



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

## **UNDER-GRADUATE ADMISSION 2024-2025**

### **INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM FOR UNDER-GRADUATE ADMISSION 2024-2025**

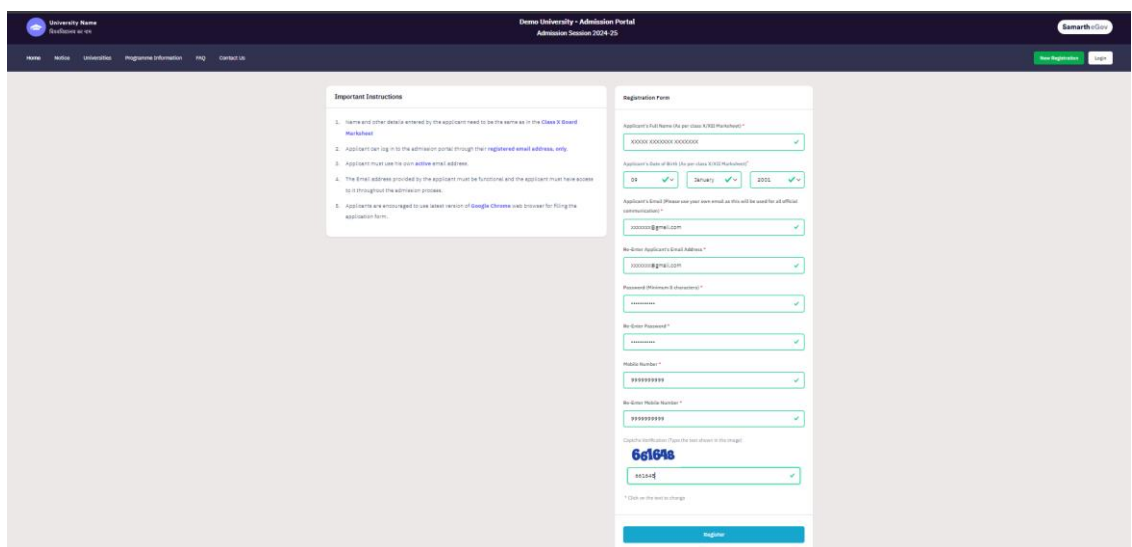
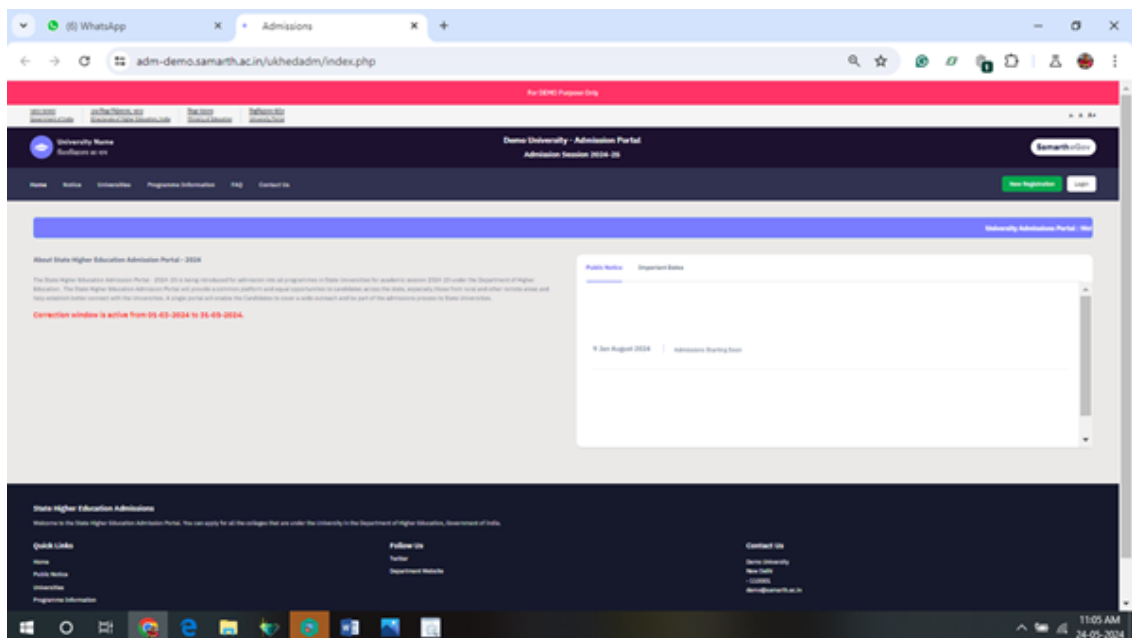
**STUDENT SHOULD READ ALL THE INSTRUCTIONS CAREFULLY BEFORE FILLING THE ONLINE APPLICATION FORM. APPLICATIONS INCOMPLETE IN ANY RESPECT SHALL NOT BE PROCESSED.**

