



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

### **ADMISSION 2022-23**

#### **INSTRUCTIONS FOR FILLING ONLINE ADMISSION FORM:**

1. For online admission, visit the DHE Goa website <https://dhe.goa.gov.in/>
2. Begin with the new registration process on the link provided.
3. Provide your details such as name, email id, Aadhar number, mobile number, and preferable password on the registration form.
4. Once the registration is complete, the applicant can proceed with the login page.
5. The email id will be your username and the password as entered in the registration form.
6. An email will be sent to the applicants email address specifying your username and password for future reference.
7. Candidate should mandatorily have the following documents in pdf format to complete the application:
  - a. **SSC Marksheet**
  - b. **HSSC Marksheet** (non mandatory for applicants whose results are not declared)
8. Candidate should have the high quality .jpeg/.png/jpg file of passport size photo with clear background and candidate signature.
9. E-Certificate is mandatory for candidates applying under the category **SC/ST/OBC/EWS/PH.**
10. Each candidate is allowed to make only one application on the portal.

#### **Programme Preference Selection:**

11. While adding the preference of the Programme, the applicant has to mandatorily select two colleges in the order of preference while the third preference is optional. (1- Highest preference, and 3- Lowest preference)
12. The candidate can apply for different degree programme either in the same college or different college.
13. Each college will prepare their independent merit list.
14. The candidate can upgrade their admission from the lower preference college admitted earlier to the higher preference college, subject to availability of seats and admission offer.
15. However, candidate strictly will not be able to switch to the lower preference

college if admitted earlier in the highest preference college.

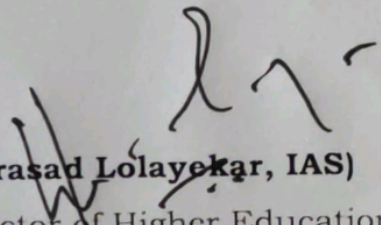
16. Once the candidate admits in any of their preferred college, they will not be able to edit their preference in application form thereafter.
17. After submission of the application form, a pop-up window acknowledging the successful submission of the application will be displayed. **Candidate will receive the acknowledgement on the registered email.**
18. Incomplete applications will not be processed.

**Guidelines for Counseling and Preparation of Merit List for Admission 2022-2023**

1. The admission application portal for the academic year 2022-23 will open from **1<sup>st</sup> June 2022**.
2. The admission portal for the applicants to submit the application form will close on **20<sup>th</sup> June 2022** at midnight. The students will not be able to edit their application form thereafter.
3. From Tuesday **21<sup>st</sup> June 2022**, the colleges can scrutinize the applications and prepare the merit list.
4. The colleges should prepare the merit list by following the state reservation policies for admissions and display it for public along with their percentage.
5. The colleges should also prepare the waiting list. (Max 3/div for B.A and B.Com others 10 /div)
6. The merit list should clearly indicate the students allotted under each reservation category.
7. The Law colleges will complete the entrance test process for B.A.I.L.B applicants before **27<sup>th</sup> June 2022**.
8. All the colleges should strictly declare the merit list on their respective college website on **Wednesday 29<sup>th</sup> June 2022**.
9. The colleges may intimate the short-listed applicants through email or telephone after declaring the merit list.
10. The counselling of candidates will start from **Wednesday 30<sup>th</sup> June 2022**.
11. Candidates can be called to the college campus in batches by following proper Covid-19 SOP's issued by the Government of Goa.
12. The candidates need to produce original documents at the time of admission.
13. The colleges should counsel the candidates before confirming the admission.
14. On submitting the valid documents and payment of fees, colleges should update the status of the admitted candidates on the IAIMS portal.
15. The motive for asking candidates to give preferences to the programs is to control the migration of the candidates within the colleges.
16. The candidates can upgrade their admission from their lower preference college to higher preference college subject to the availability of seats and admission offer by the college.
17. The candidate will not be allowed to switch to a lower preference college if admitted earlier in the higher preference college.
18. If the candidate wishes to cancel his/her admission, college should return his/her original documents and refund the fees paid and update the same on the IAIMS portal.



19. The colleges strictly should not offer admissions to candidates who are already admitted to the higher preference college. The status of the same will be visible on the IAAMS portal for reference. If any college indulges in such practices, strict action will be initiated against the institute head. [Not applicable for B.A.L.L.B course since admission is based on Common Entrance Test]
20. In case the colleges have seats vacant in the first round of counseling after exhausting all the candidates across the preferences, the college will have a choice to participate in the second round of admission. The date of the same will be informed later.
21. If the college is participating in the second round of admission, the vacant seats under the reserved category should not be filled by the General category candidates.
22. Once the candidate confirms the seat and admits in any College they will not be able to edit their forms for subsequent round of admission. However, a candidate who has not been admitted in any of the colleges by the end of the first/second round of counselling, will get a chance to edit their application form.
23. The counselling process is a continuous process. As and when the seats are vacant, the colleges can offer admission to the candidates on the waiting list.
24. The colleges should follow fair and transparent practice throughout the admission process.

  
**(Prasad Lolayekar, IAS)**

Director of Higher Education