

Online Centralized Admission Schedule (Session 2019-2020)

(B.B.A. I / B.C.A. I / B.Com. I / B.Sc. (Non-Medical and Medical – All Courses) I /
B.Sc. Biotechnology (Hons.) I / B.Sc. Bioinformatics (Hons.) I / M.Com. I)

Website: www.dhe.chd.gov.in

IMPORTANT DATES

Last date for Online Submission of Admission Forms for all Centralized Courses	26 th June, 2019 (Wednesday)
Display of Provisional Merit List [#]	30 th June, 2019 (Sunday) by 4:00 pm
Notification of Discrepancies by Applicants	2 nd July, 2019 (Tuesday)
Display of Merit List [#]	4 th July, 2019 (Thursday)
Display of Final Admission List with Allotted Colleges	6 th July, 2019 (Saturday)

[#] This is the merit list and not the list of admitted candidates.

DETAILED COUNSELLING SCHEDULE

Courses under Centralized Admission	Category/Pool	Date of Counselling	Venue for Counselling
B.B.A. I B.C.A. I B.Com. I B.Sc. (Non-Medical) I • Non-Medical • Biochemistry (E) • Computer Application (E) • Computer Science (E) • Industrial	1st Counselling*		
	UT Pool General Category (9:00 a.m.)	08.07.2019	Respective College*
	General Pool (Outside UT) General Category (9:00 a.m.) Reserved Category (1:00 p.m.)	09.07.2019 09.07.2019	
	UT Pool Reserved Category and Over and Above Seats (Additional Seats) (9:00 a.m.)	10.07.2019	
	2nd Counselling*		
UT Pool General Category (9:00 a.m.)	15.07.2019	Respective College*	

Chemistry (E) • Information Technology (E) • Statistics (E)	General Pool (Outside UT) General Category (9:00 a.m.) Reserved Category (11:00 a.m.)	16.07.2019	*As per Final Admission List with Allotted Colleges to be displayed online on the website: www.dhe.chd.gov.in
	UT Pool Reserved Category and Over and Above Seats (Additional Seats) (2:00 p.m.)	16.07.2019	
B.Sc. (Medical) I • Medical • Biochemistry (E) • Bioinformatics (E) • Biotechnology (E) • Industrial Chemistry (E) • Industrial Microbiology (E) • Microbiology (E)	3rd Counselling**		
	UT Pool General Category (9:00 a.m.)	22.07.2019	B.Sc. I Medical (All Courses) SGGS-26, Chandigarh
	UT Pool Reserved Category and Over and above seats (Additional Seats) (2:00 p.m.)	22.07.2019	B.Sc. I Bioinformatics (Hons.) GGSD-32, Chandigarh
B.Sc. Biotechnology (Hons) I			B.Sc. I Non-Medical (All Courses) GGSCW-26, Chandigarh
B.Sc. Bioinformatics (Hons) I	General Pool (Outside UT) General Category (9:00 a.m.) Reserved Category (11:00 a.m.)	23.07.2019	B.Sc. I Biotechnology (Honours) PGGCG-42, Chandigarh
M.Com. I ^{##}	De-Reservation of Seats (1:00 p.m.)	23.07.2019	B.Com. I DAV-10, Chandigarh B.C.A. I MCM DAV-36, Chandigarh B.B.A. I PGGC-11, Chandigarh M.Com. I GCCBA-50, Chandigarh

^{##}In case the B.Com. III year result is not declared by the Panjab University by the last date of applying, then the Merit List and Revised Admission Schedule for admission into M.Com. I will be displayed only after the declaration of the result. The applicants are advised to visit the www.dhe.chd.gov.in website for the Revised Admission Schedule.

