

DHE PG Admissions User Manual

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1. Introduction

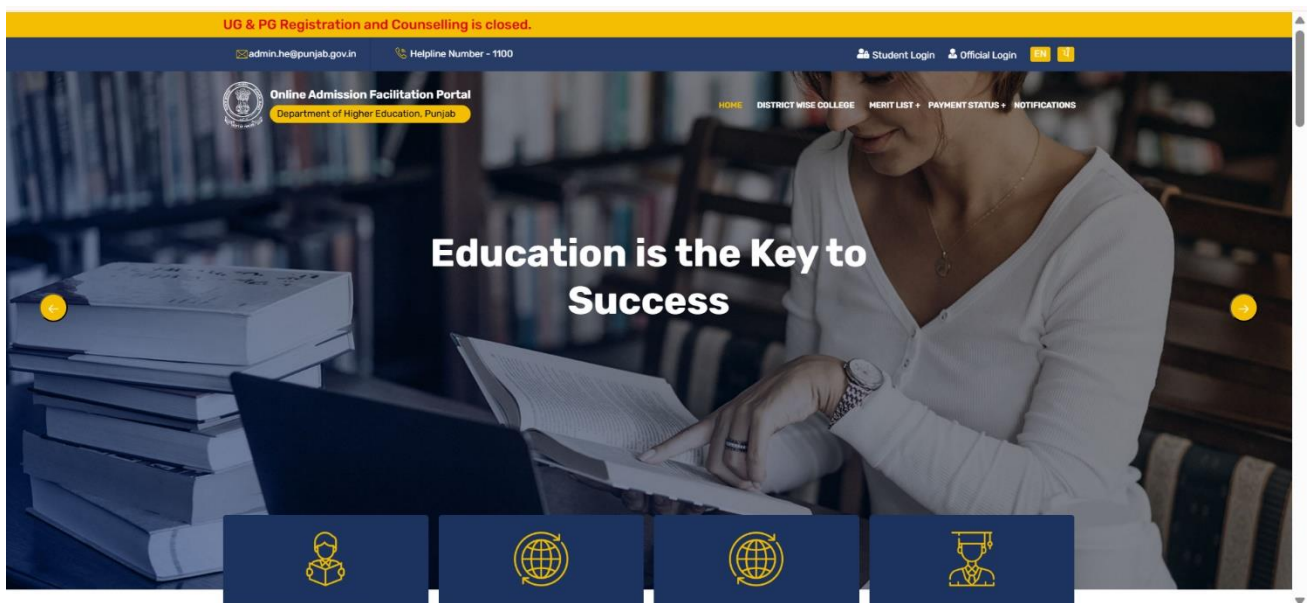
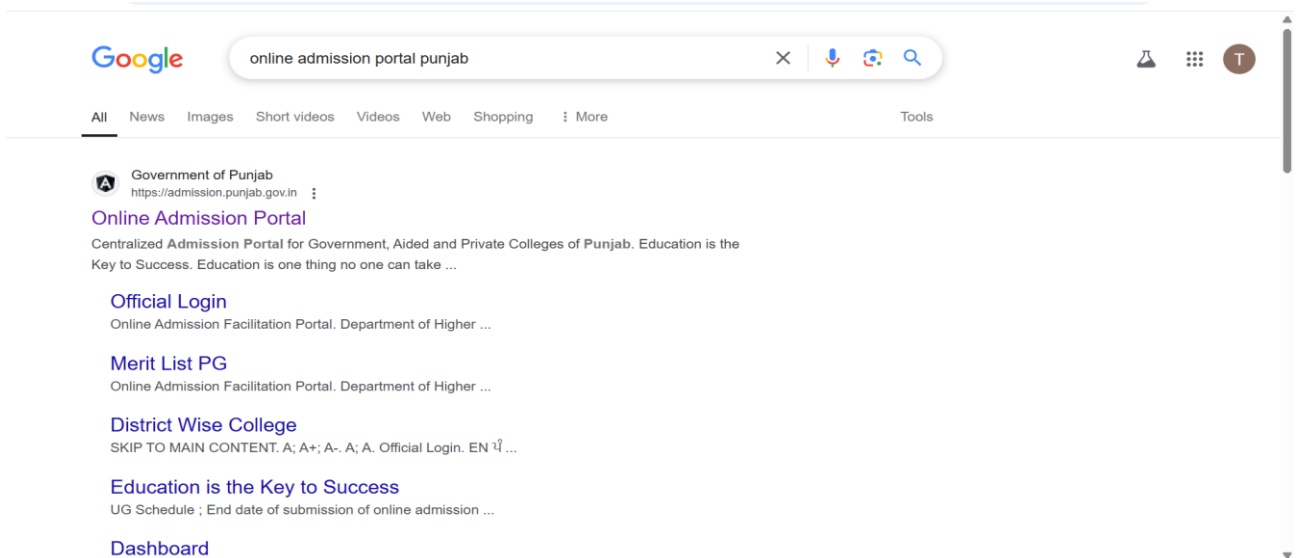
Department Of Good Governance & Information Technology (DGG&IT) and Department of Higher Education have initiated the process of implementing a comprehensive Digital-Online Admission project to integrate all Government and Private Colleges of Punjab and monitor admissions of Students.

