

DGG&IT UG Admissions User Manual

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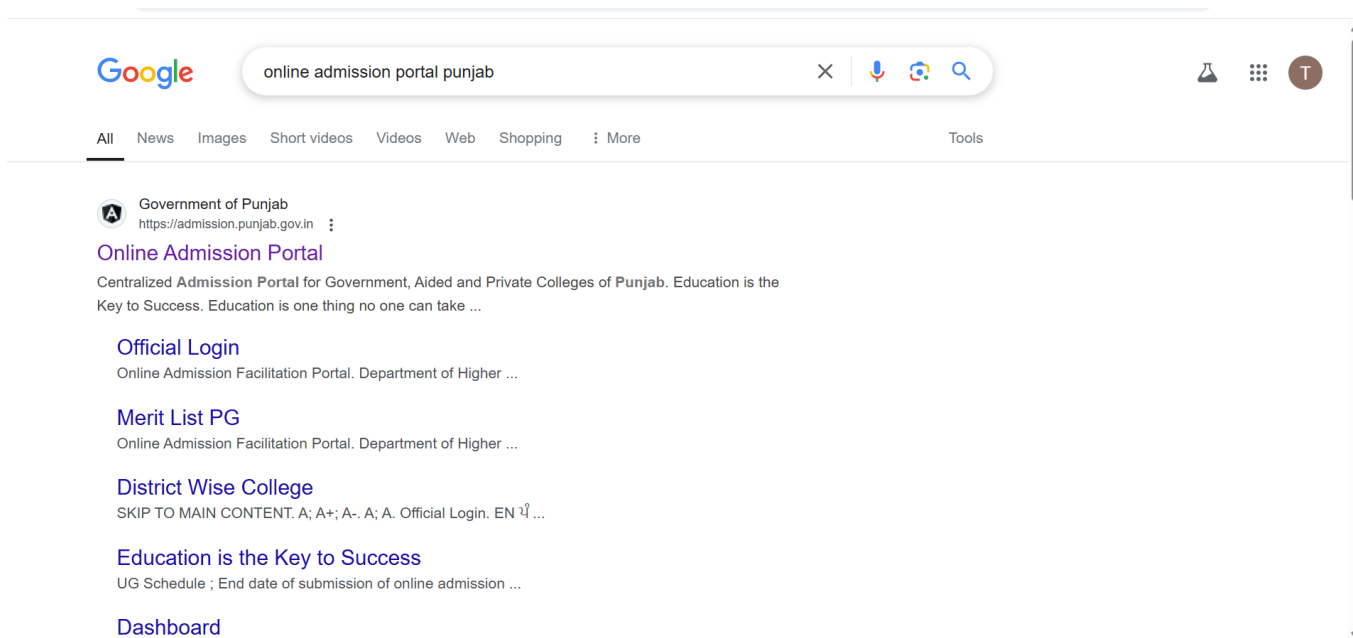
1. Introduction

Department Of Good Governance & Information Technology (DGG&IT) has initiated the process of implementing a comprehensive Digital- Online Admission project to integrate all Government and Private operations of Punjab and monitor admissions of college staff.

2. Home page

Open the Browser, enter the “Admission Punjab portal” and click on enter.

1. Click on “admission.punjab.gov.in” [Admission Portal \(punjab.gov.in\)](https://admission.punjab.gov.in) then, it will redirect to home page of Online Admission Portal.



