GOVERNMENT OF GOA

DIRECTORATE OF HIGHER EDUCATION

SCERT Building, Alto-Porvorim-Goa PIN 403 521

UNDER-GRADUATEADMISSION 2025-2026

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. Aadharcard/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.

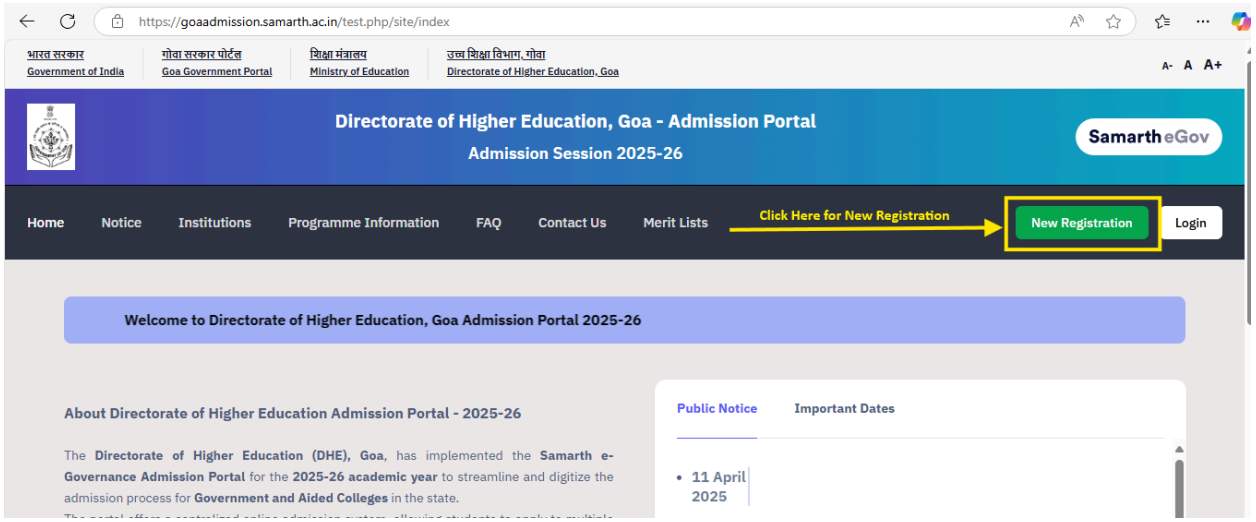
The online application for Under-Graduate Admission 2025-26 is a three step process as follows:

Step1: New User Registration

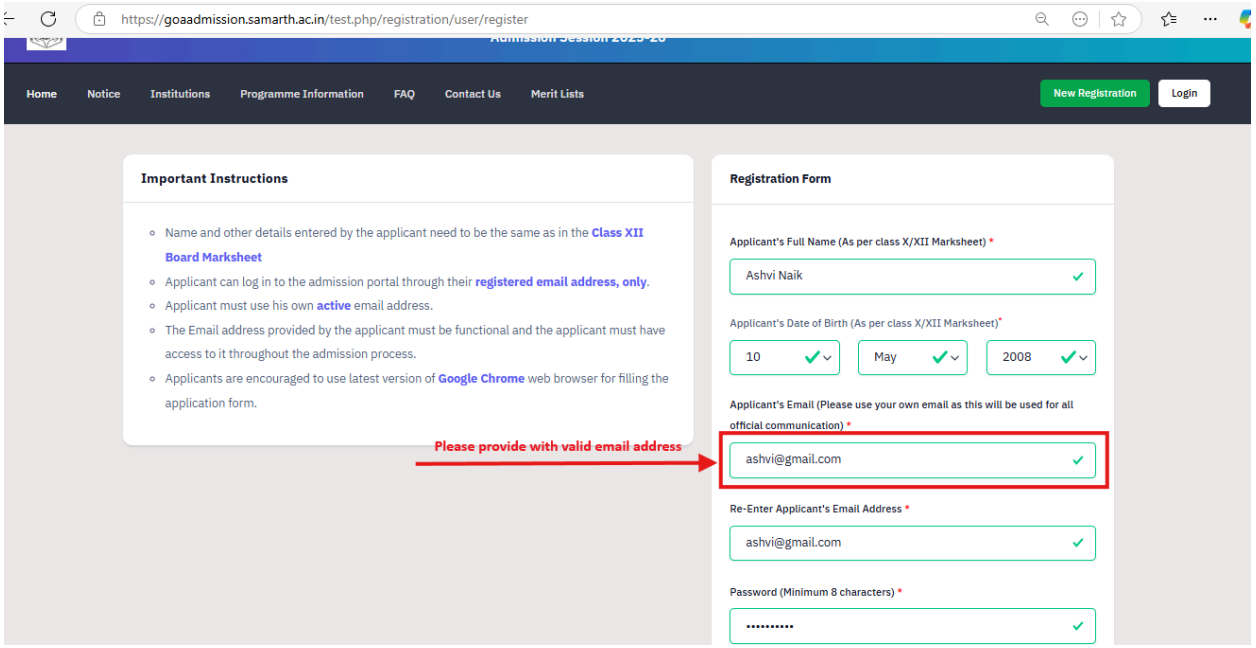
1. New User Registration is a one-time registration process. A student shall register himself/herself only once on the admission portal.
2. Student should have a valid email id as well as mobile number to start the one-time

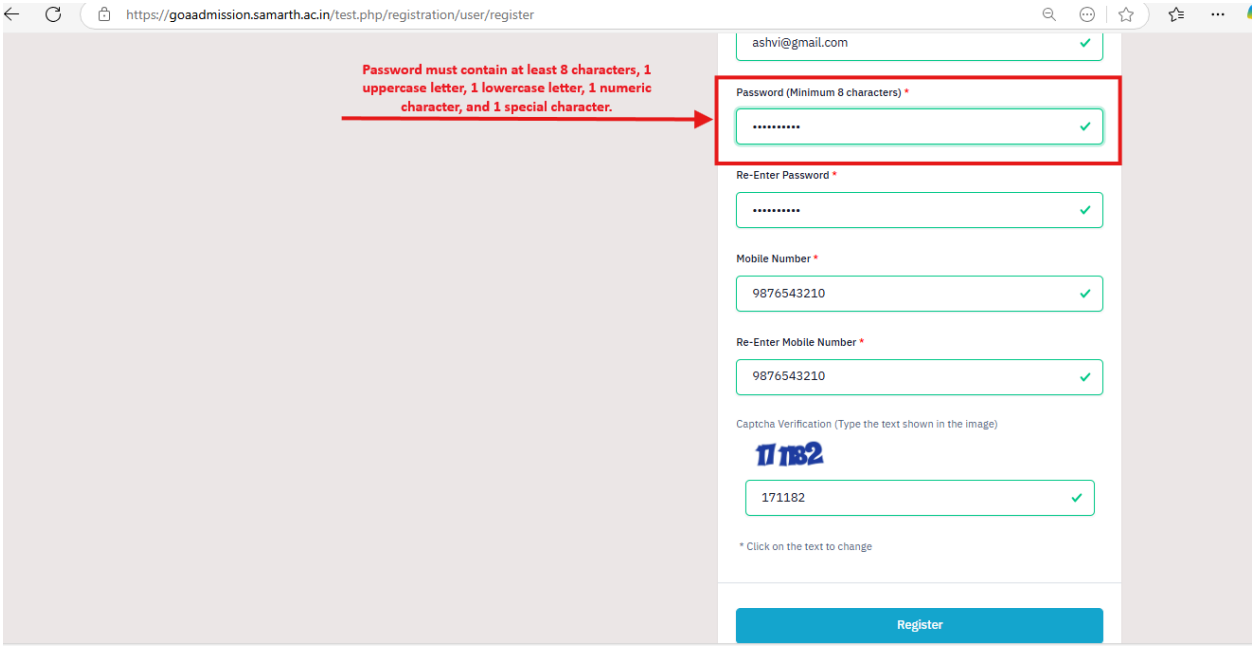
registration process. If a student does not have a valid email id, then he/she has to create one before starting with the new user registration.

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.