2. Home Page of Online Admission portal

Open the browser and enter online Punjab portal then hit enter.

Click on “<https://admission.punjab.gov.in/>”

then, it will redirect to home page of Online Admission Facilitation Portal.



3. New Registration

The PG New **Registration** option is visible on the right-hand side.



- Enter the **Candidate Details** and **Personal details**.

STUDENT REGISTRATION

Candidate Details

Full Name* Choose University* University Roll No.* Passing Year*

Full Name Select University Roll No Select Year

Note : Student Name, University Name, Roll No & Passing Year are uneditable. Please fill this details very carefully.
Note : Please ensure that your Name, University name, passing year and roll no must match with the records of your university records.

Personal Details

Select Stream* Mother Name* Father Name*

Select Stream Mother Name Father Name

DOB* Gender* Mobile No.*

Date of Birth Select Gender Mobile

Email* Choose Reservation Category* Choose Caste Category*

Email Select Reservation Category Caste Category

Choose Caste* Aadhaar No.* ABC ID IF*

Select Caste Aadhaar Number Yes No

Aadhaar Consent.*
 I hereby give my consent for using my Aadhaar and Mobile numbers to authenticate my identity in future if require and I am willing to share my Aadhaar Card details.

Pop up will displays after clicking on Register then, Click on Ok button displaying with “Registration Id” and “Password” And it will redirect to “**Sign in to Student**” page.

4. Sign Into Student

- Select the Course Type dropdown.
- Enter the Mobile/Registration Number.
- Enter the Password.
- Click on “**Sign In**”.
- It navigates to “Application Form Status” page **If Student want to Sign in with OTP**
Click on “**Sign in with OTP**” button displayed.
- Select the Course Type dropdown.
- Enter the Mobile/Registration Number.
- Enter the Password.
- Click on “**Sign In with OTP**”
- If Student has forgot the password, then click on “Forget Password?” link.
- Select the Course Type dropdown.
- Enter the Mobile/Registration Number.
- Click on “Forget Password?”
- It will redirect to “Forget Your Password?” page to enter the email.
- Click on “**Forgot password**” and it will send new password to mail.

The screenshot shows the 'Sign in to Student' page. At the top, there is a yellow banner stating 'UG & PG Registration and Counselling is closed.' Below this, the header includes contact information (admin.he@punjab.gov.in, Helpline Number - 1100) and user options (Student Login, Official Login). The main content area is divided into two sections: 'Instructions' and a 'Sign in to Student' form. The 'Instructions' section provides guidance for registered users, forgot password, and alerts. The 'Sign in to Student' form includes fields for PG, Registration Number, and Password, along with a 'Forgot Password?' link and two buttons: 'Sign In' and 'Sign In with OTP'. The footer contains 'ABOUT' and 'ADDRESS' sections.

5. Personal details

Check the “Application Form Status” page and select the required details of “Candidate's Information”, “Personal Information”, “Bank Account Details”, “Permanent Address”, “Correspondence Address”, “Other Details”.

Welcome [Logout](#) [EN](#)

Application Form Status: Application Submitted [Print Form](#)

[FeedBack/Issues](#)
[Unlock For Modification](#)

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Personal Details Academic Details Weightage Documents Upload Course Preference Declaration

Candidate's Information

Candidate Name	Mobile No	Email ID
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Personal Information

Father's Name*	Mother's Name*	Mother's Occupation*	Father's Occupation*
Aadhaar Number*	Guardian's Email Id <small>Guardian Email Id</small>	Guardian's Name (If Any) <small>Guardian Name</small>	Guardian's Contact Number <small>Guardian Contact Number</small>
Select Gender* <small>Male</small>	Date Of Birth* <small>Gap year</small>	Marital Status* <small>Unmarried</small>	Blood Group <small>O+</small>
Annual Family Income*	Gap Year (Only enter no. of years i.e. 2) <small>Gap year</small>	Age* <small>28</small>	Land Line Number
Religion*	ABC ID If (Academic bank of Credit)* <input type="radio"/> Yes <input checked="" type="radio"/> No		

Bank Account Details

Bank Name* <small>STATE BANK OF INDIA</small>	Bank Account Number*	IFSC Code*
Bank Branch* <small>NABHA</small>		

Click on Check Boxes and radio button.

