



THIRUTHANGAL NADAR COLLEGE

(Belongs to the Chennaivazh Thiruthangal Hindu Nadar Uravinmurai Dharma Fund)
A Self Financing Co-Educational College of Arts & Science
Affiliated to the University of Madras | 2(f) Status under UGC Act
Re-accredited at 'B++' Grade by NAAC & An ISO 9001:2015 Certified Institution
Selavayal, Chennai 600 051, Tamil Nadu, India

CERTIFICATE AUTHENTICATION POLICY

Objective:

To establish clear and transparent norms for the verification of certificates issued by Thiruthangal Nadar College.

Policy Details:

Initial Verification Fee.

The first-time verification of a certificate fee amount of Rs. 500/-. This fee must be paid either through online payment methods or via Demand Draft payable to The Principal, Thiruthangal Nadar College, Chennai.

Payment and Verification Process:

Upon receipt of the payment, the verification report will be processed and issued within five (5) working days. It is mandatory to provide authentic payment proof at the time of application.

Re-verification and Queries:

Any subsequent queries or re-verification requests for the same candidate will incur an additional fee amount of Rs. 500/-. This applies to any clarifications or corrections needed after the initial verification.

Note:

Failure to comply with the above norms may delay the verification process or lead to rejection of the application. This policy is effective from the date of issuance and is subject to periodic review by the college administration



V. Devi
Dr.V.DEVI M.B.A., M.C.A., M.Phil.,Ph.D
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Common Policy for applying for the following certificates

S. No.	Details		Rs.	Duration	Documents
1	Students requesting fee's structure		100.00	2 working days	Requisition letter from the student with proper approval from the HOD.
2	TC	To apply for a Regular Transfer Certificate.	100.00	3 working days	After the approval of requisition letter by the HOD. No due clearance (if applicable) is required.
		To apply for a Duplicate Transfer Certificate.	2000.00	3 working days	Requisition letter from the student with proper approval from HOD and supporting documents. (Undertaking letter, Affidavit and FIR copy)
3	To apply for a Bonafide Certificate		NA	2 working days	Requisition letter from student with proper approval from the HOD.
4	To apply for a duplicate ID Card		200.00	2 working days	Requisition letter from the student with proper approval from the HOD.
5	If any attestation needed from the Principal		NA	2 working days	Prior verification by the HOD
6	Provisional Certificate		NA	3 working days	Requisition letter
	Mark Sheets				
	Convocation				
7	Any other University-based request (or) Principal Recommendation		NA	5 working days	Request letter with HOD Signature



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