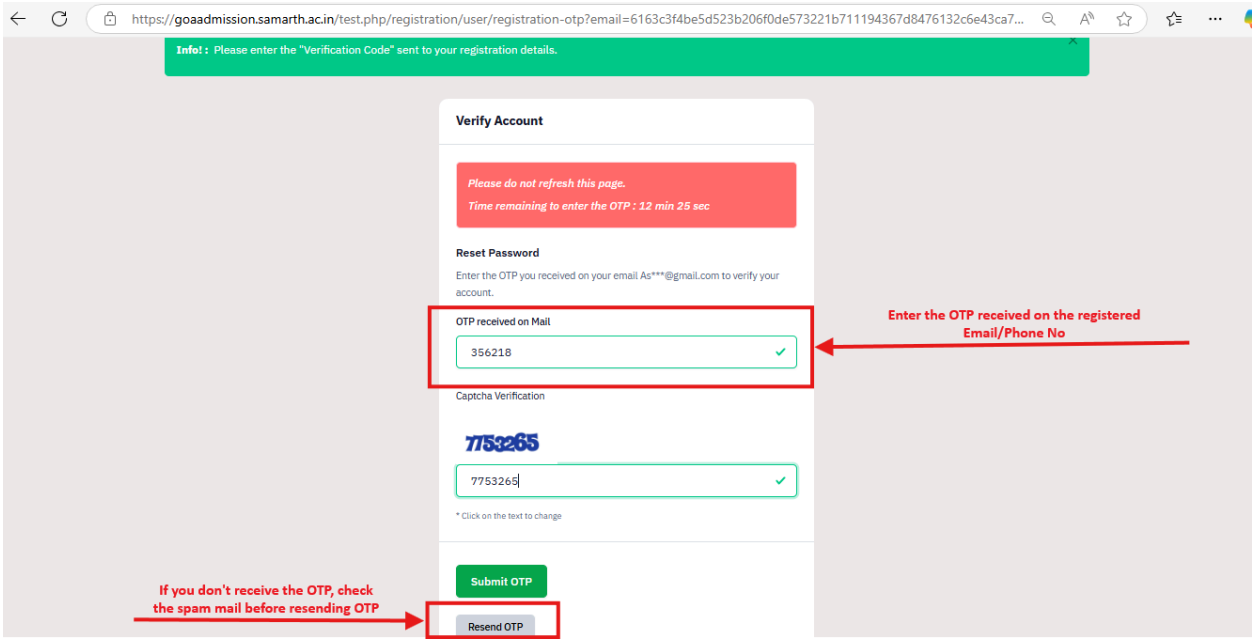


4. Fill up the registration form with the valid details

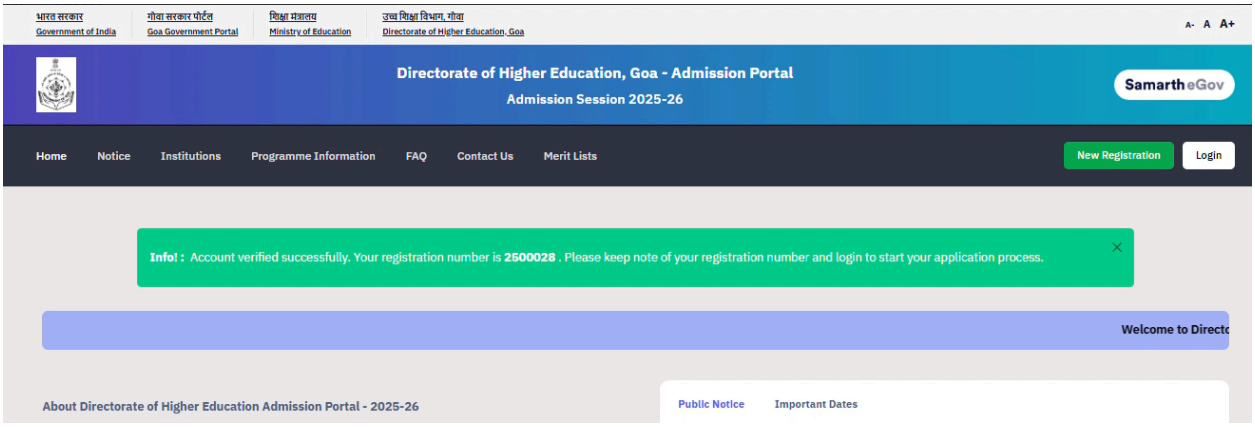




5. On successful registration, the student will immediately receive an OTP onthe registered email address or mobile number for verification providing the student's login credentials for future use. The account should be verified within 15 minutes. It may be possible that the student's login credentials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

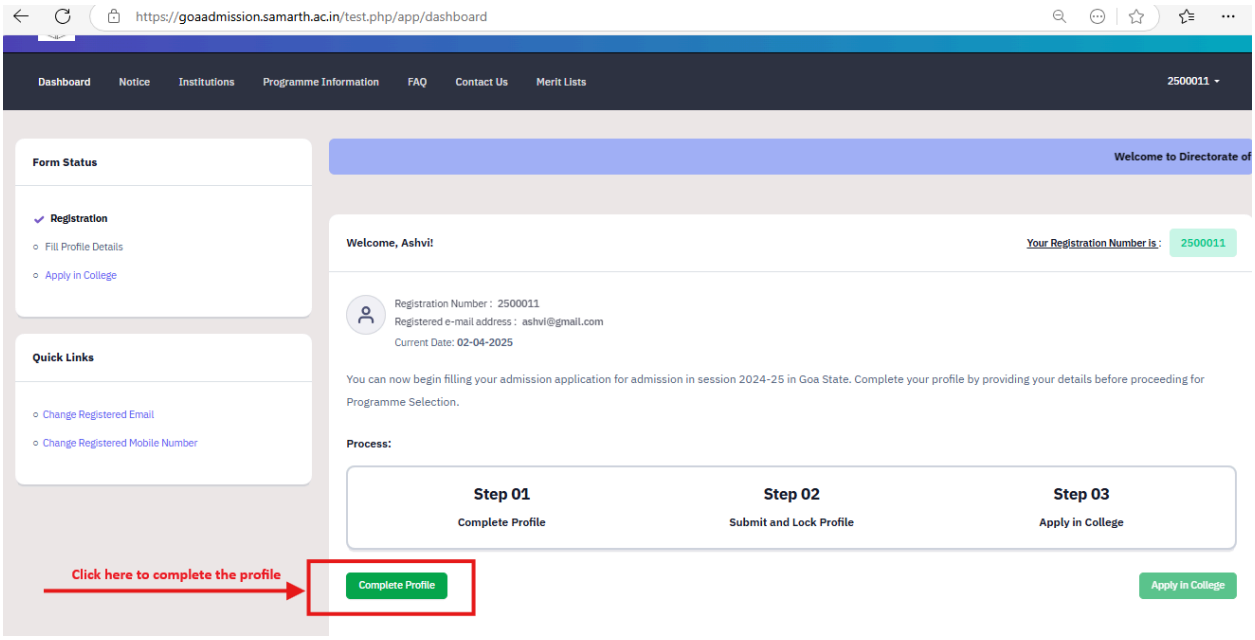


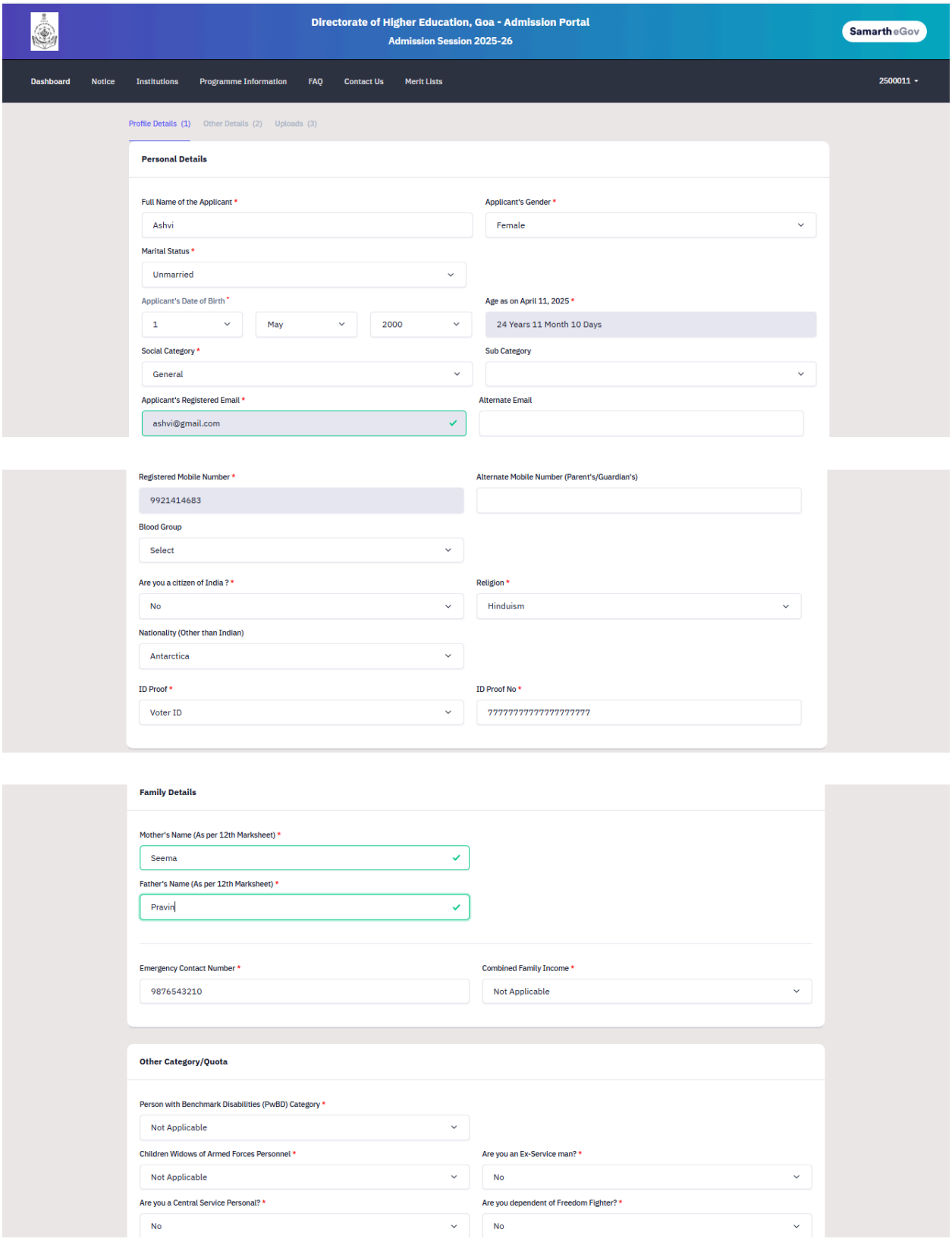
6. After verification, student will be directed to the login page where he/she can login using the credentials and proceed to fill the online application form.



