

Procedure to Apply Online (New Student)

(UG/PG Courses)

Instructions

- Visit the website www.dhe.chd.gov.in for online admission/application process.
- There is no offline mode to submit the application form.
- Download **Joint Prospectus of Government and Grant in-Aid colleges**.
- Read Prospectus carefully before applying for any course.
- Last date of applying is **June 23, 2018 (Friday)**.
- **Help desks** will be set up in all the colleges from the very next day of the release of the prospectus, to help the candidates in filling up the online Admission forms.

Step 1: Online Registration

1. Click on the link **e-Admissions (2018-19) on the website**.
2. Click on **Sign Up** to register on website by filling email ID, Mobile Number and Name (**Spellings of Name must be same as in Class-X marks sheet/certificate**).
3. **Mobile Number** will be the Login ID and Password will be sent to your registered mobile number through SMS.
4. Candidate can change the password, if he/she desires.
5. Candidate will be able to Login to the admission portal by using the password in all future visits to this portal.
6. Pay **Registration Fee of Rs. 70/- online to proceed further to fill application form**. Note down the transaction number generated.
7. Payment verification will take maximum upto 24 hours. You can verify your payment by using the option **Payment Verification** on the website (**Note: Transaction number will be used to verify the status of transaction**).
8. **A candidate can apply for Multiple Courses/Colleges with the same User id and Password.**

Step 2: Login to apply for courses

1. Logon to the website www.dhe.chd.gov.in with your user id and password.
2. Click on **APPLICATION FORM**. Candidate will be asked two options:-
1) Degree Colleges 2) Professional College
3. Candidate will select his/her choice. Candidate will be asked two options:-
2) New Student 2) Old Student
4. Candidate applying for the first time for 1st year of courses in UG/PG courses will click on the link **New Student**.
5. **Select Centralized Admission link for courses for which admissions are centralized and select Non-Centralized link for courses whose admission will be in respective colleges (Check Prospectus for details).**
6. Instruction page will be displayed once the candidate selects the Course.
7. Read the rules and regulations thoroughly before filling the Application form.

8. **The application form will be displayed to the candidate.**

Step 3: Filling the Online Application Form

1. Candidate will have to fill details in various columns as required.
2. **For centralized courses admission, candidates will have to submit preference of colleges. Based on preference, seat will be allotted on merit. After last date of applying, candidate will not be able to modify the preferences.**
3. The application form has separate columns for Mother's Name and Father's Name. Both names have to be mentioned in the form. However, in case applicant doesn't wish to declare the name of either the Mother or the Father, he/she may not be forced to do so and no student will be denied admission on this ground.
4. Tick mark the **reserved category**, if any, and upload the valid supporting documents showing the name of the candidate. Certificates issued in the name of parents will not be valid. If the candidate has not tick marked on the specific reserved category, he/she cannot claim the seat in that category at the time of admission.
5. Applicant must fill **Email ID (compulsory)** and Email Ids of the parents (optional).
6. Applicant must fill his/her and the parents Telephone Number/Mobile Number (**Applicant will receive acknowledgement of the filled Online Form through SMS on his/her mobile number only**).
7. The column meant for **hostel** accommodation in the admission form should be filled with **YES** or **NO**. **There is no separate form for hostel admission**. If the candidate does not opt for hostel in the form then he/she cannot claim the hostel seat at the time of admission.
8. In case candidate applies for hostel accommodation, he/she must fill complete particulars of **local Guardian** (resident of Chandigarh/Mohali/Panchkula only).
9. Applicant must fill **Bank Name, Account Number, IFSC Code of Branch** and **Aadhar card number** (If allotted), **EPIC number (Voter Card number)** (if allotted).
10. For admission, **fraction of marks** less than the requisite percentage will not be rounded off to the advantage of the candidates i.e. 32.9%, 39.9% and 49.9% will not be rounded off to 33%, 40% and 50% respectively.
11. The full name of the **Board/University** from which the last examination has been passed is to be given e.g. **Punjab School Education Board instead of PSEB**.
12. Candidate will be able to view and can modify the information before final submission of the online application form. **After final submission on the last day to apply, modification of form will be locked**.
13. The applicant should note the **Application Form No.** generated after online form submission.
14. In case any deficiency is found at the time of scrutiny of the form regarding any information given/documents required to be uploaded, an SMS will be sent to the Candidate on his/her registered mobile number.
15. Candidate's form will be unlocked and he/she will be able to upload the additional document demanded on receiving the SMS regarding deficiency, if any.
16. Application form submitted after due date or **incomplete** in any respect will not be accepted.
17. The declaration given in the admission form to be downloaded after allotment of college should also be signed by the Parent/Guardian.