Permanent Address

Permanent Region* Select State* Select District*

Permanent Address* Permanent Pincode

Correspondence Address

Same As Permanent Address

Correspondence Region* Correspondence State* Correspondence District*

Correspondence Address* Correspondence Pincode

Other Details

Do You Need Hostel?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Need Parking?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you already Registered with any University?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
1. Panjab University, Chandigarh	
2. Punjabi University, Patiala	
3. Guru Nanak Dev University, Amritsar	
Are You NRI?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you reside in Border Area ?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you a Kashmiri Migrant?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are You Cancer/AIDS/Thalassemia Patient?*	<input type="radio"/> Yes <input checked="" type="radio"/> No

Save Profile

Click on “[Save Profile](#)” and it will navigate to “[Graduation details](#)” page.

6. Academic details

Enter the “[Academic Details](#)” of College, Course, total marks, marks obtained. along with Result status and select CGPA.

Application Form Status:

1 Personal Details 2 Academic Details 3 Weightage 4 Documents Upload 5 Course Preference 6 Declaration

Graduation Details

Exam Passed Graduation	University Name Academy of Maritime Education and Traini	College* College Name	Course*
Roll No. 8988897989	Result Status* Result Status	Passing Year 2022	CGPA <input type="checkbox"/>
Total Marks* Total Marks	Marks Obtained* Obtained Marks	Percentage* Percentage	

Save Detail

- Click on [Cm Scholarship](#) Radio button either Yes or No.
- Select the Declaration under the bottom of the page.
- Click on Save detail, it will navigate to weightage page.

7. Weightage

After clicking on “[Save Detail](#)” of Academic details the “[Weightage](#)” page has been displays.

- Select all the required filed Of [Weightage](#), [youth activities](#), [cultural activities](#), [caste category](#) and click on “[Save Detail](#)”.
- It navigates to document upload page.

1 Personal Details 2 Academic Details 3 Weightage 4 Documents Upload 5 Course Preference 6 Declaration

Weightage

Are you an NCC holder?*	<input type="radio"/> Yes <input type="radio"/> No
Are you an NSS holder (Grade O/A) Or (1st / 2nd position)?*	<input type="radio"/> Yes <input type="radio"/> No

Youth Activities

Advance Youth Leadership training camp*	<input type="radio"/> Yes <input type="radio"/> No
Youth Leadership Training Camp*	<input type="radio"/> Yes <input type="radio"/> No
Advanced Mountaineering*	<input type="radio"/> Yes <input type="radio"/> No
Hiking Training*	<input type="radio"/> Yes <input type="radio"/> No
Mountaineering*	<input type="radio"/> Yes <input type="radio"/> No

Cultural Activities

Zonal Youth festival*	<input type="radio"/> Yes <input type="radio"/> No
University Level Youth Festival*	<input type="radio"/> Yes <input type="radio"/> No
Inter University National Youth Festival*	<input type="radio"/> Yes <input type="radio"/> No

Caste Category

Disclaimer: As per State Reservation policy, there's no separate quota of Sports for BC category. Hence Sports persons of BC category are advised to apply under BC reservation category only.

Reservation Category* Caste Category* Caste*

Are you resident/domicile of Punjab? Yes No

Save Detail

8. Documents Upload

Upload the documents of 10'th, character certificate, 12'th/Diploma, Graduation, BC/OBC certificate, PWD certificate, photo, signature with Only pdf/png/jpg/jpeg max size 500Kb.

- Click on “**Save Detail**” button.
- It will navigate to “**Course preference**” page.



Documents Upload

*Note: Original scanned documents are to be uploaded only. Photocopied scanned documents will be liable for rejection.

*Note: Kindly upload affidavit in case of domicile or any other relevant certificate is not available.

*Note: In order to be eligible for rural area quota seats, applicants who reside in rural areas must upload their rural area certificate.