Step2: Complete Profile

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





Directorate of Higher Education, Goa - Admission Portal
Admission Session 2025-26

Samarth eGov

Dashboard | Notice | Institutions | Programme Information | FAQ | Contact Us | Merit Lists | 2500011

Profile Details (1) | Other Details (2) | Uploads (3)

Personal Details

Full Name of the Applicant *
Ashvi

Applicant's Gender *
Female

Marital Status *
Unmarried

Applicant's Date of Birth *
1 | May | 2000

Age as on April 11, 2025 *
24 Years 11 Month 10 Days

Social Category *
General

Sub Category

Applicant's Registered Email *
ashvi@gmail.com

Alternate Email

Registered Mobile Number *
9921414683

Alternate Mobile Number (Parent's/Guardian's)

Blood Group
Select

Are you a citizen of India ? *
No

Religion *
Hinduism

Nationality (Other than Indian)
Antarctica

ID Proof *
Voter ID

ID Proof No *
7777777777777777777

Family Details

Mother's Name (As per 12th Marksheet) *
Seema

Father's Name (As per 12th Marksheet) *
Pravin

Emergency Contact Number *
9876543210

Combined Family Income *
Not Applicable

Other Category/Quota

Person with Benchmark Disabilities (PwBD) Category *
Not Applicable

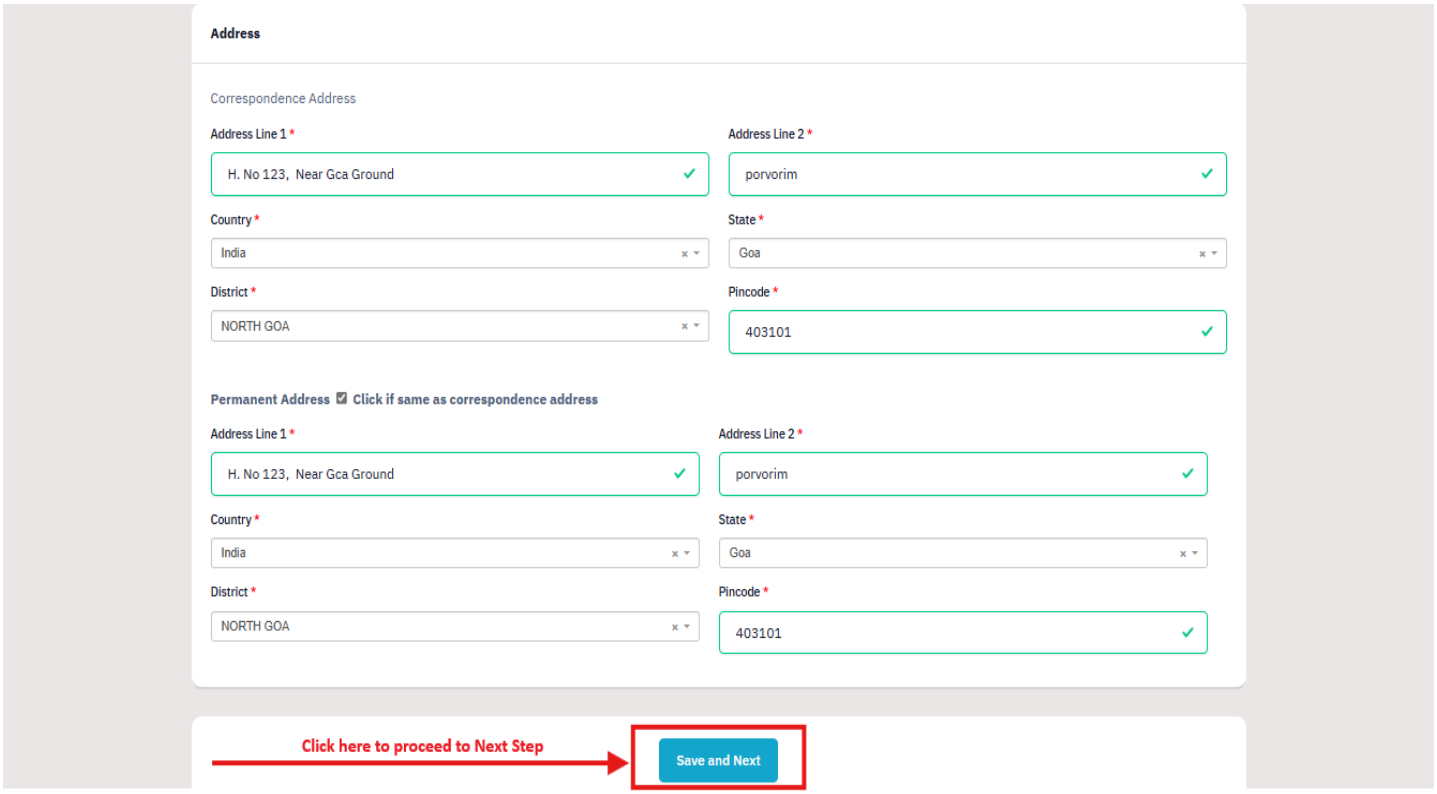
Children Widows of Armed Forces Personnel *
Not Applicable

Are you an Ex-Service man? *
No

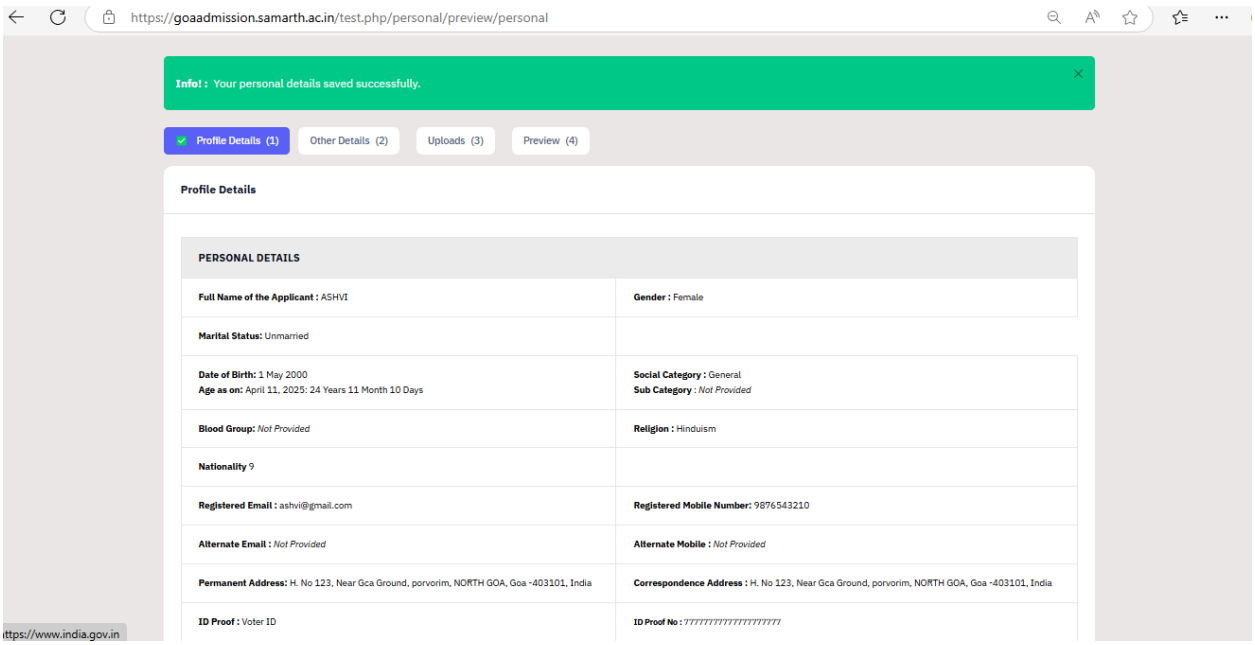
Are you a Central Service Personal? *
No

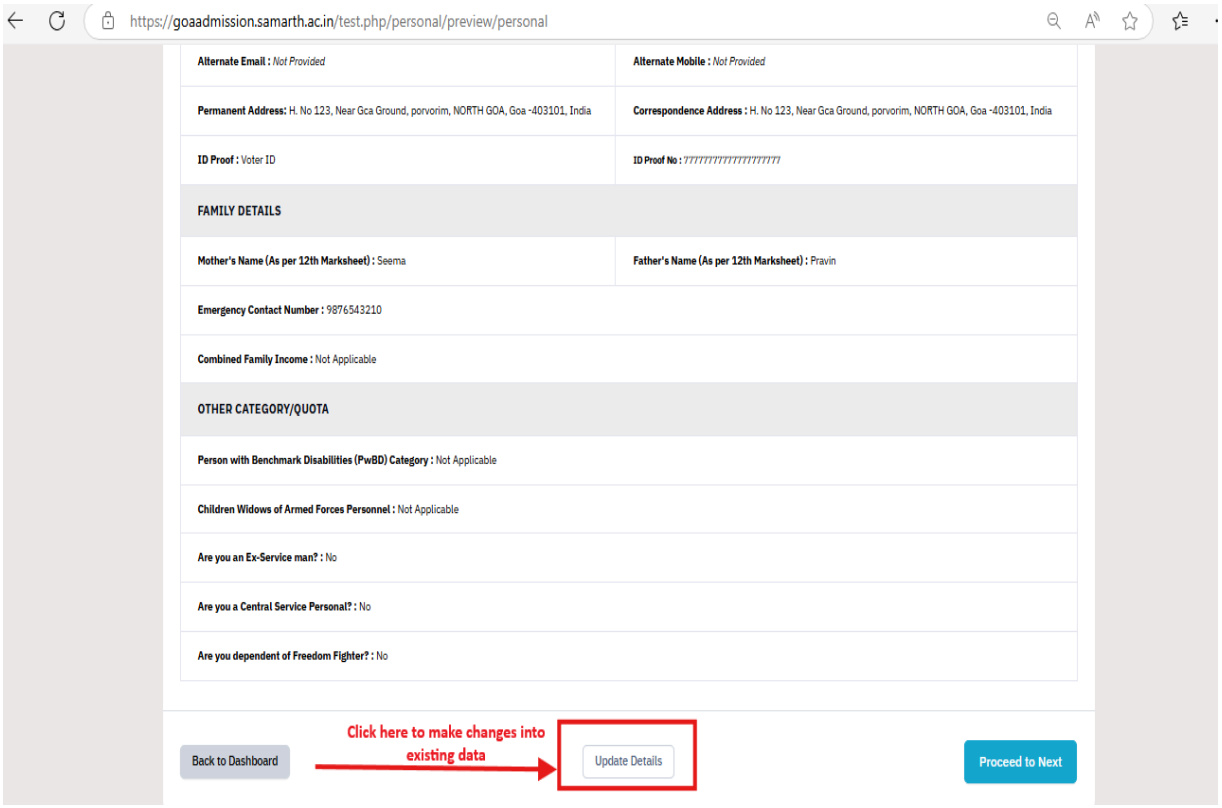
Are you dependent of Freedom Fighter? *
No