1. For online admission, visit the DHE Goa website <https://goaadmission.samarth.ac.in/>.
2. Student should mandatorily have the following documents in specified format to complete the online application. (**Note: The documents to be uploaded should be in pdf / JPEG / JPG / PNG format with file size 10KB-500KB**)
  - a. SSC Marksheet & HSSC Marksheet
  - b. Aadhar card / Voter ID / Driver Licence / Passport
  - c. Recent Passport Size Coloured Photograph with WHITE / BLUE / RED background. Same photograph shall be used for student ID CARDS)
  - d. Signature
  - e. Leaving Certificate
  - f. Migration OR transfer certificate
3. A **Valid certificate** is mandatory for candidates applying under the reservation category - **SC/ST/OBC/EWS/PH**.
4. **Students answering supplementary exam are also allowed to register.**

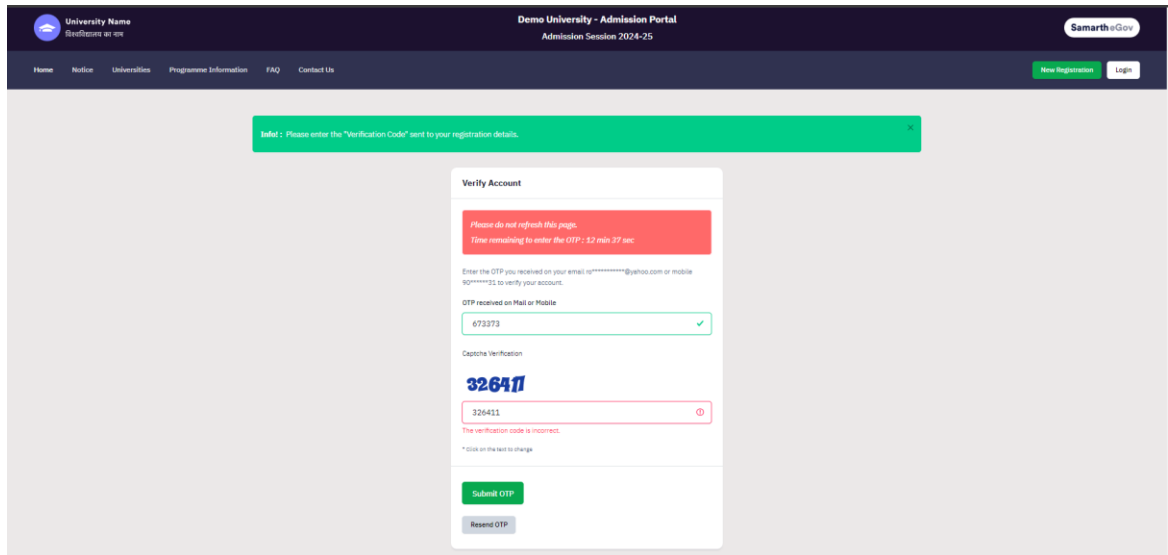
The online application for Under-Graduate Admission 2023-24 is a three step process as follows:

## Step 1: New User Registration

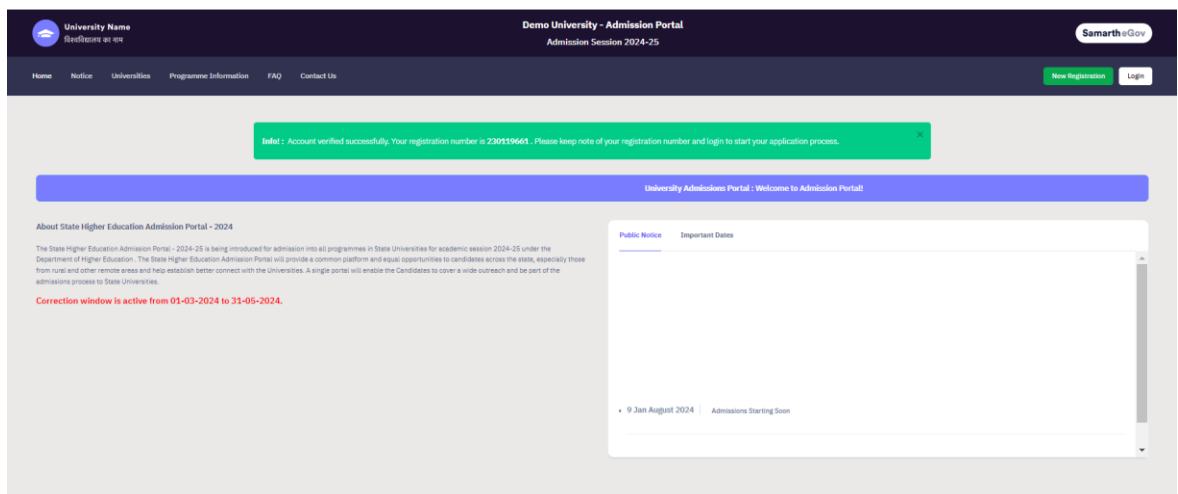
1. New User Registration is a one-time registration process. A student shall register himself/herself only once on the admission portal.
2. Student should have a valid email id as well as mobile number to start the one-time registration process. If a student does not have a valid email id, then he/she has to create one before starting with the new user registration.
3. To begin with the registration process, click on ‘**NEW REGISTRATION**’ where student shall enter valid email id, mobile number and other details in the registration form and click on register to Activate the Account.



4. On successful registration, the student will immediately receive an OTP on the registered email address or mobile number for verification providing the student's login credentials for future use. The account should be verified within 15 minutes. It may be possible that the student's login credentials may be delivered in the email spam box if not in the inbox for the first time.



5. After verification, student will be directed to the login page where he/she can login using the credentials and proceed to fill the online application form.



## Step 2: Online Application Form

1. On successful login, student will click on **Dashboard** button followed by **Complete Profile** to complete the student profile where he/she will fill all personal details. After entering the correct details click on **save and next** button. Profile info should be verified by the student before clicking on

**Proceed to Next.** In case of any errors found in the personal profile use **update details** and make changes accordingly and **Save and Next.**

The screenshot shows the 'Demo University - Admission Portal' dashboard for the 'Admission Session 2024-25'. The user is logged in as 'Dacruz Salvador' with registration number '230119661'. The dashboard includes a navigation menu, a 'Form Status' section with 'Registration' checked, and a 'Process' section with three steps: 'Step 01 Complete Profile', 'Step 02 Submit and Lock Profile', and 'Step 03 Apply in College'. A 'Complete Profile' button is visible under Step 01.

The 'Personal Details' form contains the following information:

- Full Name of the Applicant: Dacruz Salvador
- Applicant's Gender: Male
- Marital Status: Single
- Applicant's Date of Birth: 18 November 2005
- Age as on July 1, 2023: 17 Years 7 Month 16 Days
- Social Category: General
- Sub Category: NOT APPLICABLE
- Applicant's Registered Email: \*\*\*\*\*@yahoo.com
- Registered Mobile Number: 9049019131
- Blood Group: O+
- Are you a citizen of India?: Yes
- Religion: Christianity
- ID Proof: Other Valid Govt Identity with photograph
- ID Proof Document Name: AADHAR CARD

The 'Family Details' form contains the following information:

- Mother's Name: Maria Dacruz
- Mother's Name in Hindi: [Empty]
- Is Mother Alive?: Yes
- Father's Name: Janu Cruz
- Combined Family Income: Up to 5,00,000

The 'Other Category/Quota' form contains the following information:

- Person with Benchmark Disabilities (PwBD) Category: Not Applicable
- Children Widows of Armed Forces Personnel: Not Applicable
- Are you dependent of Freedom Fighter?: No
- Are you an Ex-Service man?: Select
- Are you a single girl child?: Not Applicable

### Address

Correspondence Address

Address Line 1 *	Address Line 2 *
H.No. 342, Sumnar Vaddo, Colvale ✓	Colvale ✓
Country *	State *
India x	Goa x
District *	Pincode *
NORTH GOA x	403501 ✓

Permanent Address  [Click if same as correspondence address](#)

Address Line 1 *	Address Line 2 *
H.No. 342, Sumnar Vaddo, Colvale ✓	Colvale ✓
Country *	State *
India x	Goa x
District *	Pincode *
NORTH GOA x	403501 ✓

Info: Your personal details saved successfully.