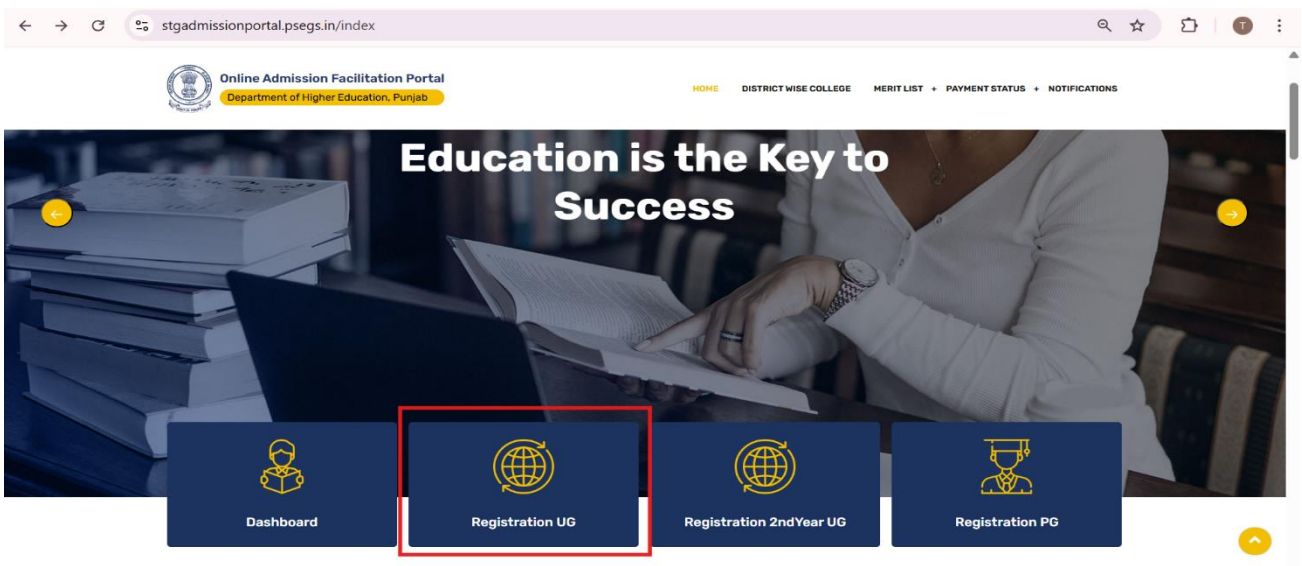
3. Home

After clicking admission portal, it will navigate to the home page of online admission portal.



4. New Registration


Click on “**Registration UG**” under the Online Admission 2026-27 for UG



1. Enter the **Candidate Details** and **Personal details**.
2. Select on **“Aadhaar Consent.”**
3. Click on **“Register”** displaying on bottom of the page.

UG & PG Registration and Counselling is closed.

admin.he@punjab.gov.in Helpline Number - 1100 [Student Login](#) [Official Login](#) [EN](#) [IN](#)


Online Admission Facilitation Portal
 Department of Higher Education, Punjab

[HOME](#) [DISTRICT WISE COLLEGE](#) [MERIT LIST +](#) [PAYMENT STATUS +](#) [NOTIFICATIONS](#)

Candidate Details

Full Name*	Choose Board*	Roll No.* (12th / Diploma)	Passing Year*
<input type="text" value="Full Name"/>	<input type="text" value="Select board"/>	<input type="text" value="Enter (12th / Diploma) Roll No"/>	<input type="text" value="Select Year"/>

[Get Data](#)

▲ **Note :** Please enter your 12th class academic details for the registration on the portal.
 ▲ **Note :** Student Name, Board Name, Roll No & Passing Year are uneditable. Please fill these details very carefully.
 ▲ **Note :** Please ensure that your Name, Board name, passing year and roll no must match with the records of your board records.

Personal Details

Select Stream*	Mother Name*	Father Name*
<input type="text" value="Select Stream"/>	<input type="text" value="Mother Name"/>	<input type="text" value="Father Name"/>
DOB*	Gender*	Mobile No.*
<input type="text" value="Date of Birth"/>	<input type="text" value="Select Gender"/>	<input type="text" value="Mobile"/>
Email*	Choose Reservation Category*	Choose Caste Category*
<input type="text" value="Email"/>	<input type="text" value="Select Reservation Category"/>	<input type="text" value="Caste Category"/>
Choose Caste*	Aadhaar No.*	ABC ID If*
<input type="text" value="Select Caste"/>	<input type="text" value="Aadhaar Number"/>	<input type="radio"/> Yes <input type="radio"/> 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.