2. After entering the correct details click on **save and next** button.

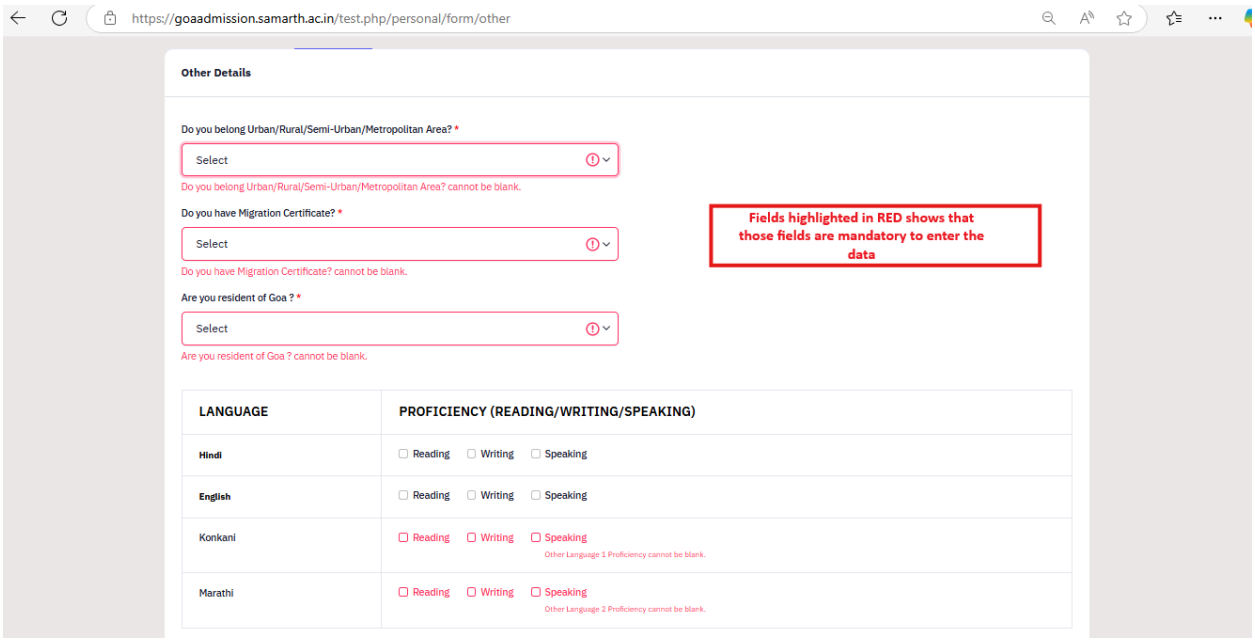


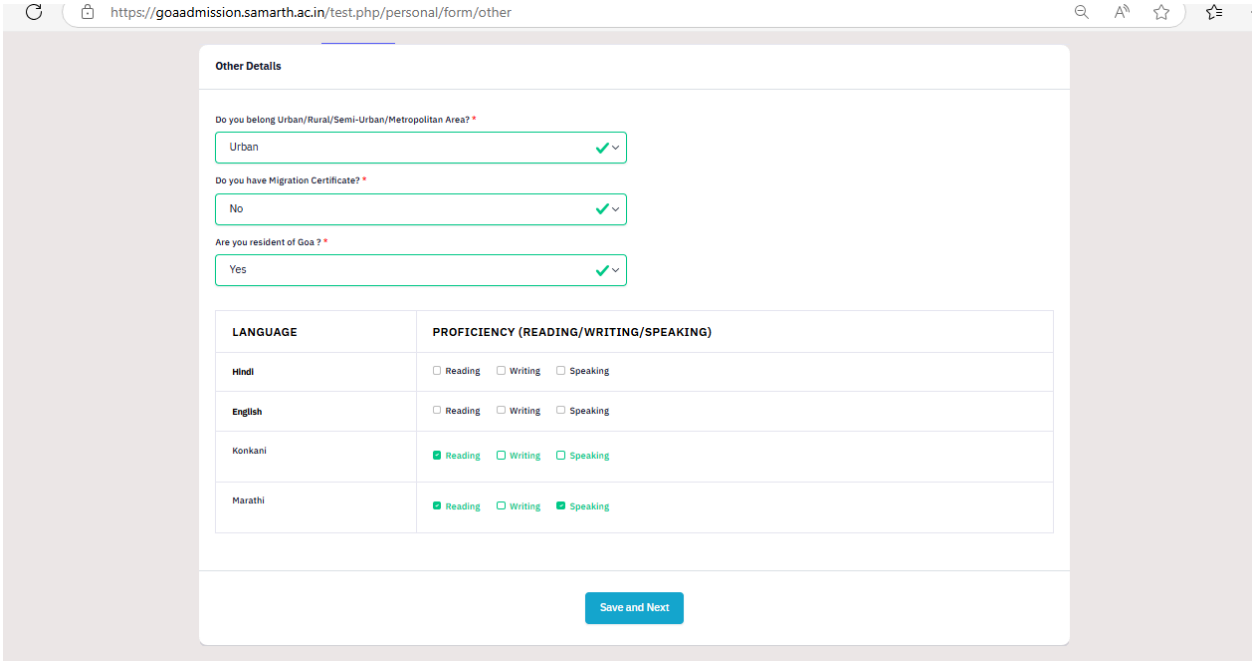
3.Profile info should be verified by the student before clicking on P**roceed to Next.** Incase of any errors found in the personal profile use **Update details** and make changes accordingly and **SaveandNext.**



