

## Important Note

1. Applicant whose online admission form has been verified and is been allotted college must deposit the fees as per the detailed Online Centralized Admission Schedule.
2. **The admissions under SPORTS Category will be done after the issuance of Gradation Certificate (whenever) by the Sports Department, Chandigarh Administration. The schedule for the same will be uploaded on DHE website [www.dhe.chd.gov.in](http://www.dhe.chd.gov.in). However, the applicant has to choose the sports reservation while applying in online admission form.**
3. Admission to all centralized courses in all city colleges during the 1<sup>st</sup> and 2<sup>nd</sup> Online Centralized Admission Schedule will be done **online** through the DHE website [www.dhe.chd.gov.in](http://www.dhe.chd.gov.in). There will be **NO PHYSICAL COUNSELLING** this year due to Covid-19 situation.
4. **Online Centralized Admission Schedule** mentioned in the prospectus should be adhered to and there will not be any additional Centralized Online Admission Schedule.
5. If an applicant, having reserved category, falls under **GENERAL CATEGORY** in the merit list, the applicant will be given admission in the **GENERAL CATEGORY** only. So the applicant must follow the admission schedule of General Category on the date and time specified under General Category.

**NOTE:** All admissions done will be provisional and subject to the verification of documents by Panjab University, Chandigarh. If any document or information is found to be false/ incorrect/ concealed at any stage, the admission may stand cancelled. There will be no refund of fees in this case.

# Important Instructions for Online Admissions

1. Read the instructions and procedure thoroughly before filling the admission form for any course.
2. For the detailed admission schedule, applicant should refer to the DHE website i.e. [www.dhe.chd.gov.in](http://www.dhe.chd.gov.in) as well as the respective college prospectus/website where he/she has been allotted the seat online.
3. **Instructions for 1<sup>st</sup> Online Centralized Admission Schedule:**
  - The list of verified applicants and list of applicants with discrepancy (if any) will be displayed on the DHE website [www.dhe.chd.gov.in](http://www.dhe.chd.gov.in) by **13<sup>th</sup> August, 2020 (Thursday) by 5:00 pm.**
  - The applicant has to clear the discrepancy (if any) before the date of 1<sup>st</sup> Online Centralized Admission Schedule i.e. **17<sup>th</sup> August 2020 (Monday).**
  - Applicants whose online admission form has been verified must deposit the fee as per the 1<sup>st</sup> Online Centralized Admission Schedule. Applicant can deposit the fee online at DHE website [www.dhe.chd.gov.in](http://www.dhe.chd.gov.in) (in case Applicant is seeking admission in **Government College**). Applicant who is seeking admission in **Privately Managed Aided College, he/she must refer to the respective college prospectus/ website** regarding deposit of fee.
4. Applicants who **have been allotted college for the 1<sup>st</sup> Online Centralized Admission Schedule** but could not take admission or pay fee, will get a chance of admission in 2<sup>nd</sup> Online Centralized Admission Schedule only if they give their willingness online on **20<sup>th</sup> August, 2020 (Thursday) by 2:00 pm** through their respective login at DHE website [www.dhe.chd.gov.in](http://www.dhe.chd.gov.in).
5. Applicants **admitted** in the 1<sup>st</sup> Online Centralized Admission Schedule can give their willingness on **20<sup>th</sup> August, 2020 (Thursday) by 2:00 pm** for 2<sup>nd</sup> Online Centralized Admission Schedule if they wish to **change** the college they are admitted to. **Only upward mobility of preference will be allowed in the change of college. Change of order of preference of college (after the submission of form) is not allowed at any stage.**
6. **Instructions for 2<sup>nd</sup> Online Centralized Admission Schedule:**
  - Details of the course-wise vacant seats will be notified on DHE website [www.dhe.chd.gov.in](http://www.dhe.chd.gov.in) on **21<sup>st</sup> August, 2020 (Friday) by 5:00 pm.**
  - The list of verified applicants and list of applicants with discrepancy (if any) will be displayed on the website [www.dhe.chd.gov.in](http://www.dhe.chd.gov.in) by **23<sup>rd</sup> August, 2020 (Sunday)** for the courses where the seats remain vacant after 1<sup>st</sup> Online Centralized Admission Schedule
  - The applicant has to clear the discrepancy (if any) before the date of 2<sup>nd</sup> Online Centralized Admission Schedule i.e. **25<sup>th</sup> August, 2020 (Tuesday).**
  - Applicants whose online admission form has been verified must deposit the fee as per the 2<sup>nd</sup> Online Centralized Admission Schedule. Applicant can deposit the fee online at DHE website [www.dhe.chd.gov.in](http://www.dhe.chd.gov.in) (in case Applicant is seeking admission in **Government College**). Applicant who is seeking admission in **Privately Managed Aided College, he/she must refer to the respective college prospectus/ website** regarding deposit of fee.
7. **De-reservation of seats: 28<sup>th</sup> August, 2020 (Friday)**
  - UT Pool (85%) and General Pool (Outside UT) (15%) quota will be de-reserved.
  - Hereby, all the admissions will be done by the respective college dependent on the availability of seats in each course.
8. **Post Graduate Courses:** As per details mentioned in the Academic Calendar issued by Panjab University, admission schedule with respect to PG classes will be decided as and when released by the Panjab University, Chandigarh.

9. **For Government Colleges:** All the applicants seeking admission in B.A. I in Government Colleges also have to fill the admission form **ONLINE** at website [www.dhe.chd.gov.in](http://www.dhe.chd.gov.in). For further admission procedure and schedule the applicant will refer to the respective college prospectus/website.
10. **For Privately Managed Aided Colleges:** All the applicants seeking admission in B.A. I in Privately Managed Aided Colleges, **DO NOT** have to fill the admission form at [www.dhe.chd.gov.in](http://www.dhe.chd.gov.in). They will refer to the prospectus/ website of the respective college for instructions regarding filling of form.