Step 4: Upload Certificates/Testimonials, Scanned Photograph and Signature

1. **One set of scanned original testimonials/certificates should be uploaded (in .pdf format only) with the admission form:-**
 - Matriculation Certificate for Date of Birth.
 - 10+2 Detailed Marks Certificate.
 - University/ Board DMC of the lower examination.
 - Character Certificate from the institution last attended or from a gazetted officer in case of private candidates. (Specimen of the form is given at the end of the Prospectus)
 - Migration Certificate/ Inter-University Migration Certificate.
 - Scheduled Caste/Scheduled Tribe/Physically Challenged Persons/Sports/Defence/ Freedom Fighter's Ward/Kashmiri Displaced Person's Ward/Descendants of Kargil Martyrs/Single Girl Child/One out of only Two Girl Children/Cancer/AIDS/ Thalassemia Patients/Border Area/Rural Area/Excelled in Youth Festival.
 - Sports Gradation Certificate from Chandigarh Sports Department for both U.T Pool and General Pool Candidates.
 - Equivalence certificate from Panjab University of the last course passed by the candidate (where required).

2. **Candidates are also required to upload:**
 - Scanned passport size photo of the applicant **(not more than 50kb).**
 - Scanned signature of the applicant **(not more than 50kb).**

Other important instructions

1. **Students will only be able to download Provisional Admission Form after the display of allotment of colleges on 7th July 2018.**
2. Students are advised to keep a **photocopy** of the **filled Provisional Admission Form** and bring it on the day of admission.
3. **Candidates are required to bring all the original certificates at the time of admission.**
4. **The admission will be based on merit, which will be calculated on the basis of marks obtained in qualifying examination.**
5. **Weightage, wherever applicable, would be given as per Panjab University norms.**
6. **Two affidavits**, in original, are to be attached with the application form in case of **gap year/years**, if any (**Specimen of the affidavit is given at the end of the Prospectus**). Candidates with gap year will not be admitted to any college until the gap is explained to the satisfaction of the convener of the respective admission committee of the concerned college, by submitting an affidavit as per the specimen given at the end of the Prospectus. **Scanned copy of the original affidavit is also required to be uploaded in .pdf format.**
7. The documents uploaded by the candidate will be scrutinized to confirm that there is no shortcoming or deficiency in the application form. **Candidate will be able to check the status of his/her application online with his/her password on the admission portal in this regard.**
8. No separate communication will be sent to the applicants for attending the physical counselling and all the information/updates will be available on the website and the online prospectus.
9. All the Admitted students are required to submit online the **Anti-Ragging Undertaking** at the **Anti-Ragging Web Portal of Government of India** www.antiragging.in and submit the unique id/copy of undertaking generated online in the college office.

Procedure to Apply Online (Old Student)

(UG/PG Courses)

(For Old students of Government Colleges only)

Note: Old students of Government Aided privately managed colleges may refer to the respective college prospectus and website for the admission procedure.

1. Visit the website www.dhe.chd.gov.in and download prospectus of Government and Grant in-Aid colleges.
2. Study it thoroughly before applying for any course.
3. Click on the link **e-Admissions (2018-19)** on the website www.dhe.chd.gov.in for further process.
4. This will take the user to www.dhe.chd.gov.in/eAdmission for further process.
5. Click on **LOG IN**.
6. Click on **APPLICATION FORM**. Candidate will be asked two options **New Student** or **Old Student**.
7. Old Students will click on **Old Student link**.
8. Instructions page will be displayed on selection of the **Old Student** link.
9. Candidate will be asked to select his/her college and enter **Roll No.** and **Date of Birth**.
10. Candidate's **pre-filled information** will be displayed on the screen.
11. **Candidate will be required to fill his/her result of previous class and submit the form.**
12. **Candidates are also required to upload:**
 - Scanned passport size photo of the applicant **(not more than 50kb)**.
 - Scanned signature of the applicant **(not more than 50kb)**.
13. **Candidate will be able to view and can modify the information before final submission of the online application form.**
14. After final submission modification of form will be locked.
15. **Candidates are required to Print the Form and submit the same to the Admission Committee in their respective college at the time of admission.**
16. All the Admitted students are required to submit online the **Anti-Ragging Undertaking** at the **Anti-Ragging Web Portal of Government of India** www.antiragging.in and submit the unique id/copy of undertaking generated online in the college office.