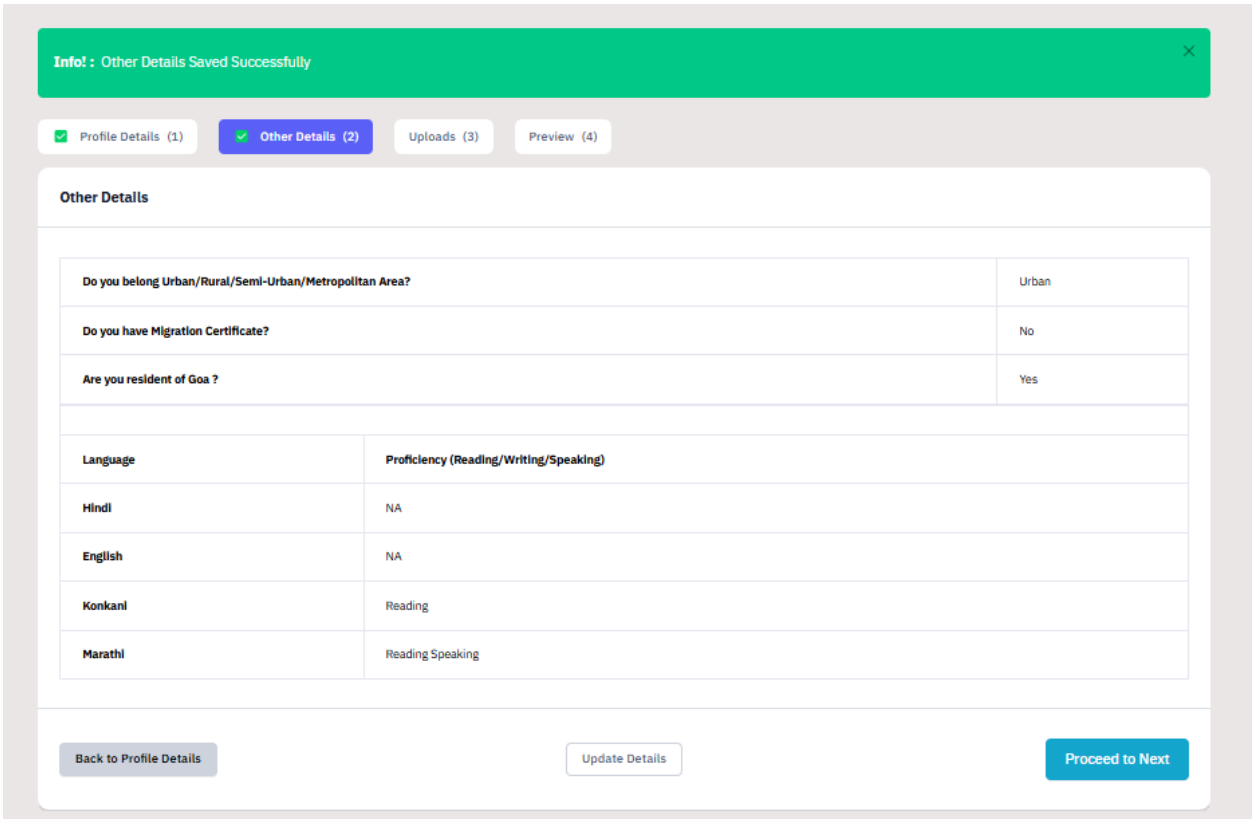


4. Fill the other details selecting the suitable option using the drop down.

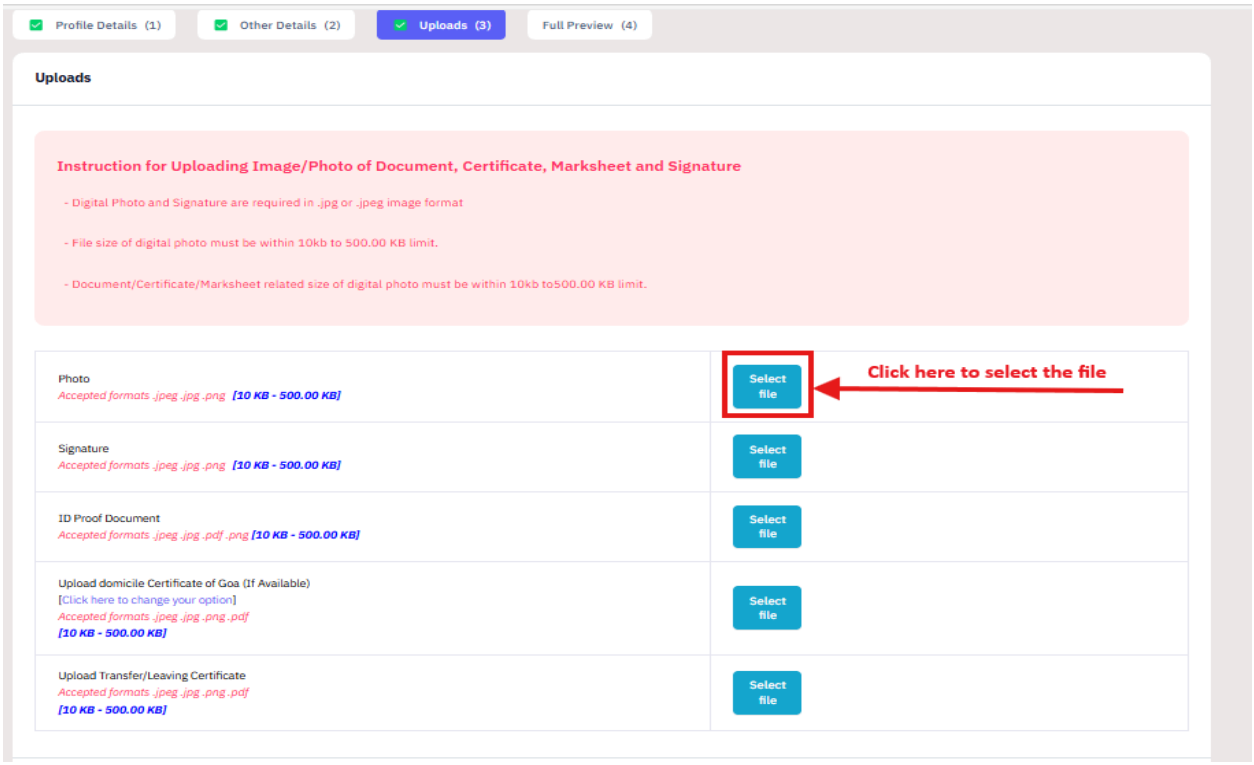


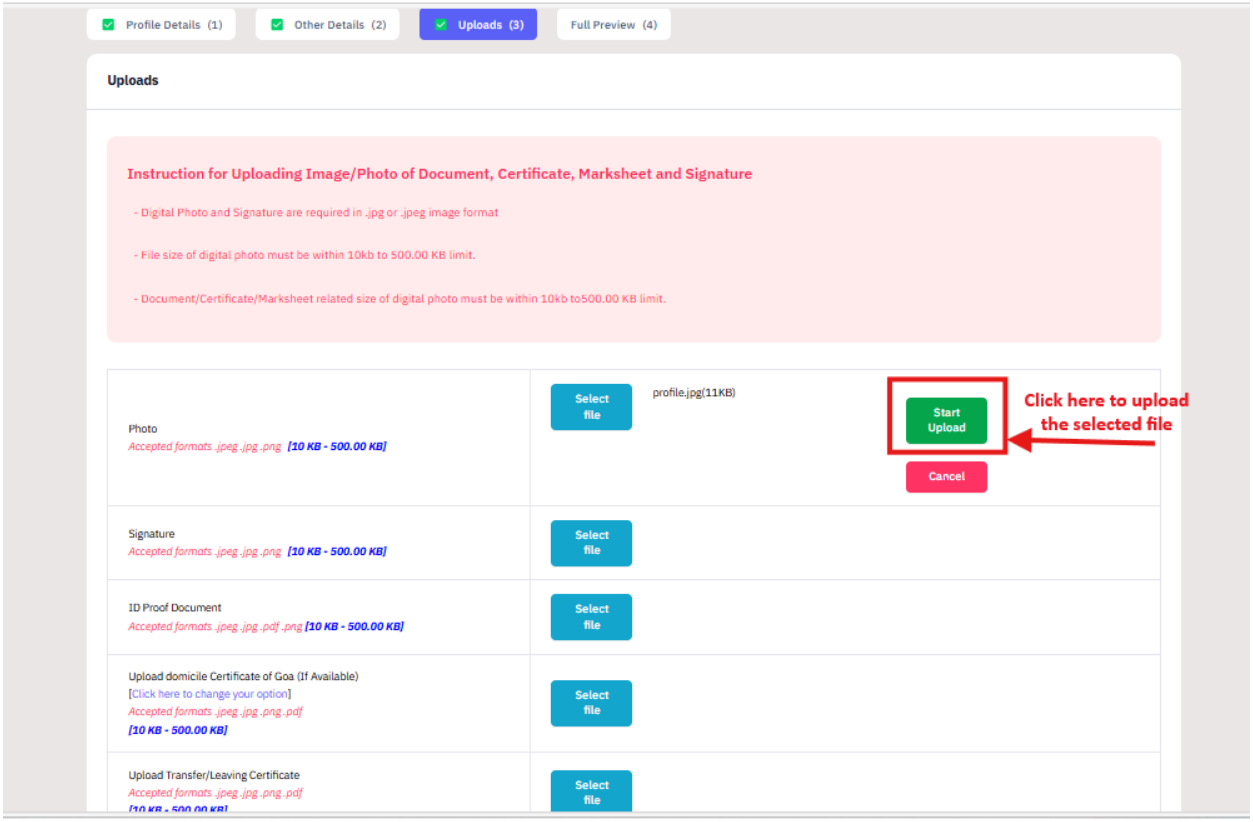


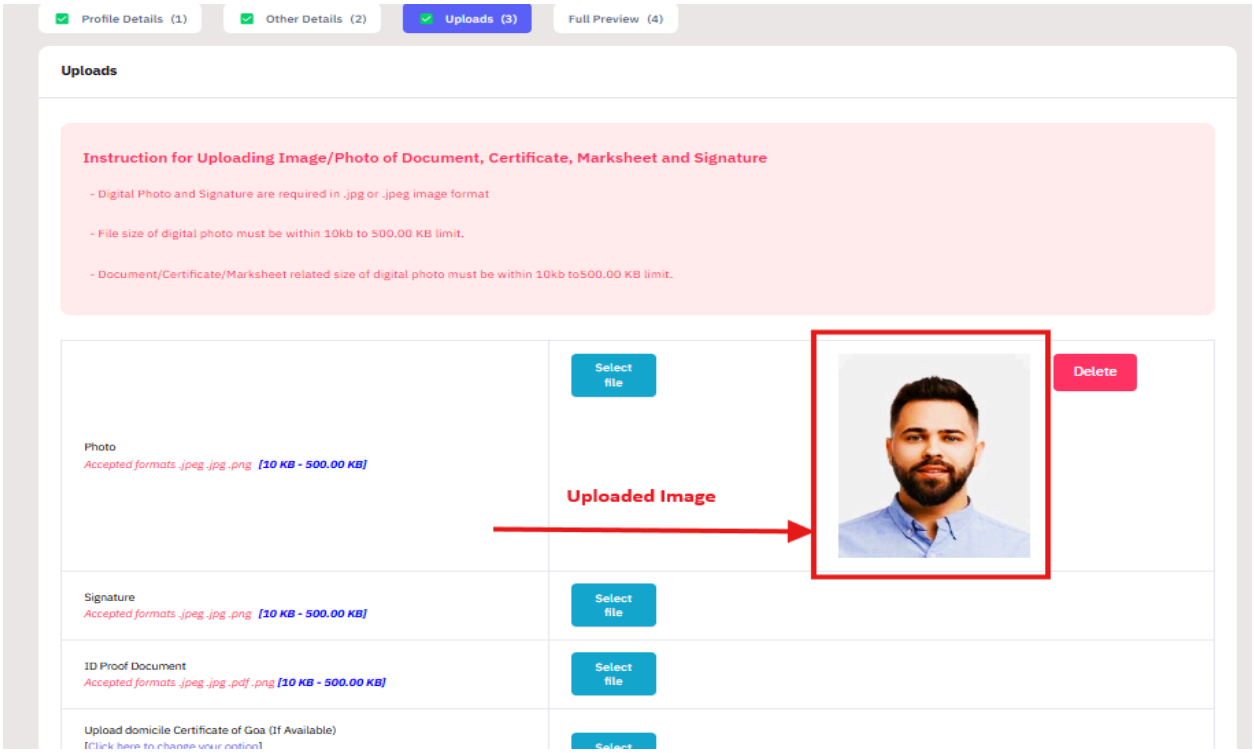
5. Click on **Proceed to next**. In case of any errors found in the other details use **update details** and make changes accordingly and **Save and Next.**



