Government of Goa
DIRECTORATE OF HIGHER EDUCATION
SCERT Building**,** Alto- Porvorim-Goa PIN 403 521

UNDER-GRADUATE ADMISSION 2023-2024

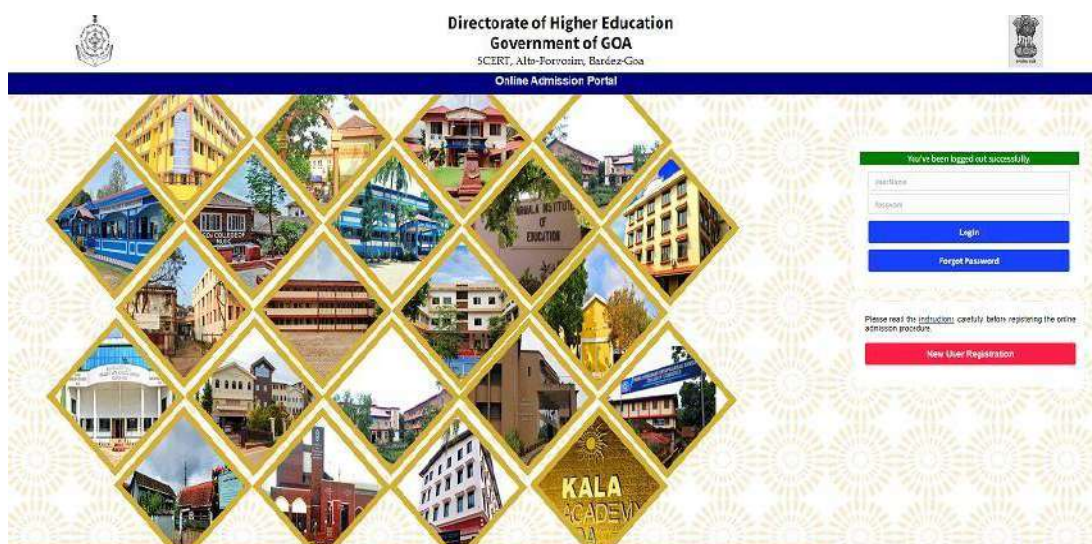### INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM FOR UNDER-GRADUATE ADMISSION 2023-2024

STUDENT SHOULD READ ALL THE INSTRUCTIONS CAREFULLY BEFORE FILLING THE ONLINE APPLICATION FORM. APPLICATIONS INCOMPLETE IN ANY RESPECT SHALL NOT BE PROCESSED.

1. For online admission, visit the DHE Goa website https://dhe.goa.gov.in/. Under the section **UNDER GRADUATE ADMISSION 2023-2024** click on the link **For Under-Graduate Admission 2023-2024 (Click here)**

2. Student should mandatorily have the following documents in specified format to complete the online application.
    a. SSC Marksheet (pdf format with file size less tham 1MB)
    b. HSSC Marksheet (pdf format with file size less tham 1MB)
    c. Aadhar card / Passport (pdf format with file size less tham 1MB)
    d. Passport Size Colour Photograph (JPEG Format with file size less than 1 MB. Avoid white/ light background)
    e. Signature (JPEG Format with file size less than 1 MB.)
3. Valid certificate is mandatory for candidates applying under the reservation category - SC/ST/OBC/EWS/PH.
4. The online application for Under-Graduate Admission 2023-24 is two step process as follows:

Step 1: New User Registration

1. New User Registration is a one time registration process. A student shall register himself/herself only once on the admission portal.

2. Student should have a valid email id as well as mobile number to start the one time registration process. If a student does not have a valid email id, then he/she has to create one before starting with the new user registration.

3. To begin with the registration process, student shall enter valid email id, mobile number and other details on the registration form and click on Activate Account.

4. On succesful registration, the student will immediately receive an email on the registered email address providing the student's login credentials for future use. It may be possible that the student's login credentials may be delivered in the email spam box if not in the inbox for the first time.

5. After registration, student will be directed to the login page where he/she can login using the credentials and proceed to fill the online application form.

Step 2: Online Application Form

1. On succesful login, student will click on **Create New Application** button to get the application form.

2. A dropdown will appear showing different sessions for creating applications to various courses available for admission as listed below:

Session Name	Description
Online Application General 2023-24	For admission to all general government and aided courses such as BA, B.Com., B.Sc., BPA, BPAT, B.SC Home Science etc.
Online Application BBA, BCA, IMCom, B.Sc Biotechnology, B.A Mass Communication & Journalism, 2023-24	For admission to BBA, BCA, IMCom, B.Sc Biotechnology, B.A Mass Communication & Journalism programmes
Online Application B.A.LLB 2023-24	For admission to integrated B.A.LLB programme (5 years)
Online Application B.A.B.Ed. 2023-24	For admission to integrated B.A.B.Ed. programme

Online Application B.Sc.B.Ed. 2023-24	For admission to integrated B.Sc.B.Ed. programme
Online Application B.Voc/B.Sc.Agriculture/ANM	For admission to B.Voc., B.Sc.Agriculture and Auxiliary Nursing & Midwifery (ANM) programmes
Online Application PGDT/PGDCA 2023-24	For admission to post graduate programmes PGDT/PGDCA
Online Application B.P.Ed. 2023-24	For admission to Bachelor of Physical Education (B.P.Ed.) programme

3. Student should select appropriate **Session Name** based upon the choice of the programme for seeking admission. Please ensure that you have selected proper **Session Name** before proceeding with the online application.

4. If a student wishes to apply for different sessions, then he/she can do so by creating new applications using the same login account. (Please refere Step 1 of New User Registration)

5. After selecting the Session Name, student will click on **Apply Now** button

6. Student shall fill all the details mentioned in the application form such as Personal Details, Education Details, Programme Choice, Documents Upload before doing the final step of submitting the application.

7. Student can edit or make changes to the information filled in the application form any time by logging out and logging in again before the final submission by clicking on the **Resume Application** button.

8. Students must ensure the correctness of the information filled in the application form before submitting the same.

9. Upon successful submission an Application ID will be generated and **student will receive the acknowledgement on the registered email.**

10. If the application id is not generated your application is still in draft mode only. Applications in draft mode after the last date of online application will not be considered for admission.

11. Upon log in, the student will be shown the application dashboard displaying all the applications created by the student.

Programme Choice Selection:

1. Under the tab Programme Choice, student will select the programme and College of his choice by clicking on **Add Choice** button.

2. A student can apply for different degree programs either in the same college or different college.

3. **Students should mandatorily refer the NEP Course Structure offered by the respective College for Semester I & II by visting the College website.**

4. While selecting the subjects, the student will select a Major, Minor & Multidisciplinary subject available in the selected College and Programme.

(Please check the respective College website for detailed structure of the chosen course).

5. Subjects will be allocated to the students at the time of admission counseling based on the merit list and availability of the seats.

For admission related queries contact on the Admission Counselor's numbers given on the DHE website or drop an email at dhe.ug.admission@gmail.com

Note: Candidates are requested not to visit this office for submission of hard copy of the application form.