Nationality?*	<input type="radio"/> Indian <input type="radio"/> Others
Are you resident/domicile of Punjab?*	<input type="radio"/> Yes <input type="radio"/> No
Have you Passed Punjabi in Matric or its equivalent ?*	<input type="radio"/> Yes <input type="radio"/> No

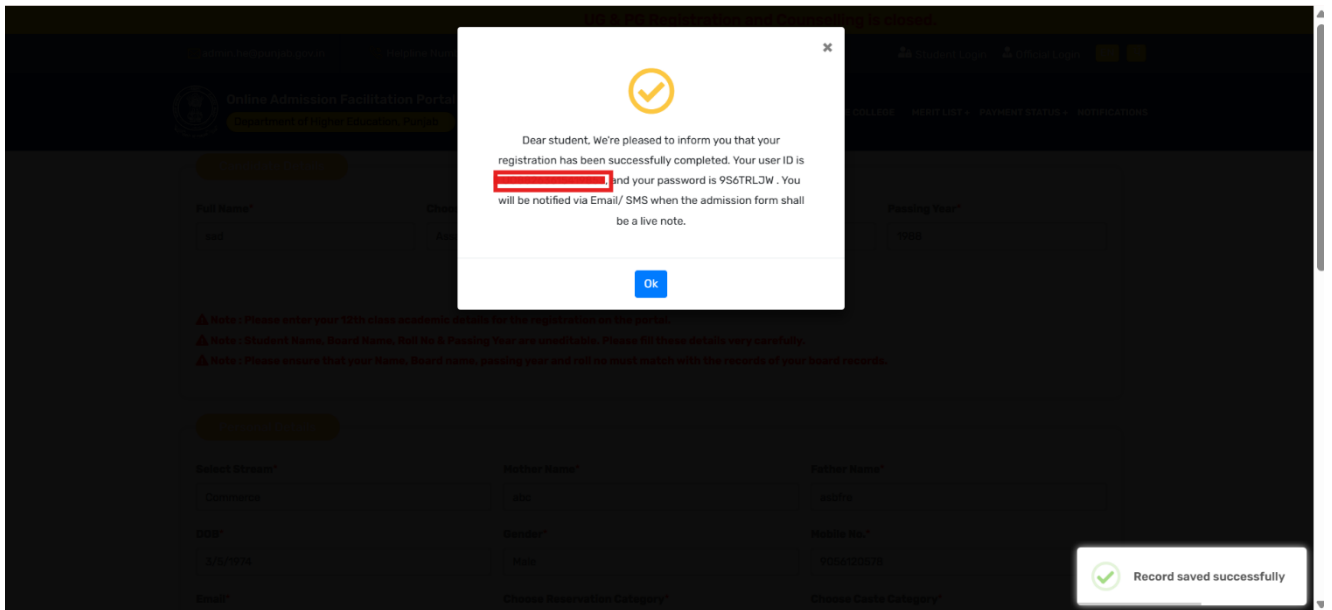
Note:- Mere registration on the portal is not sufficient. Applicants must login and complete the application form in all aspects.

▲ **Note :** Student Name, Board Name, Roll No & Passing Year are uneditable. Please fill these details very carefully.

▲ **Note :** Please ensure that your Name, Board name, passing year and roll no must match with the records of your board records.

[Register](#)

Pop up will display 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

Click on the student login button at right corner of the page

- 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 “**Request new password**” and it will send new password to mail.

UG & PG Registration and Counselling is closed.

admin.he@punjab.gov.in Helpline Number - 1100 Student Login Official Login EN IN

Online Admission Facilitation Portal
Department of Higher Education, Punjab

HOME DISTRICT WISE COLLEGE MERIT LIST + PAYMENT STATUS + NOTIFICATIONS

Instructions

- **Already Registered Users** : Please enter Registration Number and Password after that click on "Login" to continue
- **Forgot Password**: Click on "Forgot Password" to generate new password.
- **Alert**: Mere registration on the portal is not sufficient. Applicants must login and complete the application form in all aspects.