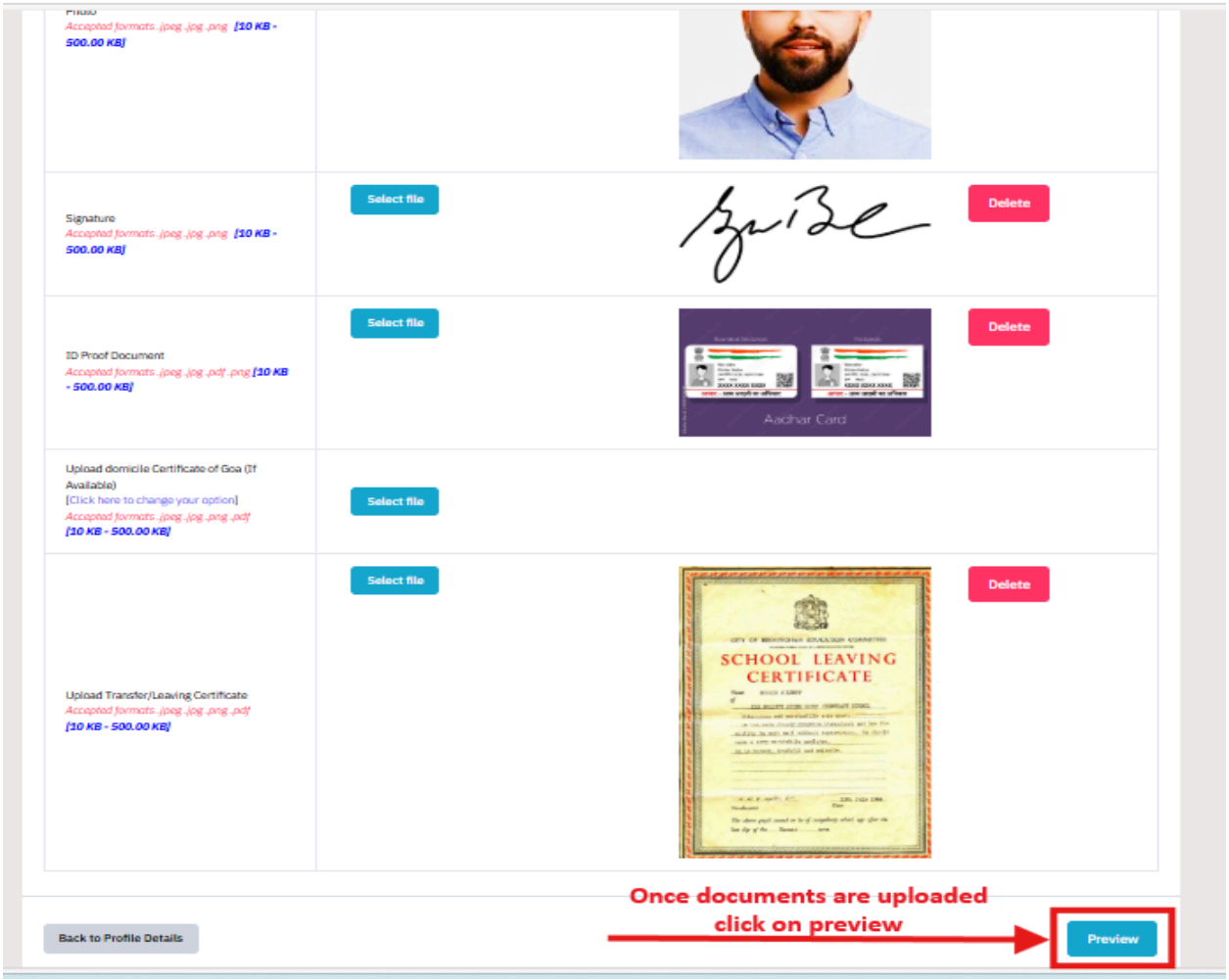
6. **<u>For Uploads</u>**: (Photo, signature, X & XII mark sheet, ID Proof and transfer certificate), click on **Select File** to browse to the respective document of specified size followed by **Start Upload**. The successfully uploaded document will be visible on screen once the uploading is complete



