

ONLINE CENTRALIZED ADMISSION SCHEDULE

IMPORTANT DATES FOR CENTRALIZED UNDERGRADUATE COURSES (Session 2025-26)

1. B.B.A. (Three Years) / B.B.A. (Four Years Hons.) / B.B.A. (Four Years Hons. with Research)
2. B.C.A. (Three Years) / B.C.A. (Four Years Hons.) / B.C.A. (Four Years Hons. with Research)
3. B.Com. (Three Years) / B.Com. (Four Years Hons.) / B.Com. (Four Years Hons. with Research)

Particulars	Date	Time
Start of Submission of Online Admission Forms	13th June 2025 (Friday)	10:00 a.m.
Last date for Online Submission of Admission Forms for all Centralized Courses	28th June 2025 (Saturday)	
Display of List of all Applicants	1st July 2025 (Tuesday)	05:00 p.m.
Reporting of Discrepancies by applicants to SPIC	3rd July 2025 (Thursday)	05:00 p.m.
Display of provisional list of all Eligible Candidates	7th July 2025 (Monday)	05:00 p.m.
Display of provisional list of Applicants who have been allotted colleges	9th July 2025 (Wednesday)	2:00 p.m.
1st Online Counselling		
General Category • UT Pool • General Pool (Outside UT)	11th July 2025 (Friday)	10:00 a.m. (onwards)
Reserve Categories and Over & Above Seats (Additional Seats) • UT Pool • General Pool (Outside UT)	12th July 2025 (Saturday)	10:00 a.m. (onwards)
2nd Online Counselling		
General Category • UT Pool • General Pool (Outside UT)	17th July 2025 (Thursday)	10:00 a.m. (onwards)
Reserve Categories and Over & Above Seats (Additional Seats) • UT Pool • General Pool (Outside UT)	18th July 2025 (Friday)	10:00 a.m. (onwards)

Admission in BBA/BCA/B.Com will be done at college level for seats left vacant after second online counselling from 19th July 2025 onwards.

PROCEDURE TO APPLY FOR CENTRALIZED COURSES

STEPS

1

Log in to the DHE website (www.dhe.chd.gov.in) with the registered applicant User ID and Password.

2

- ◆ After successful Log in, Click on the link for APPLICATION FORM. Applicant will be given two options from which to choose: 1) New Student 2) Old Student
- ◆ Applicant will choose New Student.

3

Applicant will be given two options: 1) Degree Colleges 2) Professional Colleges. Select Option 1) Degree Colleges.

4

Applicant will be given two options: 1) Centralized 2) Non-Centralized
Applicant will choose Centralized.

5

Instruction page will be displayed. Read the rules and regulations thoroughly, then Click on the Next button and select the stream/course.

6

The application form will be displayed to the applicant. Applicant will have to fill in the details in various columns as required.

7

- Applicant who has passed 10+2 examination from Schools in Chandigarh only should apply under UT Pool. However, wards of Defence Personnel who have passed 10+2 examination from anywhere in the country should apply under UT Pool only.
- Applicant who has passed 10+2 examination from Schools situated Outside Chandigarh should apply under the General (Outside UT) Pool. Applicant who has passed 10+2 from National Institute Open Schooling (NIOS) should apply under the General (Outside UT) Pool.

8

Tick (✓) 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 ticked (✓) any reserved category, he/she cannot claim the seat in that category at the time of admission. Applicants not selecting any Reservation will be considered under General Category.

STEPS

9

The application form has separate columns for Mother's Name and Father's Name. Applicant should preferably mention names of both the parents. However, in case an 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.

10

Applicant must fill in the working Email ID and WhatsApp Mobile Number of the parents.

11

The column meant for hostel accommodation in the admission form should be filled with a YES or a NO. If the applicant does not opt for hostel in the form then he/she cannot claim a hostel seat at the time of admission as his/her right. For further details, refer to prospectus of the respective college. In case an applicant applies for hostel accommodation, he/she must fill in complete particulars of Local Guardian (resident of Chandigarh/ Mohali/ Panchkula only).

12

Applicant must fill in his/her bank details (Bank Name, Account Number, IFSC Code of Branch), Aadhaar Card Number (if allotted), EPIC Number (Voter Card number if allotted), and Ration card details (if any).

13

The full name of the School / Institute from which the last examination has been passed is to be given.

14

- ♦ Subjects having grades should not be filled.
- ♦ Applicant should enter ONLY the marks of all subjects including, additional subjects as given in the Detailed Marks Card (DMC).

