>Save & Next</mark> button to confirm the information. You will receive <mark>OTP on your registered mobile number and EmailID</mark>. Enter the OTP sent to your registered mobile number and Email ID.

Registered Details

Register — Pay Fee — Qualification details — Local Area — Category — Minority — Other Details

Name		**Father Name**	
Mother Name		**Gender**	F
Parental Income	NA	**Minority**	Non-Minority
Mobile Number		**Email ID**	
DOB		**Aadhar Number**	
Local Area	OU	**Category**	OC

Back   Save & Next

Step 8: After Successful verification of OTP. You are redirected to the payment page where the registration cum certificate verification fee has to be paid.

Click on Pay Now button. You are redirected to payment gateway page to complete the payment process.

Note: Please note down the payment transaction ID for future reference (In case of payment issues)..

Certificate Verification Fee Details
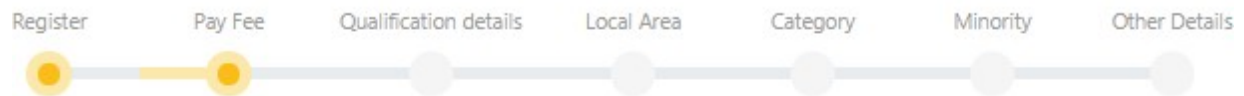
Please note down the payment transaction ID for further reference

Hall ticket Number	
Candidate Name	
Category	SC
Payment Transaction ID	TCV134857
Fee To be Paid	

Pay Now

Step 9: Complete the payment process by selecting the various options provided. After Completion of payment online certificate verification application is displayed.

Note: If payment is done through UPI or QR code scan or any other method wait patiently and **do not** browse or refresh the page or move pages back and forth on the computer system till the transaction is complete. Poor internet speed at your end may delay the process.

Step 10: Please wait till you see a page showing Your Payment is Successful. Click on Click here to continue link to move to the next step.
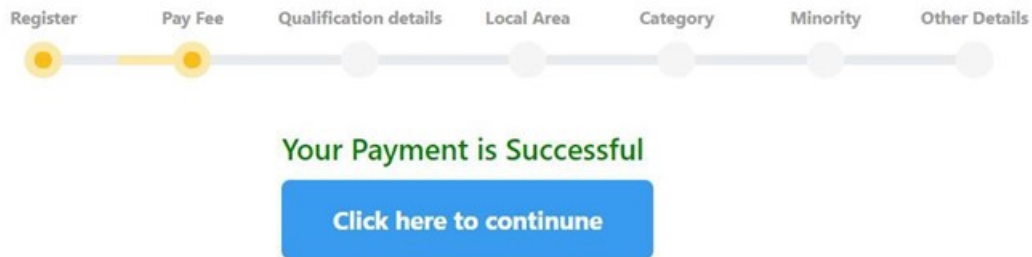
Step 11: Enter the details of SSC/10th/ or equivalent along with the place of study and upload the Study/Bonafide certificate and SSC/equivalent certificate. Click Save & Next Button if the image is properly uploaded and seen in the preview.

SSC /10th/or Equivalent Details

Register Pay Fee Qualification details Local Area Category Minority Other Details

SSC Hallticket Num.	4236648
SSC Year of Pass	5-2014
SSC Certificate Number	12345
Place of Study	Nirmal
Type of study	Regular
Upload Study / Bonafide Certificate	Choose File No file chosen
	Image JPEG/JPG format and size must be greater than 100kb and less than 500kb Sample Image
Upload SSC Certificate	Choose File No file chosen
	Image JPEG/JPG format and size must be greater than 100kb and less than 500kb Sample Image

Upload

Step 12: Enter the particulars related to your Intermediate/ 10+2/ or its equivalent, place of study and upload the Study/Bonafide certificate and Intermediate/ 10+2/ or its equivalent certificates. Preview the certificates/documents uploaded. Click Save & Next Button if the image is properly uploaded.

Intermediate/ 10+2/ or Equivalent Details

Register Pay Fee Qualification details Local Area Category Minority Other Details

Intermediate Hallticket Num.	Enter Intermediate HTNO
Intermediate Year of Pass	Enter Intermediate Year of Pass
Intermediate Certificate Number	Enter Intermediate Certificate N
Place of Study	Select
Type of study	Select
In how many colleges did you studied Intermediate	Select
Upload Study / Bonafide Certificate for College 1	Choose File No file chosen **Sample Image**
Upload Intermediate Certificate	Choose File No file chosen
	Image JPEG/JPG format and size must be greater than 100kb and less than 500kb **Sample Image**

Upload

Step 13: Enter the particulars related to your qualifying Degree / or its equivalent, place of study and upload the Study/Bonafide certificate and qualifying Degree / or its equivalent. Click Save & Next Button if the image is properly uploaded and seen in the preview.