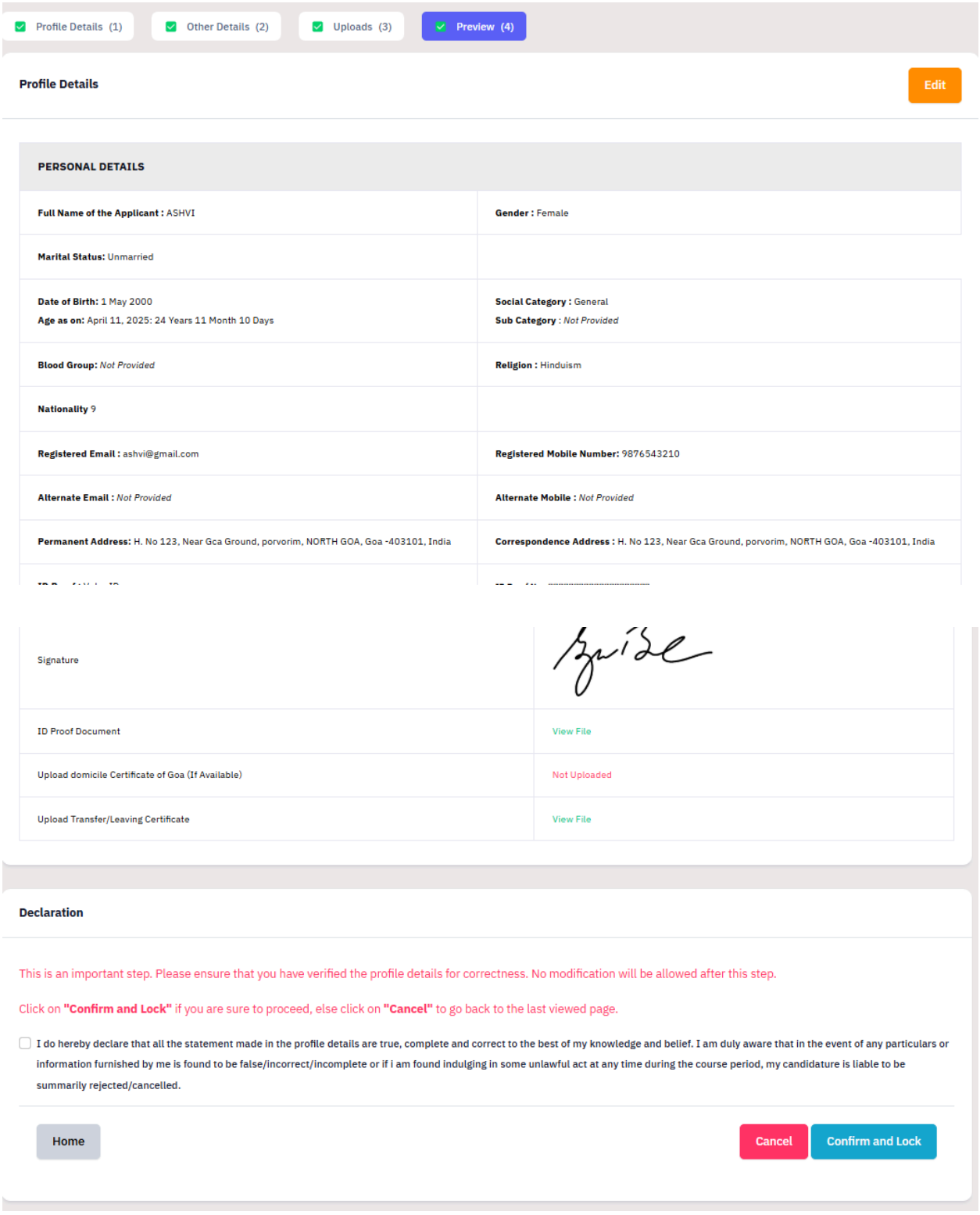




7. Once all documents are uploaded click on the preview for next step

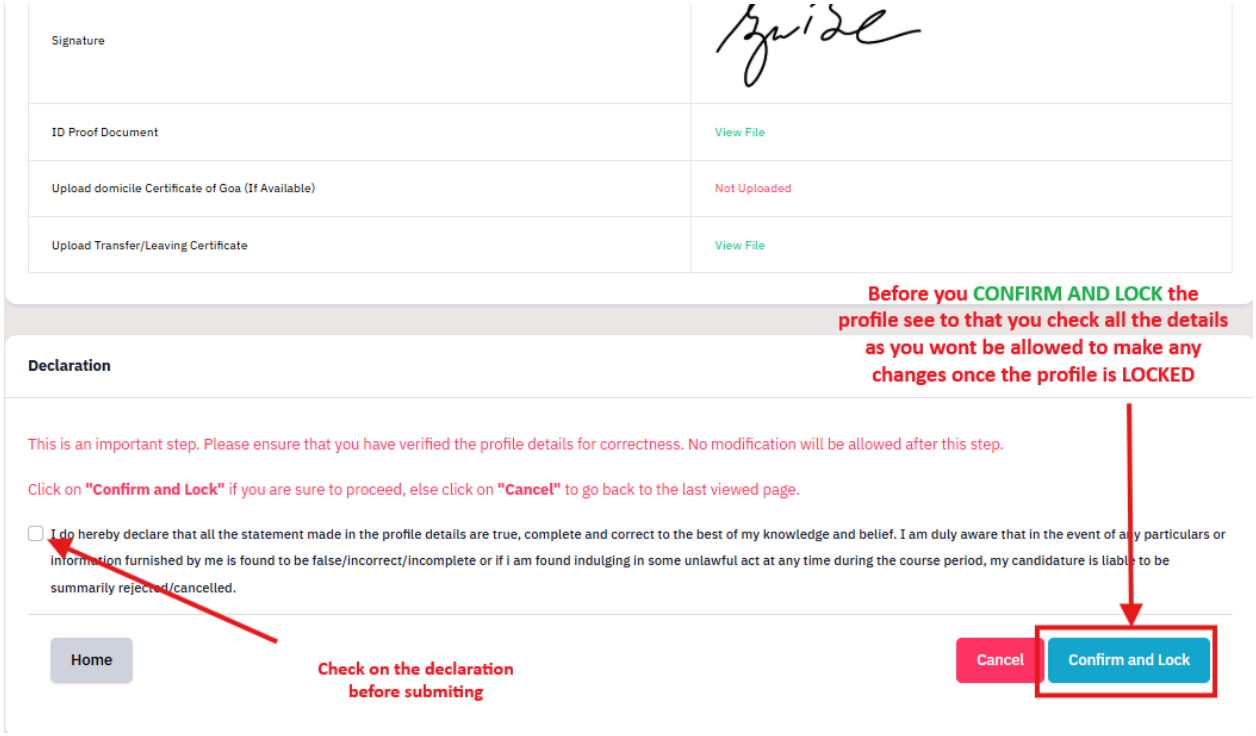


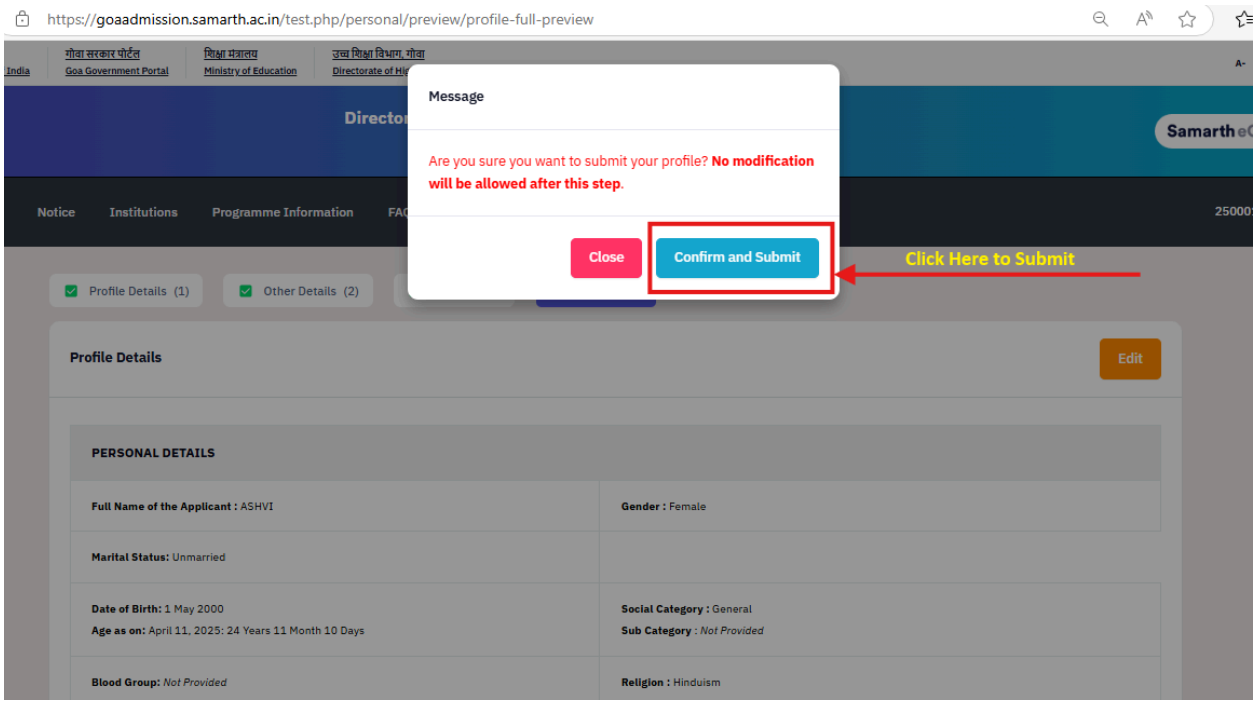
8. Check for every details on PREVIEW tab before confirming



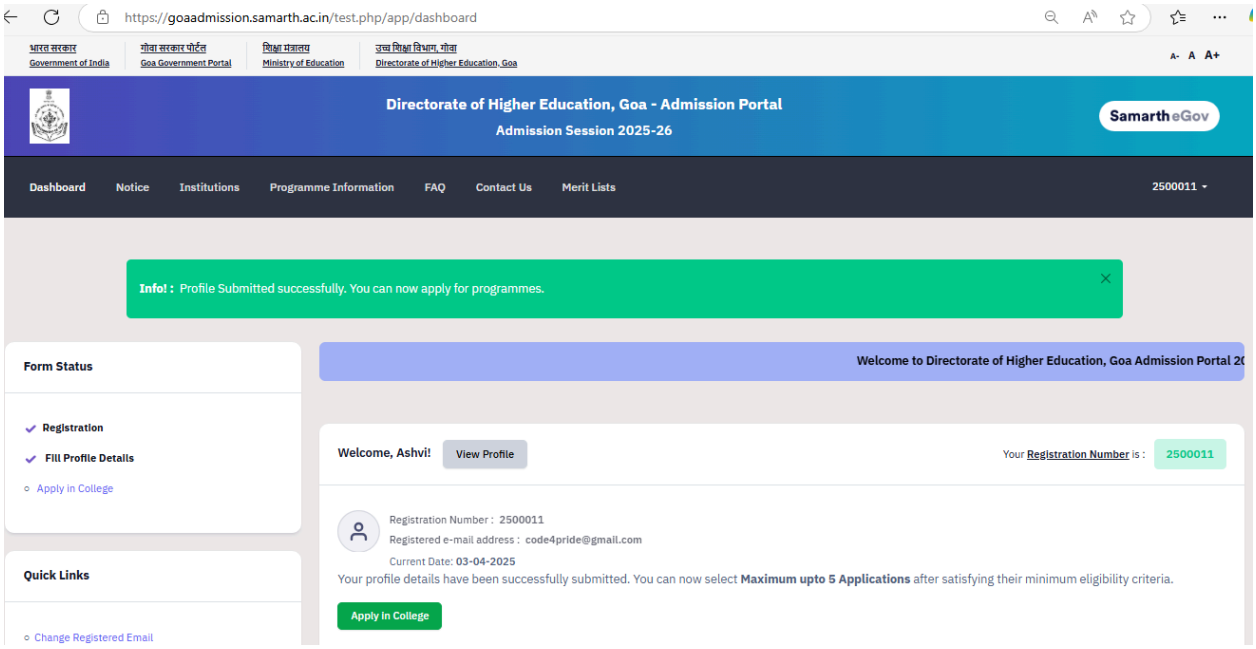
9. Before you **CONFIRM AND LOCK** the profile make sure to that you verify all the details