Profile Details (1)
Other Details (2)
Uploads (3)
Preview (4)

#### Profile Details

PERSONAL DETAILS	
Full Name of the Applicant : DORUZ SACHINBOR	Gender : Male
Marital Status: Single	
Date of Birth: 14 November 2008 Age as on July 2, 2023: 27 Years 7 Month 14 Days	Social Category : General Sub Category :
Blood Group: O+	Religion : Christianity
Nationality: Indian	
Registered Email : rymvoting@redyaho.com	Registered Mobile Number: 9490294131
Alternate Email : Not Provided	Alternate Mobile : Not Provided
Permanent Address : H.No. 342, Sumnar Vaddo, Colvale, Colvale, NORTH GOA, Goa -403501, India	Correspondence Address : H.No. 342, Sumnar Vaddo, Colvale, Colvale, NORTH GOA, Goa -403501, India
ID Proof : Other Valid Govt Identity with photograph (AADHAR CARD)	ID Proof No: 772094010112
FAMILY DETAILS	
Mother's Name : Maria D Cruz	Father's Name : Jatin Cruz
Mother's Name in Hindi: Not Provided	
Is Mother Alive? Yes	
Combined Family Income : up to 5,00,000	

- Fill the other details selecting the suitable option using the drop down. Click on **Proceed to next**. In case of any errors found in the other details use **update details** and make changes accordingly and **Save and Next**.

Dashboard
Notice
Universities
Programme Information
FAQ
Contact Us
230119661

Personal Details (1)
Other Details (2)
Uploads (3)
Preview (4)