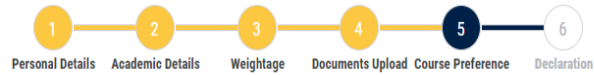
Document	Document Number	Upload/Verify
10th*		<input type="text" value="Choose File"/> No file chosen <small>Only pdf/png/jpg/jpeg max size 500Kb</small>
Character Certificate		<input type="text" value="Choose File"/> No file chosen <small>Only pdf/png/jpg/jpeg max size 500Kb</small>
12th/Diploma*		<input type="text" value="Choose File"/> No file chosen <small>Only pdf/png/jpg/jpeg max size 500Kb</small>
Graduation*		<input type="text" value="Choose File"/> No file chosen <small>Only pdf/png/jpg/jpeg max size 500Kb</small>
BC/OBC Certificate*	<input type="text"/>	<input type="text" value="Choose File"/> No file chosen <small>Only pdf/png/jpg/jpeg max size 500Kb</small>
PWD Certificate*		<input type="text" value="Choose File"/> No file chosen <small>Only pdf/png/jpg/jpeg max size 500Kb</small>
Photo*		<input type="text" value="Choose File"/> No file chosen <small>Only png/jpg/jpeg max size 500Kb</small>
Signature*		<input type="text" value="Choose File"/> No file chosen <small>Only png/jpg/jpeg max size 500Kb</small>

Save Detail

9. Course Preference

- Select District, college, course drop down of candidate information and click on “Add to List” button.
- Click on “Save Preference” button to the selected course.
- It will navigate to “Declaration” page.

Application Form Status:



Candidate's Information

Select District* College* Course*

Select District Select College Select Course

Add to List

Selected list of college/courses

Preference No.	District Name	College Name	Course Name	Reorder Preferences	Action
1	AMRITSAR	DAV COLLEGE AMRITSAR	M COM (Regular)	↓ ↑	🗑️

Note: Kindly sort the college and courses in order of your preferences.

Note: The Student must add minimum 3 different type of subject combinations with 3 optional subjects under same college or add 3 different colleges with same subject combinations.

Save Preference

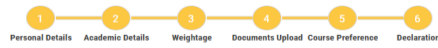
10. Declaration

- After selecting the course, page will navigate to declaration page.
- By verifying all the personal details, education qualification, CM Scholarship, Reservation detail, Additional detail, Weightage detail, Documents Attached, Choice of course preferences and declaration.

Application Form Status:

[FeedBack/Issues](#)

[Print Form](#)



Payment Details

Transaction Id	 	Registration Number	
Status	Success	Payment Date	02/04/2025
Amount	200 Rs		

Personal Information

Candidate Name	 	Date of Birth	 	
Gender	Male	Blood Group	O+	
Marital Status	Unmarried	Aadhaar Number	 	
Email ID	 	Mobile No	 	
Mother's Name	 	Father's Name	 	

ABC ID (Academic bank of Credit)	 		
Voter ID	 		
Permanent Address	 		
Permanent Country	 	Permanent State	
Permanent Region	 	Permanent District	
Permanent Pincode	 		
Correspondence Address	 		
Correspondence Country	India	Correspondence State	
Correspondence Region	 	Correspondence District	
Correspondence Pincode	 		
Religion	 	Nationality	
Age	 		
Guardian's Name (If Any)	 	Guardian's Mobile No.	
Guardian's Email Id	 	Land Line Number	
Parental Income from all Sources	 		

Bank Account Details

Bank Name	STATE BANK OF INDIA	Bank Account Number	
IFSC Code	 	Bank Branch	

Select the check box of declaration for process payment HDFC and Process Payment ICCL.

11. Payment

Select the check box of declaration for process payment HDFC (or) Process Payment ICICI.

Declaration

- | | |
|----|--|
| 1. | I declare that I have gone through the provisions of UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and Punjab Educational Institutions (Prohibition of Ragging) Bill, 2013. I undertake that I will adhere to all the provisions mentioned therein and will not indulge in any behavior or act that may be constituted as ragging under law. |
| 2. | I shall abide by all the rules and regulations of UGC/State Government/University/College in the matter. |
| 3. | I shall be held responsible for the consequences if the information/original scanned documents provided by me are found to be fictitious/bogus at any stage and I understand that my registration/admission shall stand cancelled without any prior notice to me. |
| 4. | I submit that no criminal case is either pending or decided against me in any competent court of law in India. |

I, Sivasai certify that I agree to pay a non refundable registration fee of Rs 200 for admissions. Further I submit that I will not raise any request of refund/charge back for this payment in future.

Process Payment HDFC

Process Payment ICICI