15

The applicant has to select the following Course (as mentioned in the online admission form) :

- ♦ 03 Core/Discipline Specific Courses (DSC) (As per the respective college).
- ♦ 01 Multi-Disciplinary Course (MDSC) (As per the respective college).
- ♦ 01 Value-Added Course (VAC) (As per the respective college).
- ♦ 01 Skill Enhancement Course (SEC) (As per the respective college).
- ♦ 01 Ability Enhancement Course (AEC) (As per the respective college).
- ♦ 01 Compulsory Subject (HCP/Punjabi).

STEPS

16

Applicant is also required to upload:

- ♦ Scanned latest passport size photo of the applicant (not more than 50 KB).
- ♦ Scanned signature of the applicant (not more than 50 KB).
- ♦ Scanned signature of either of the Parent/ Guardian (not more than 50 KB).

17

• One set of scanned original testimonials/certificates should be uploaded (in .pdf format only) along with the admission form:

- Matriculation Certificate for the Date of Birth.
- 10+2 Detailed Marks Certificate(Original/DigiLocker verified).
- University/ Board Detailed Marks Certificate (DMC) of the lower examination passed.
 - ❖ Character Certificate from the institution last attended or from a Gazetted Officer. In case of private candidates, the **specimen of the certificate is given at Annexure Page number I.**
 - ❖ Migration Certificate/ Inter-University Migration Certificate (**Specimen of the certificate is given at Annexure Page number II.**)
 - ❖ Reserved Category Certificate issued by Competent Authority (if applicable).
 - ❖ Scheduled Caste/ Scheduled Tribe/ Differently Abled/ Physically Challenged Persons/ Wards of Freedom Fighters/ Wards of Defence/ Para-Military Personnel/ Wards of Kashmiri Migrants and Kashmiri Pandits/ Kashmiri Hindu Families (non-migrants living in Kashmir Valley)/ Wards of Permanently Disabled and Martyrs of Kargil War/ Single Girl Child/ One Girl Child out of the only Two Girl Children/ Cancer/AIDS/ Thalassemia Patient/ Rural Area Students/ Border Area Students/ Excellence in Youth Festival/ Economically Weaker Sections/Transgender Applicants/ Orphan Children (**Specimen of the certificates is given at Annexure Page number IV-XII.**)
 - ❖ Sports Gradation Certificate issued from Chandigarh Sports Department for both U.T Pool and General Pool applicants. (In case of Sports Category).
 - ❖ Equivalence Certificate from Panjab University Chandigarh of the last course passed by the applicant.
 - ❖ Gap Year Affidavit. (**Specimen of the Affidavit is given at Annexure Page number III.**)

18

Applicant will have to submit preference of colleges. Based on preferences, seat will be allotted on merit. Change the order of preference of college (after the submission of form) will not be allowed at any stage.

19

Applicant will be able to view and modify the information before the final submission of the application form. After the final submission on the last day, the application form will be locked, and no further modifications will be possible. Applicant should note the Application Form Number generated after online form submission for further correspondence.

IMPORTANT INSTRUCTIONS FOR ONLINE CENTRALIZED UNDERGRADUATE ADMISSIONS

a. Preparation and Display of Provisional Merit List

1. The admission will be based on merit, which will be calculated on the basis of marks obtained in qualifying examination, 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. In addition, weightage wherever applicable, will be given as per norms of Panjab University, Chandigarh.
2. In case of a tie at any stage in the preparation of the merit list, applicants securing equal marks will be bracketed together. Their inter-se-merit will be determined according to the following criteria: **(Refer to Panjab University, Chandigarh, Handbook of Information 2025, Part-A, Page No. 41)**
 - a. A candidate getting higher percentage of marks in the qualifying examination shall rank higher in order of merit.
 - b. That if the marks in qualifying examination are also the same then the candidates obtaining more marks in the immediate lower examination, shall rank higher in order of merit.
 - c. That if two or more candidates secure equal marks in (a) & (b) above, the candidate senior in age shall rank higher in the order of merit.
3. The list of all the applicants who have applied online will be displayed course-wise on the DHE website www.dhe.chd.gov.in on **1st July, 2025 (Tuesday) by 5:00 pm.**
4. The applicants can report the discrepancies (if any) to the SPIC through email at dhechdhelpline@gmail.com by **3rd July, 2025 (Thursday) by 5:00 pm.**
5. The scrutiny of forms will start from **4th July, 2025 (Friday)** 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. 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. The applicant has to rectify the discrepancy immediately otherwise he/she will be considered ineligible.
6. The provisional list of all eligible applicants will be displayed on the DHE website www.dhe.chd.gov.in on **7th July, 2025 (Monday) by 5:00 pm.**
7. If an applicant of reserved category, falls under in the merit list, the applicant will be given admission in the only. So, the applicant must follow the admission schedule of General Category on the date and time specified under General Category.
8. Admissions under SPORTS Category will be done after the issuance of Gradation Certificate by the Sports Department, Chandigarh Administration. The schedule for the same will be uploaded on DHE website www.dhe.chd.gov.in Nevertheless, the applicant will have to apply under the category of sports reservation while applying for online admission.