#### Other Details

Do you belong Urban/Rural/Semi-Urban/Metropolitan Area? \*

Rural ✓

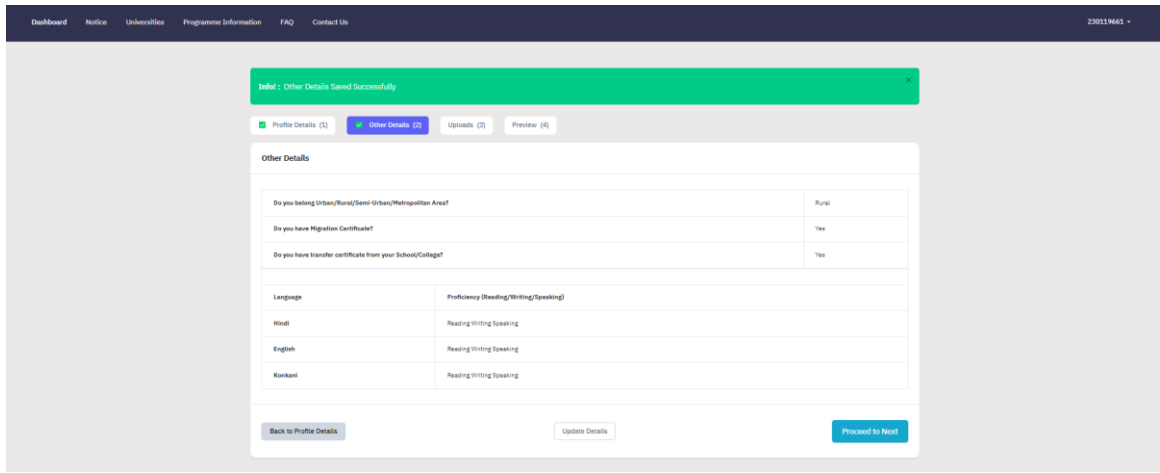
Do you have Migration Certificate? \*

Yes ✓

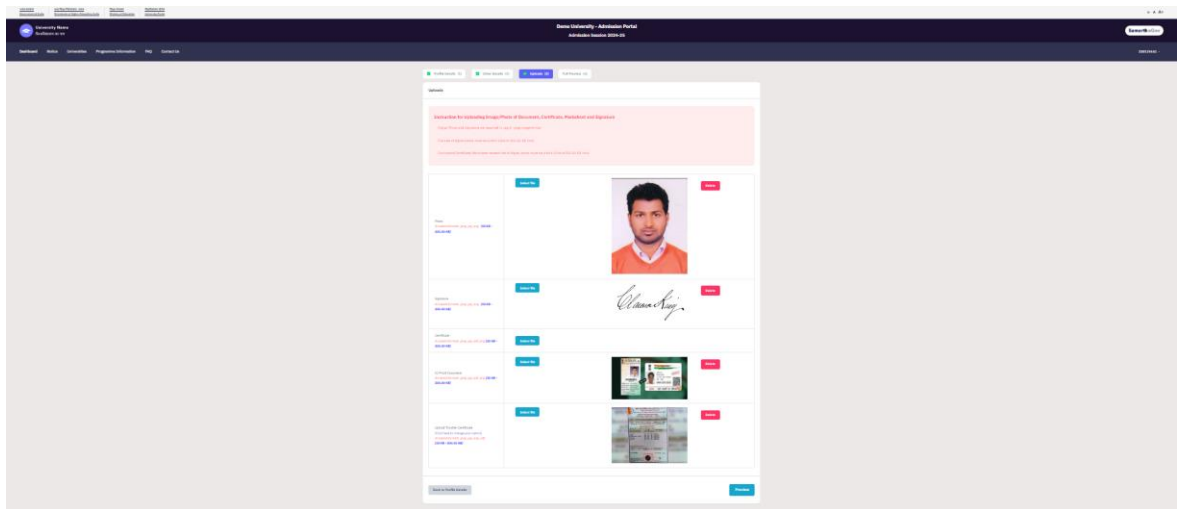
Do you have transfer certificate from your School/College? \*

Yes ✓

LANGUAGE	PROFICIENCY (READING/WRITING/SPEAKING)
Hindi	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Speaking
English	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Speaking
Other Language 1	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Speaking
Konkan	



- For Uploads: (Photo, signature, X & XII mark sheet, ID Proof and transfer certificate), click on **Select File** to browse to the respective document of specified size followed by **Start Upload**. The successfully uploaded document will be visible on screen once the uploading is complete.



Select the Programme you want to apply

Programme Level

BACHELOR (Under-Graduate Programmes)

Programme \*

Bachelor of Science(B.Sc.)

Select

Bachelor of Science(B.Sc.)

Home

Proceed

4. Student should select appropriate **program and the respective college for which they wish to seek admission.**
5. If a student wishes to apply for different colleges, then he/she can do so by using the same login account.

The screenshot shows a web form titled "Select the Programme you want to apply". It contains three main sections: "Programme Level" with a dropdown menu set to "BACHELOR (Under-Graduate Programmes)"; "Programme \*" with a text input field containing "Bachelor of Science(B.Sc.)"; and "College \*" with a dropdown menu currently showing "Select" and a search bar. Below the search bar, "DCT'S Dhemp College of Arts and Science" is listed as an option. At the bottom left is a "Home" button and at the bottom right is a green "Proceed" button.

6. After selecting the program and college, student will click on **Proceed** button
7. Student shall choose **Single (1 Major 1 Minor) or Double (2 Major 1Minor) major** in the subject of their programme Choice. Accordingly select the major and minor subjects using the drop down .

The screenshot shows a confirmation message at the top: "Info! : You have started application for the programme Bachelor of Science(B.Sc.)." Below this is a progress bar with steps: "Programme Selection (1)", "Personal Details (2)", "Academic Details (3)", "Other Details (4)", "Uploads (5)", "Preview (6)", and "Confirmation (7)". The main content area is titled "Please select your course preferences Bachelor of Science(B.Sc.)" and contains a section "\*Select Admission Scheme" with two radio button options: "1 Major 1 Minor" and "2 Major 1 Minor".

Programme Selection (1) Personal Details (2) Academic Details (3) Other Details (4) Uploads (5) Preview (6) Confirmation (7)

Please select your course preferences Bachelor of Science(B.Sc.)

\*Select Admission Scheme  
 1 Major 1 Minor  
 2 Major 1 Minor

Subject I (Major) Subject II (Minor)

Select Select

\*NOTE: This Combination is subject to merit list and availability of seat at the time of counselling

PHYSICS  
 ZOOLOGY  
 CHEMISTRY  
 BOTANY  
 GEOLOGY

Home

Please select your course preferences Bachelor of Science(B.Sc.)