Know Your Registration

Sign in to Student

UG

First Year

Forgot Password ?

Sign In
Sign In with OTP

5. Application Form status

Check the “Application Form Status” page and select the required details of

- Personal Details,
- Academic Details,
- Weightage,
- Documents Upload,
- Course Preference,
- Declaration.

A. Personal Details

Inside the Personal Details we have :

Candidate's Information, Personal Information, Bank Account Details, Permanent Address, Correspondence Address, Other Details

Welcome Logout EN IN

Application Form Status: Application Submitted Print Form

FeedBack/Issues

Unlock For Modification

1 — 2 — 3 — 4 — 5 — 6

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

Guardian's Name (If Any)

Guardian's Contact Number

Select Gender*

Date Of Birth*

Marital Status*

Blood Group

Annual Family Income*

Gap Year (Only enter no. of years i.e. 2)

Age*

Land Line Number

Religion*

ABC ID If (Academic bank of Credit)* Yes No

Bank Account Details

Bank Name*

Bank Account Number*

IFSC Code*

Bank Branch*

Click on Check Boxes and radio button if the Addresses are same as Permanent.

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

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

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.Punjab 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

B. Academic Details

- i. Enter the “[Academic Details](#)” of Exam Passed, Univ/Board, School/College, Roll No, Result Status, Passing Year, CGPA (Check Box), total marks, marks obtained and Percentage.
- ii. Click on [Cm Scholarship](#) Radio button either Yes or No.
- iii. Select the Declaration under the bottom of the page.
- iv. Click on “[Save Detail](#)” it will navigate to “[Weightage](#)” home page.

Application Form Status: Application Submitted

[Print Form](#)

[FeedBack/Issues](#)

[Unlock For Modification](#)



Qualification Details

*Note: The percentage towards the merit will be computed by the system based upon the best of 5 subject marks and weightage criteria

*Note: In case of any change in Stream or Percentage in qualifying exam, the course added (if any) under step 5 (Course preference) will be auto deleted. In this case, Applicant has to add the preferred courses again under step 5 (course preference)

*Note: Please choose Arts with Maths stream in 12th (only if you have studied maths in 12th) , if you want to opt maths as a subject under BA course

*Note: In order to take the benefit of subject based weightage (if any) as per University norms, students are advised to fill all the subjects studied in 12th standard including the additional/optional subjects.

Your selected stream

Science (Non-Medical)

Exam Passed	Univ/Board	School/College *	Roll No.	Result Status*	Passing Year	CGPA	Total Marks *	Marks Obtained *	Percentage *
Twelveth		NA		Pass			500	400	80.00

C. Weightage

After clicking on “**Save Detail**” of Academic details the “**Weightage**” page has been displays.

- i. Select and answer all the required filed Of Radio Button.
- ii. Are you NCC Holder?
- iii. Are you NCC Holder (Grade O/A) or (1st /2nd Position)



The 'Weightage' form contains two questions with radio button options:

- Are you an NCC holder?*: Yes No
- Are you an NSS holder (Grade O/A) Or (1st / 2nd position)?*: Yes No

Caste Category: Reservation category, Caste category, Caste & Select Radio Buttons.

Click on “**Save Detail**”.

It navigates to document upload page.

The 'Caste Category' form includes a disclaimer and several input fields:

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*: General
Caste Category*: General
Caste*: NA

Are you resident/domicile of Punjab?*: Yes No

Save Detail

D. Documents Upload

Upload the documents of 10th, character certificate, photo, signature with Only pdf/png/jpg/jpeg max size 500Kb.

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

The 'Documents Upload' form features a table for document uploads and two notes:

*Note: Original scanned documents are to be uploaded only. Photocopied scanned documents will be liable for rejection.
*Note: Kindly upload an affidavit in case a domicile or any other relevant certificate is unavailable.