b. Instructions for 1st Online Centralized Admission Counselling

1. The provisional list of verified applicants who have been allotted college will be displayed on the DHE website www.dhe.chd.gov.in on **9th July, 2025 (Wednesday) by 2:00 pm**.
2. Applicants will be able to download Provisional Admission Form only after the display of allotment of the colleges on **9th July, 2025 (Wednesday)**.
3. After the allotment of seat in respective college, the form will be verified by the allotted college, in case any discrepancy is found during verification by the college, the same will have to be cleared by the applicant.
4. Once the applicant's form is verified by the college, the seat will be assigned by the college as per the date and time mentioned in the 1st Online Centralized Admission Schedule. The applicant will then receive an SMS / EMAIL regarding deposit of fee (in case of Government Colleges) on the registered mobile number on the day of admission schedule. In addition, applicants can also check their admission status through their respective DHE login or on the DHE website at <http://dhe.chd.gov.in/Version2/epayment/paynow.aspx>.
 - a. In case the applicant is seeking admission in a Government College, he/ she can deposit the fee online at DHE website www.dhe.chd.gov.in
 - b. In case an applicant is seeking admission in Privately Managed Aided College, he/ she must refer to the respective college prospectus/ website regarding deposit of fee.
5. The fee must be deposited within 24 hours of seat allocation otherwise the seat will be cancelled automatically.
6. Applicants who have been allotted college in the 1st Online Centralized Admission counselling but could not take admission or pay fee, will be given a chance of admission in 2nd Online Centralized Admission counselling only if they give their willingness online on **13th July, 2025 (Sunday) by 5:00 pm** through their respective login at DHE website www.dhe.chd.gov.in
7. Applicants who have been admitted in the 1st Online Centralized Admission Counselling can give their willingness on **13th July, 2025 (Sunday) by 5:00 pm** for 2nd Online Centralized Admission Schedule 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 at any stage. If the applicant is allotted seat in another college of his/her preference in the 2nd Online Centralized Admission Counselling, the seat in the previous college will automatically be cancelled.
8. Applicants who are not allotted college in the 1st Online Centralized Admission Counselling will be automatically considered for the 2nd Online Centralized Admission Schedule. They DO NOT need to submit their willingness online through their respective login at DHE website www.dhe.chd.gov.in

c. Instructions for 2nd Online Centralized Admission Counselling (BCA/BBA/B.COM)

1. Details of the course-wise and college-wise vacant seats will be notified on DHE website www.dhe.chd.gov.in on **14th July, 2025 (Monday) by 5:00 pm.**
2. The provisional list of verified applicants and list of applicants with discrepancy (if any) who have been allotted college in the 2nd Online Centralized Admission Schedule will be displayed on the DHE website www.dhe.chd.gov.in by **15th July, 2025 (Tuesday) by 5:00 pm** for the courses where the seats remain vacant after 1st Online Centralized Admission Schedule.
3. The applicant has to clear the discrepancy (if any) on and before **16th July, 2025 (Wednesday) by 12:00 pm** at the college level through their respective login at DHE website www.dhe.chd.gov.in.
4. Once the applicant's form is verified by the college, the seat will be assigned by the college as per the date and time mentioned in the 2nd Online Centralized Admission Schedule. The applicant will then receive an SMS / EMAIL regarding deposit of fee (in case of Government Colleges) on the registered mobile number on the day of admission schedule. In addition, applicants can also check their admission status through their respective DHE login or on DHE website at <http://dhe.chd.gov.in/Version2/epayment/paynow.aspx>.
 - a. In case the applicant is seeking admission in Government College, he/ she can deposit the fee online at DHE website www.dhe.chd.gov.in.
 - b. In case the applicant is seeking admission in Privately Managed Aided College, he/ she must refer to the respective college prospectus/ website regarding deposit of fee.
5. The fee must be deposited within 24 hours of seat allocation otherwise the seat will be cancelled automatically.

**Education is the most
powerful catalyst for
social transformation**

— *K. Kamaraj*