\*Select Admission Scheme  
 1 Major 1 Minor  
 2 Major 1 Minor

Subject I (Major) Subject II (Major) Subject III (Minor)

Select Select Select

\*NOTE: This Combination is subject to merit list and availability of seat at the time of counselling

PHYSICS  
 ZOOLOGY  
 CHEMISTRY  
 BOTANY  
 GEOLOGY

Home Proceed

8. After selecting the single or double major subjects, student will click on **Proceed** button.

Select Applicable Eligibility Criteria (Read Information Bulletin for Eligibility Criteria)

Applicable Eligibility Criteria\*  Minimum 40% passing marks in 12th Standard Board

9. Select eligibility criteria as minimum 40%.

10. Enter correct SSC and HSSC details in the menu. Use drop downs wherever necessary.



### Qualification Details - X or Equivalent

Class X Board/University *	GOA BOARD OF SECONDARY AND HIGHER SE... x v
Class X Year of Passing *	2020 v
Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) *	75.00
Class X Division *	Distinction x v
Class X Name of the Institution/School *	Govt
X Subject Combination	eng, hindi, marath

### Qualification Details - XII or Equivalent

Class XII Board/University *	GOA BOARD OF SECONDARY AND HIGHER SE... x v
Class XII Qualification Status *	Passed v
XII Year of Passing Final Examination *	2023 v
Class XII Stream *	Arts v
XII Maximum Marks (Total of all subjects) *	500.00
XII Marks Obtained (Total in all subjects) *	400.00
Class XII Division *	Distinction x v
Class XII Roll/Registration Number	1234
Class XII Name of the Institution/School *	govt
Class XII Subject Combination *	maths, science

NAME OF THE SUBJECT	TOTAL MARKS	OBTAINED MARKS
ACCOUNTANCY <input type="text" value="x"/> <input type="text" value="v"/>	<input type="text" value="100.00"/>	<input type="text" value="50.00"/>
ACTG FOR BUSINESS <input type="text" value="x"/> <input type="text" value="v"/>	<input type="text" value="100.00"/>	<input type="text" value="60.00"/>
ADVANCE FOOD PREP <input type="text" value="x"/> <input type="text" value="v"/>	<input type="text" value="100.00"/>	<input type="text" value="60.00"/>
AGRICULTURE <input type="text" value="x"/> <input type="text" value="v"/>	<input type="text" value="100.00"/>	<input type="text" value="70.00"/>
AIR-CONDITIONING & REFRIGERATION <input type="text" value="x"/> <input type="text" value="v"/>	<input type="text" value="100.00"/>	<input type="text" value="80.00"/>

11. Student should reverify their entries and read the form declaration and complete the process by clicking the Submit.

## Form Declaration

"I do hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if i am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled."Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks if failing, I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."



Previous

Submit

### VERIFY THE DETAILS BY CLICKING ON THE CHECKBOXES

- My Name is **MRIDINI GAWAS** as per the Xth Marksheet/Certificate.
- My Date of Birth is **10-December-2006** as per the Xth Marksheet/Certificate.
- My Category is **General**. Category changes claims will not be entertained in future
- My Gender is **Female**.
- My Mother name is **sujata**.
- Father's / Guardian's Name **suryakant**.
- My address for correspondence is correct, which is **amona, amona, NORTH GOA, Goa -403107, India**
- I have rechecked all the information in the application form and upload fields.
- I have read all the guidelines and other related information about the admission.
- I Agree That, The candidate who has been punished by the court on charges of moral corruption or violence will not be given admission in any course/class. If after admission, he is punished by the court on charges of moral corruption or violence, then his admission will be canceled by the concerned college/university-campus and it will be mandatory to send written information to the university along with facts as soon as possible.
- I Agree That, If any candidate fraudulently takes admission in any class of the university/college, his/her admission can be canceled by the concerned Dean/Principal at any level and it will be mandatory to send the written information to the university as soon as possible.
- I Agree That, If a case is pending against a student in the court and he/she has been released on bail, such student can be considered for admission only if he/she qualifies as per the order of the Hon'ble Court.
- I Agree That, In the event of a student being detained by the police/administration due to criminal activity, the concerned student will be immediately suspended from the

12. Upon log in, the student will be shown the application dashboard displaying all the applications created by the student.

## Programme Choice Selection:

1. Under the tab Programme Choice, student will select the programme and College of his choice by clicking on **Apply Colleges** button
2. A student can apply for different degree programs either in the same college or different college.
3. **Students should mandatorily refer the NEP Course Structure offered by the respective College for Semester I & II by visting the College website.**
4. While selecting the subjects, the student will select a Major, Minor & Multidisciplinary subject available in the selected College and Programme.

(Please check the respective College website for detailed structure of the chosen course).

5. Subjects will be allocated to the students at the time of admission counseling based on the merit list and availability of the seats.

**For admission related queries contact on the Admission Counselor's numbers given on the DHE website or drop an email at [dhe.ug.admission@gmail.com](mailto:dhe.ug.admission@gmail.com)**

**Note: Candidates are requested not to visit this office for submission of hard copy of the application form.**