Document	Document Number	Upload/Verify
10th*		Choose File No file chosen Only pdf/png/jpg/jpeg max size 500Kb
Character Certificate		Choose File No file chosen Only pdf/png/jpg/jpeg max size 500Kb
12th*		Choose File No file chosen Only pdf/png/jpg/jpeg max size 500Kb
Rural Area Certificate		Choose File No file chosen Only pdf/png/jpg/jpeg max size 500Kb
Residence Certificate	<input type="text"/> Verify	Choose File No file chosen Only pdf/png/jpg/jpeg max size 500Kb
Photo*		Choose File No file chosen Only png/jpg/jpeg max size 500Kb

Rural Area Certificate		Choose File No file chosen Only pdf/png/jpg/jpeg max size 500Kb
Residence Certificate	<input type="text"/> Verify	Choose File No file chosen Only pdf/png/jpg/jpeg max size 500Kb
Photo*		Choose File No file chosen Only png/jpg/jpeg max size 500Kb View
Signature*		Choose File No file chosen Only png/jpg/jpeg max size 500Kb View

[Save Detail](#)

E. Course Preference

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

Course Preference

*Note: Only those courses are visible to the applicant in which he/she is eligible according to the stream chosen and marks obtained in the qualifying examination (12th/Diploma)

*Note: In case of BA Course, an applicant is required to create minimum 3 sets of subject combination in order to maximize the chances of admission in a college

*Note: Students who have not studied Math In 12th cannot opt for Math subject in BA

*Note: In case of opting Mudra Gyan/History and culture of Punjab as compulsory subject, an applicant cannot opt Punjab (Literature) as an elective subject

*Note: In case of colleges affiliated with Panjab University, Chandigarh, GNDU Amritsar and Panjab University Patiala, Mudra Gyan/History and culture of Punjab can only be opted as a compulsory subject, if

- i. Student has not studied Punjab upto Matric
- ii. Ward of defense personnel and central government employee, who are transferrable pan India.
- iii. Foreigners

*Note: Under Course BA, an applicant can choose maximum of 2 practical subjects in a combination.

Select District*

College*

Course*

[Add to List](#)

Selected list of college/courses

District Name	College Name	Course Name	Subjects	Reorder Preferences	Action
PATIALA	Govt. Ripudaman College, Nabha (Distt. Patiala)	BCA Morning (Self Financed)		↓ ↑	🗑️
PATIALA	Multani Mal Modi College, Patiala	BCA Morning (Self Financed)		↓ ↑	🗑️

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 Detail](#)

F. Declaration

After selecting the course, page will navigate to declaration page.

By verifying all the **Personal details**, **Academic Details**, **Weightage**, **Documents Uploads**, **Course preferences** and **Declaration**.

Welcome [REDACTED]
Logout
EN
Print Form

Application Form Status:

[FeedBack/Issues](#)

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

Payment Details

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

Personal Information

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

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

Bank Account Details

Bank Name	STATE BANK OF INDIA	Bank Account Number	[REDACTED]
IFSC Code	[REDACTED]	Bank Branch	[REDACTED]

Education Qualification

Stream: Science (Non-Medical)

Exam Passed2	Univ/Board	School/College	Roll No.	Result Status	Passing Year	Marks obtained/CGPA	Total Marks	Percentage
Twelveth		NA		Pass				

CM Scholarship

You are eligible for CM Scholarship Scheme, do you want to avail this scholarship ? Yes

Whether you have already applied for or taking any other scholarship (State or Central Scheme)? No

Reservation Detail

Reservation Category	General
Caste Category	General
Caste	NA
Are you a Resident of Punjab OR Do you have Punjab Domicile?	Yes

Additional Detail

1	Do you need a hostel?	No
2	Are You Cancer/AIDS/Thalassemia Patient?	No
3	Are You NRI?	No
4	Need Parking?	No
5	Punjabi in Metric	Yes
6	Do you reside in Border Area ?	No
7	Are you a Kashmiri Migrant?	No

Weightage Detail

1	Are you an NCC holder?	No
2	Are you an NSS holder (Grade O/A) Or (1st / 2nd position)?	No

Documents Attached

Documents	Action
10th	View
12th/Diploma	View

G. 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