In case of non-availability of consolidate memo **(Option NO)** then you are required to upload all semester wise marks memos.

Qualifying degree details

Qualifying Degree Hallticket Num.	Enter Degree Hallticket Num.
Secured marks	Enter Secured marks.
Maximum marks	Enter Max marks.
Board or University Name	Enter University
Qualifying Degree Year of Pass	Enter Year of Pass
Qualifying Degree	BPharm (BACHELOR OF PHARMACY)
Qualifying Specialization	PHARMACY
Place of Study	Select
Type of study	Select
How many colleges did you studied Degree	Select
Upload Study / Bonafide Certificate for college 1	Choose File No file chosen
Provisional Certificate Number	Provisional Certificate Number
Upload Provisional Certificate	Choose File No file chosen
	JPEG/JPG format and size must be less than 500KB
Transfer Certificate Number	Transfer Certificate Number
Upload Transfer certificate	Choose File No file chosen
	JPEG/JPG format and size must be less than 500KB
Do you have consolidated memo ?	○ YES ○ NO
Consolidated Memo Number	Consolidated Memo Number
Upload Consolidated Memo	Choose File No file chosen
	JPEG/JPG format and size must be less than 500KB

Upload

Step 14: Enter the certificate name like 1st year I Semester and select semester memo and press ==add to list==. That certificate is added to the list of memos. Similarly upload all the semester marks memos. After uploading all semester marks memos to the list click the ==Save & Next== button. Preview all the uploaded image and click ==Save & Next== Button.

Qualification Details

Upload Individual Memo (Semester memo) Certificates

Add Individual Memo (Semester memo) Certificates to the below list

Name of the certifcate	1st Year I SEM Regular
Upload Certificate	Choose File No file chosen

Add to List

List of Individual Memo (Semester memo) certificates

Sno	CertificateName	Delete
1	1	Delete
2	2	Delete
3	2	Delete

Save & Next

Step 15: Upload <mark>Social category (Cast) certificate in case of BC, SC, ST candidates</mark>

Social category details

Register	Pay Fee	Qualification details	Local Area	Category	Minority	Other Details

Social Category   SC   Edit

Upload Caste Certificate   [Choose File] No file chosen

[Upload]

Step 16: Upload <mark>EWS certificate in case of OC candidates</mark> who belong to <mark>EWS</mark> (Economically Weaker Sections) category

EWS details

Register	Pay Fee	Qualification details	Local Area	Category	Minority	Other Details

Do you belong to EWS   Select EWS   Edit

Upload EWS Certificate   [Choose File] No file chosen

[Upload]

Step 17: Upload <mark>Minority Certificate in case you belong to minority Category.</mark>

Minority details

Register	Pay Fee	Qualification details	Local Area	Category	Minority	Other Details

I belong to   Non-Minority   Edit

Upload Minority Certificate   [Choose File] No file chosen

[Upload]

Step 18: <mark>Special category</mark> Confirmation Yes/No.

Special Category details

Register	Pay Fee	Qualification details	Local Area	Category	Minority	Other Details

Do you have CAP/NCC/PH/Sports certificates

◉ YES   ○ NO

☐ CAP   ☐ NCC   ☐ PH   ☐ Sport

[Upload]

Step 19: Upload the relevant Special category certificate.

Special Category details

Register   Pay Fee   Qualification details   Local Area   Category   Minority   Other Details

Do you have CAP/NCC/PH/Sports certificates

◉ YES   ○ NO

☑ CAP   ☑ NCC   ☐ PH   ☐ Sport

Upload CAP Certificates

Upload Appendix A   Choose File | No file chosen

Upload Appendix B   Choose File | No file chosen

Upload NCC Certificates

Upload Pdf file with All Certificate Scanned Copies   Choose File | No file chosen

Upload

Step 20: Upload Latest Parental income certificate from MRO (for candidate eligible for fee reimbursement), Aadhar card and custodian (Optional) in case candidate has xerox copies of original certificates.

Note: Provisional admission letter and joining report will be issued only after successful verification of the original certificates at the time of reporting at the allotted college).

Other details

Register	Pay Fee	Qualification details	Local Area	Category	Minority	Other Details

Parental Income for fee reimbursement   Below one Lac   Edit

Upload Parental Income Certificate from MRO   [Choose File] No file chosen

Upload Aadhar Card   [Choose File] No file chosen

Upload Custodian certificate (Optional)   [Choose File] No file chosen

Self Declaration

I hereby declare that I have furnished correct information to the best of my knowledge while filling the online application form and uploading the scanned copies of original certificates.

I understand that furnishing incorrect information would render my admission null and void

Accept and Submit

Step 21: Successfully completed the application process of online certificate verification.

Certificates Verification Status

✓

(1) ———— (2) ———— (3)

SUBMITTED   VERIFIED   APPROVED