## Procedure to Apply Online by New Students (UG Courses)

### Instructions

- Visit the DHE website [www.dhe.chd.gov.in](http://www.dhe.chd.gov.in) for online admission/application process.
- There is no offline mode to submit the application form.
- Download **Online Joint Prospectus of Government and Privately Managed Aided Colleges, 2020-2021**.
- Read Prospectus carefully before applying for any course.
- Last date of applying is **3<sup>rd</sup> August, 2020 (Monday)**

### Step 1: Online Registration

1. Click on the link **e-प्रवेश (2020-2021)** on the DHE website [www.dhe.chd.gov.in](http://www.dhe.chd.gov.in).
2. Click on **Sign Up** to register on website by filling Email ID, Mobile Number (WhatsApp) 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 the candidate's 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. The candidate can verify his/her payment by using the option **Payment Verification** on the website (**Note: Transaction number will be used to verify the status of transaction**).
8. Candidate can apply for **Multiple Courses/Colleges with the same User id and Password**. However, the applicants will have to fill separate form for different courses.

## Step 2: Login to apply for courses

1. Logon to the DHE website [www.dhe.chd.gov.in](http://www.dhe.chd.gov.in) with the registered user id and password.
2. Click on **APPLICATION FORM**. Candidate will be asked two options:-
  - 1) Degree Colleges
  - 2) Professional Colleges**Select option 1) Degree Colleges.**
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 1<sup>st</sup> 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. Applicant 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. **Change of order of preference of college (after the submission of form) is not allowed at any stage.**
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 applicant 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 applicant. **Certificates issued in the name of parents will not be valid.** If the applicant 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 **working Email ID (compulsory)** and **Email IDs** of the parents (optional).
6. Applicant must fill his/her **WhatsApp Mobile Number** 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. However, the applicant cannot claim the seat as his/her right.** If the applicant does not opt for hostel in the form then he/she cannot claim the hostel seat at the time of admission.
8. In case applicant 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), **Ration card details** (if any).
10. For admission, **fraction of marks** less than the requisite percentage will not be rounded off to the advantage of the applicants 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. Applicant 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. Applicant should note the **Application Form Number** generated after online form submission.
14. At the time of scrutiny of the form, if any discrepancy is found regarding any information given/ documents uploaded, an SMS will be sent to **the applicant on his/her registered mobile number.**
15. Applicant's form will be unlocked and he/she will be able to upload the additional document demanded on receiving the SMS regarding discrepancy, if any, within a specified time.
16. Application form submitted after due date or **incomplete** in any respect will not be accepted.
17. The declaration given in the admission form should be digitally signed both by applicant and his/her 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/ Thalassaemia Patients/ Border Area/ Rural Area/ Excelled in Youth Festival.
  - Sports Gradation Certificate issued from Chandigarh Sports Department for both U.T Pool and General Pool applicants.
  - Equivalence Certificate from Panjab University of the last course passed by the applicant (where required).
2. **Applicants are also required to upload:**
  - Scanned passport size photo of the applicant (**not more than 50 KB**).
  - Scanned signature of the applicant (**not more than 50 KB**).
  - Scanned signature of either of the Parent/ Guardian(**not more than 50 KB**).

## Other important instructions

1. Applicants will only be able to download Provisional Admission Form after the display of allotment of colleges on 3<sup>rd</sup> August, 2020 (Monday) .
2. The admission will be based on merit, which will be calculated on the basis of marks obtained in qualifying examination.
3. Weightage, wherever applicable, would be given as per Panjab University, Chandigarh norms.
4. **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**). Applicants 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. Applicant having gap year has to fill the form online as 'NEW STUDENT'.**
5. The documents uploaded by the applicant will be scrutinized to confirm that there is no shortcoming or deficiency in the application form. **Applicant will be able to check the status of his/her application online with his/her password on the admission portal in this regard.**
6. No separate communication will be sent to the applicants regarding Online Admission Schedule and all the information/updates will be available on the website and the online prospectus.
7. All the admitted applicants are required to submit online the **Anti-Ragging Undertaking** at the **Anti-Ragging Web Portal of Government of India ([www.antiragging.in](http://www.antiragging.in))**.

## Procedure to Apply Online by Old Students

### (UG/PG Courses)

#### (For Old students of Government Colleges only)

**Note:** Old students of Privately Managed Aided Colleges may refer to the respective College Prospectus/ Website for the admission procedure.

1. Visit the DHE website [www.dhe.chd.gov.in](http://www.dhe.chd.gov.in) and download Online Joint Prospectus of Government Colleges.
2. Student should study it thoroughly before applying for any course.
3. Click on the link **e-प्रवेश (2020-2021)** on the website [www.dhe.chd.gov.in](http://www.dhe.chd.gov.in) for further process.
4. This will take the user to [www.dhe.chd.gov.in/eAdmission](http://www.dhe.chd.gov.in/eAdmission) for further process.
5. Click on **LOG IN**.
6. Click on **APPLICATION FORM**. Applicant 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. Student will be asked to select his/her college and enter **Roll No.** and **Date of Birth**.
10. Student **pre-filled information** will be displayed on the screen.
11. **Student will be required to fill his/her result of previous class and submit the form.**
12. **Students are also required to upload:**
  - Scanned passport size photo of the applicant (**not more than 50 KB**).
  - Scanned signature of the applicant (**not more than 50 KB**).
  - Scanned signature of either of the Parent/ Guardian(**not more than 50 KB**).
13. **Student will be able to view and can modify the information before final submission of the online application form.** After final submission, modification of form will be locked.
14. 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](http://www.antiragging.in))**.