****Third centralised counselling of the vacant seats, if any, will be held in the colleges mentioned above in the venue column. The college wise vacant seats will be displayed on the website www.dhe.chd.gov.in**

Important Note

1. Applicant should report for admission in the respective allotted college as per the detailed counselling schedule.
2. **The applicants applying in Sports Category are to report with Gradation Certificate issued by Sports Department, Chandigarh Administration along with original certificates on 27th June, 2019 and 28th June, 2019 (Thursday and Friday) in GGSDS College, Sector 32, Chandigarh at 9:30 a.m. for verification.**
3. First and second online counselling rounds to be held in the respective colleges as per the Final Admission List with allotted Colleges to be displayed on the website: www.dhe.chd.gov.in
4. The counselling schedule mentioned in the prospectus should be adhered to and there will not be any additional counselling rounds.
5. If a reserved applicant falls under **GENERAL CATEGORY** in the merit list, the applicant will be given admission in the **GENERAL CATEGORY** only. So the applicant must report as per admission schedule of General Category on the date and time specified under General Category.

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 website of the respective college where he/she has been allotted the seat online.
3. **1st counselling will be online.** College wise merit list of allotted applicant will be displayed on the website www.dhe.chd.gov.in. Applicants are required to be present on the day of admission in allotted college and also bring a '**Hard Copy**' of the admission form (which they can download from website) along with the original documents and self-attested photocopies thereof.
4. It is compulsory for the applicant to attend and deposit fee after taking admission in the 1st counselling in the respective allotted college.
5. Applicants who **do not report** on the day of 1st counselling will get a chance of admission in 2nd counselling only if they give their willingness online on 12.07.2019 (Friday).
6. Applicants **admitted** in the 1st counselling can give their willingness on 12.07.2019 (Friday) for 2nd counselling 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 in any of the counselling.**
7. The merit list for the 2nd counselling will be displayed on **13.07.2019 (Saturday)**.

8. **2nd counselling will also be online.** College wise merit list of allotted candidates will be displayed on the website www.dhe.chd.gov.in subject to availability of seats after 1st counselling. Candidates are required to be present on the day of admission in allotted college and also bring a '**Hard Copy**' of the admission form (which they can download from website) along with the original documents and self-attested photocopies thereof.
9. **3rd counselling will be centralized counselling.** Only college wise vacant seats will be notified on the website www.dhe.chd.gov.in and then the applicant should report for a specific course as per schedule and venue as mentioned in the admission schedule for 3rd counselling.
10. The 3rd round of counselling will be the last round of Online/Centralized counselling.
11. **For Government Colleges:** All the applicants seeking admission in B.A./M.A./M.Sc./P.G. Diploma courses also have to fill the admission form **ONLINE** at www.dhe.chd.gov.in For further admission procedure and schedule the applicant will refer to the website of the respective college.
12. **For Privately Managed Aided Colleges:** All the applicants seeking admission in B.A./M.A./ M.Sc./ P.G. Diploma courses **DO NOT** have to fill the admission form at www.dhe.chd.gov.in. They will refer to the website of the respective college for instructions regarding filling of form.

Procedure to Apply Online by New Students (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 **Online Joint Prospectus of Government and Privately Managed Aided Colleges.**
- Read Prospectus carefully before applying for any course.
- Last date of applying is **June 26, 2019 (Wednesday).**
- **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 (2019-2020) 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 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 website **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 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. 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. **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 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 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 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 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 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 50kb**).
 - Scanned signature of the applicant (**not more than 50kb**).

Other important instructions

1. Applicants will only be able to download Provisional Admission Form after the display of allotment of colleges on Thursday, 4th July 2019.
2. Applicants are advised to keep a **photocopy** of the **filled Provisional Admission Form** and bring it on the day of admission.
3. Applicants 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)**. 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.**
7. 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.**
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 applicants 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 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 website 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-Admissions (2019-2020)** 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**. 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 student (**not more than 50kb**).
 - Scanned signature of the student (**not more than 50kb**).
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. **Students are required to Print the Form and submit the same to the Admission Committee in their respective college at the time of admission.**
15. 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.