

INSTRUCTIONS FOR THE ADMISSION OF OLD STUDENTS/ONGOING CLASSES OF UNDERGRADUATE AND POSTGRADUATE CLASSES FOR THE SESSION (2021-22)

**Online Admissions of the old students/ongoing classes of Undergraduate (B.Com/BBA/BCA) 3rd and 5th Semesters and of M.Com 3rd Semester will be from 9th August 2021 at 10.00 am onwards.
(Refer Admission schedule given in the college Prospectus).**

The old students/students of ongoing classes are required to apply online from **4TH August 2021 to 8th August 2021 (till 5.00p.m)** at DHE Chandigarh Administration website **www.dhe.chd.gov.in** under **old students** category.

All admissions would be provisional and subject to rules and regulations of Panjab University/Chandigarh Administration, Chandigarh.

Procedure to Apply Online for Old Students/Ongoing classes

1. Login to the website www.dhe.chd.gov.in. Click on *ePravesh* (**Admission Link**)
2. Candidate will be asked two options; New Student or Old Student.
3. Old Students of the college will click on Old Student link.
4. Instructions page will be displayed on selection of the Old Student link.

5. Candidate will be asked to select the college (select Government College of Commerce and Business Administration, Sector-50, Chandigarh) and enter Roll No and Date of Birth
6. Candidate's pre-filled information will be displayed on the screen.
7. Candidate will be required to fill the result and submit the form.
8. Candidate is required to upload the marksheets of results of all previous PU semesters' examinations till Feb/March-2020 and provide the consolidated results in the relevant column in the admission form.
 9. Students are also required to upload:
 - a. Scanned passport size photo of the applicant (not more than 50 KB).
 - b. Scanned signature of the applicant (not more than 50 KB).
 - c. Scanned signature of either of the Parent/ Guardian (not more than 50 KB).
- 10. Students seeking Hostel Admission must fill the relevant column in the online Admission Form. However the hostel seat will be given on merit and as per the Guidelines/SOPs issued by the Government of India and Chandigarh Administration from time to time.**
11. Candidate will be able to view and can modify the information before final submission of the online application form.
12. After final submission modification of form will be locked.

13. In case any deficiency is found in the form regarding documents required to be uploaded, an SMS will be sent to the Candidate on the registered mobile. Candidate's form will be unlocked to upload the additional document demanded on receiving the SMS regarding deficiency, if any.
14. The admitted students would find **FEE PAYMENT (GOVT COLLEGES)** Tab at the DHE website www.dhe.chd.gov.in for depositing the fee online which is required to be paid within 24 hours of date of admission.