as you wont be allowed to make any changes once the profile is LOCKED

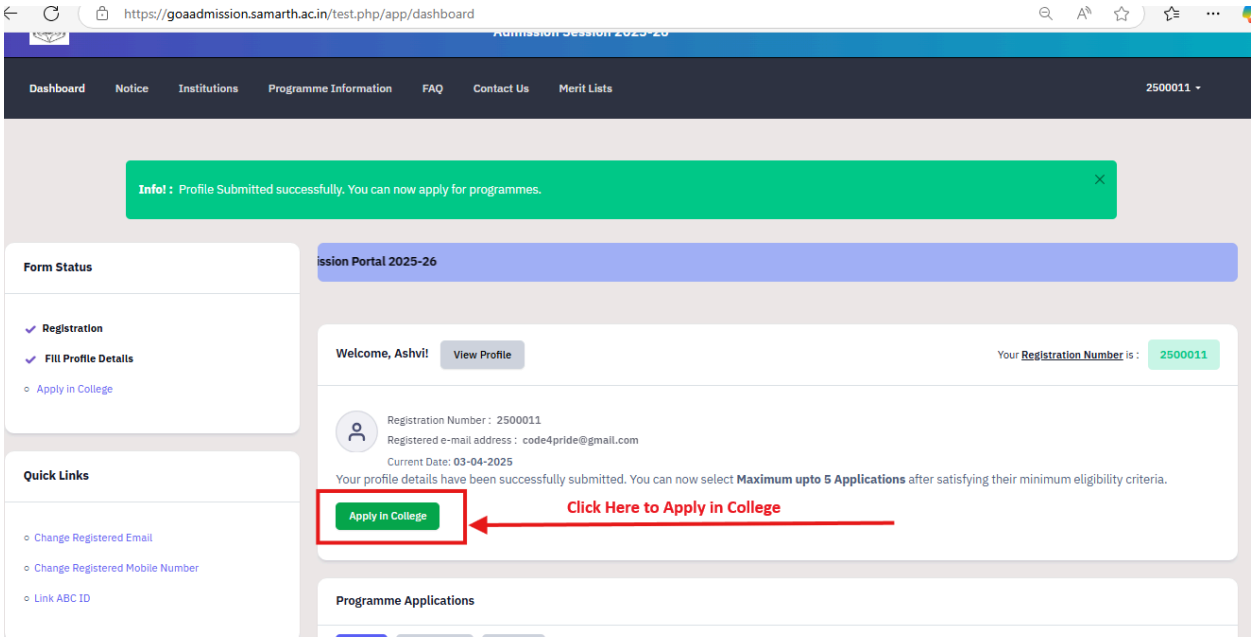




10. Upon successful submission of the profile a success alert will appear on the dashboard



11. Next step is to submit the application in the colleges student wish to apply

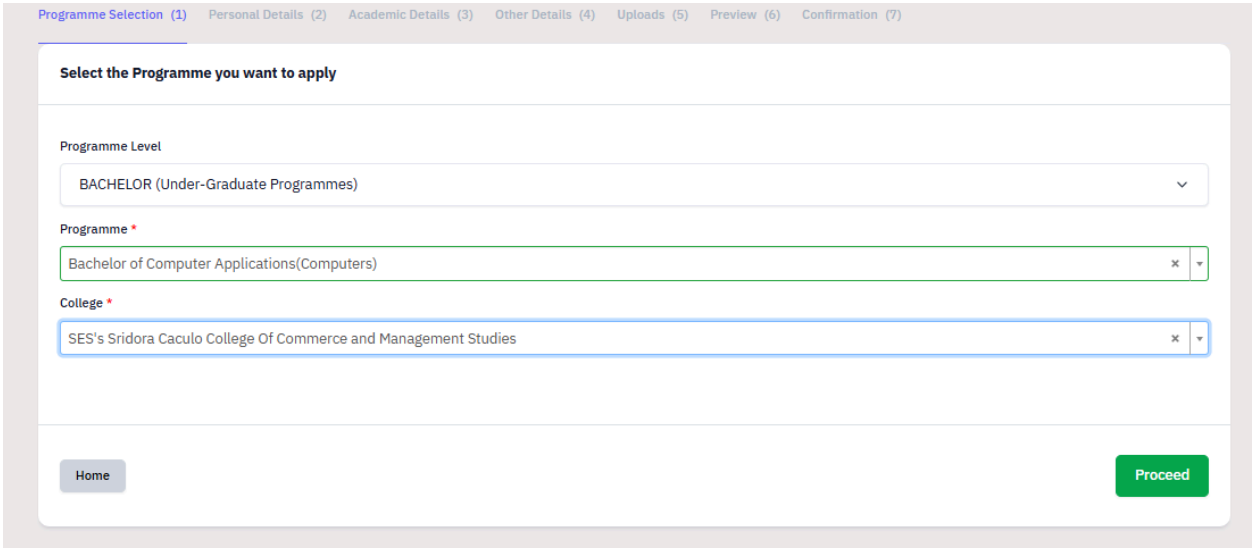


Step3: Apply In College

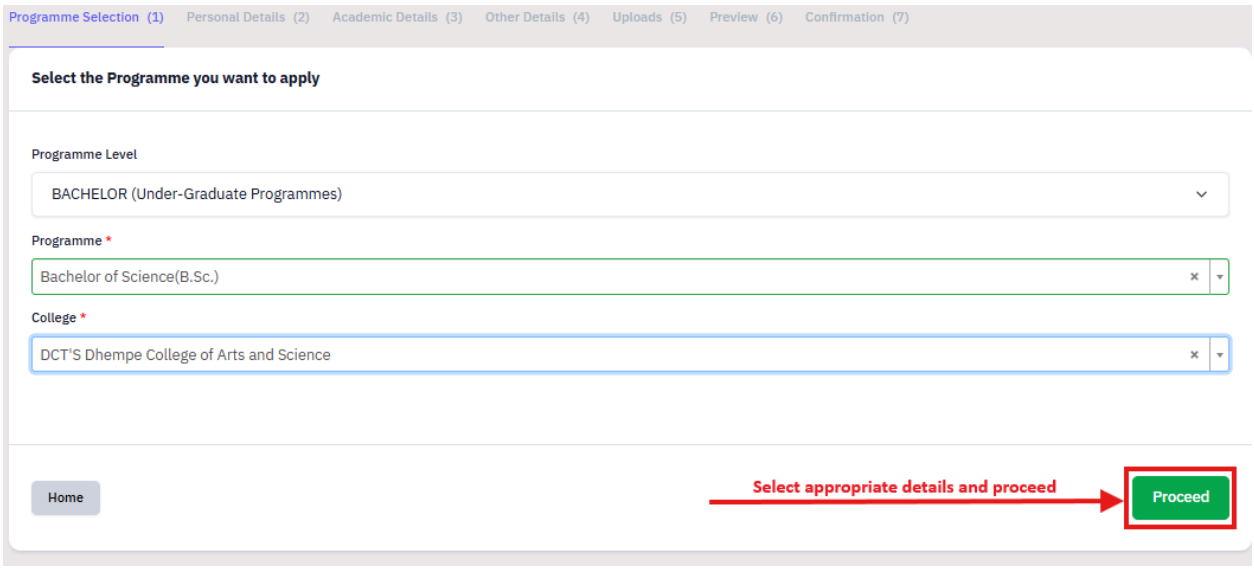
Tab 1 : Programme Section

1. Student should select appropriate **program** and the respective college for which they wish to seek **admission** and **proceed**

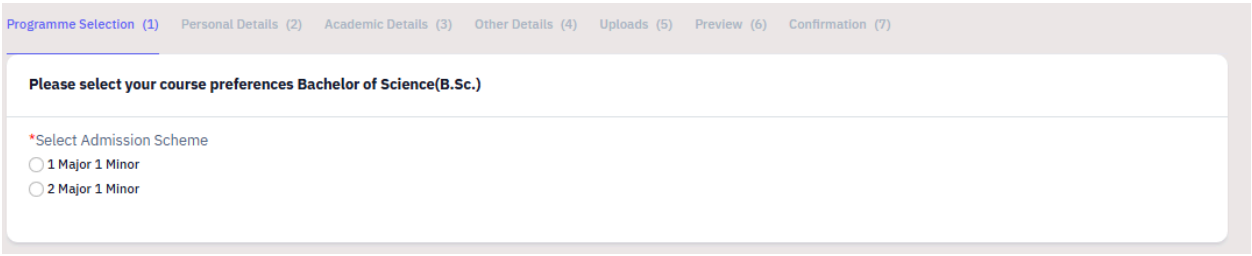
Note : *If a student wishes to apply for different colleges, then he/she can do so by using the same login account but with a fresh application.*



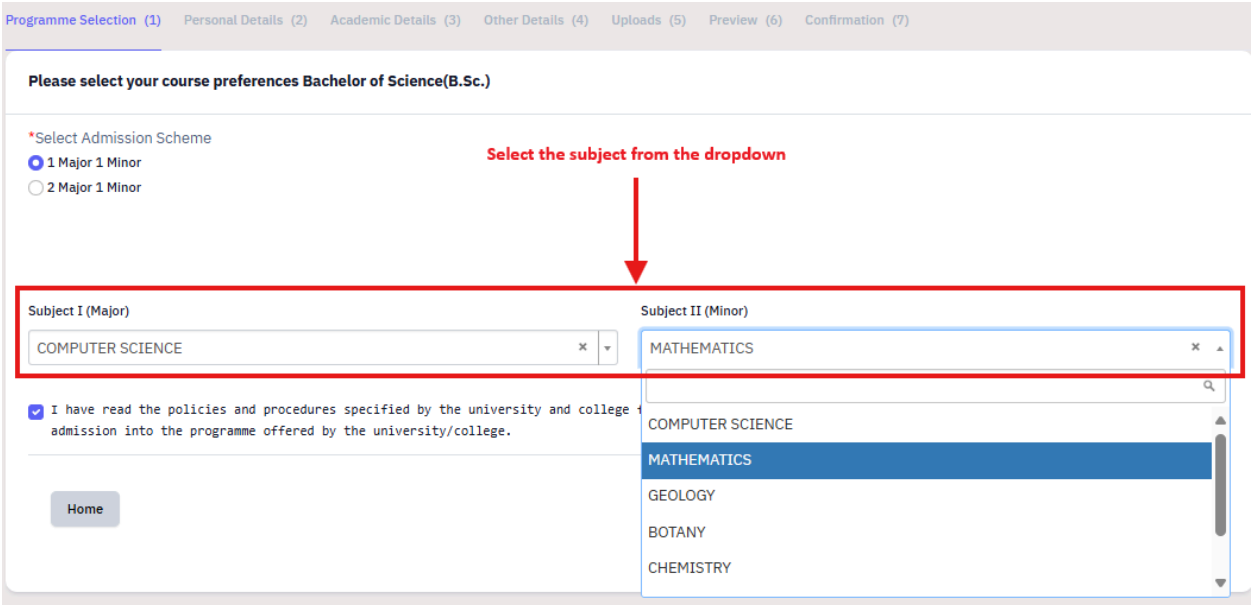
2. After selecting the program and college, student will click on **Proceed** button



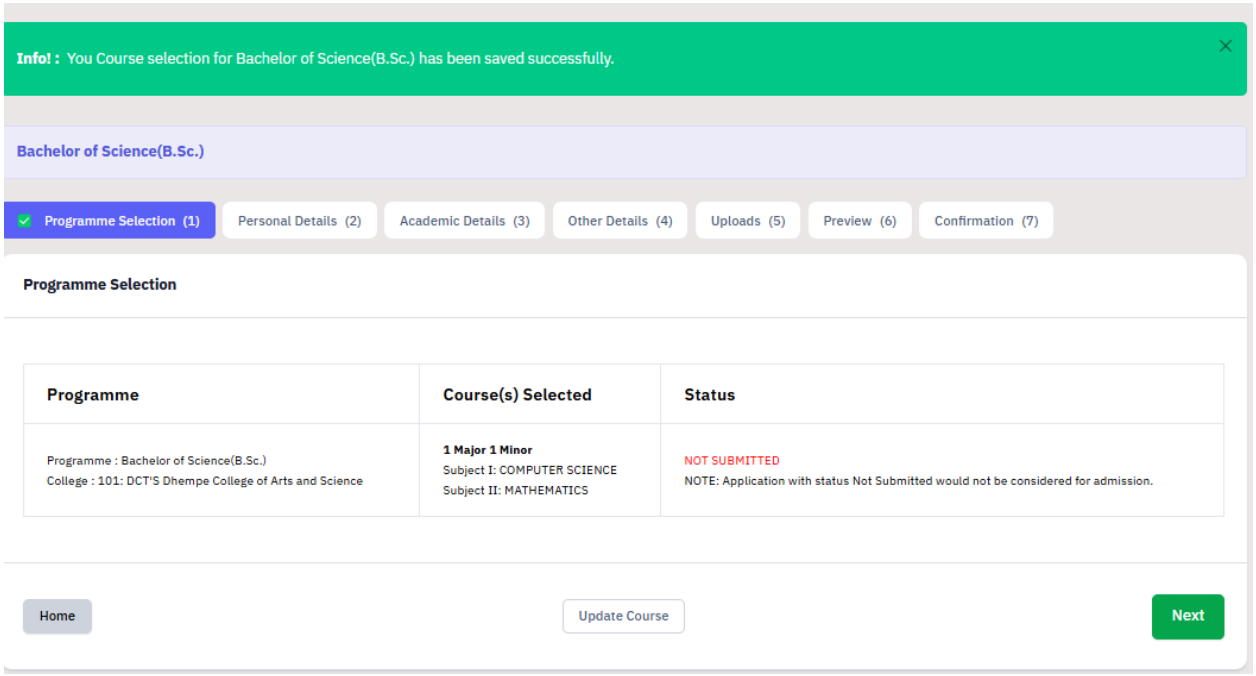
3.Considering Bsc and BA Student shall choose **Single (1 Major 1 Minor) or Double (2 Major1Minor) major** in the subject of their programme Choice.



4.Accordingly select the major and minor subjects using the drop down.

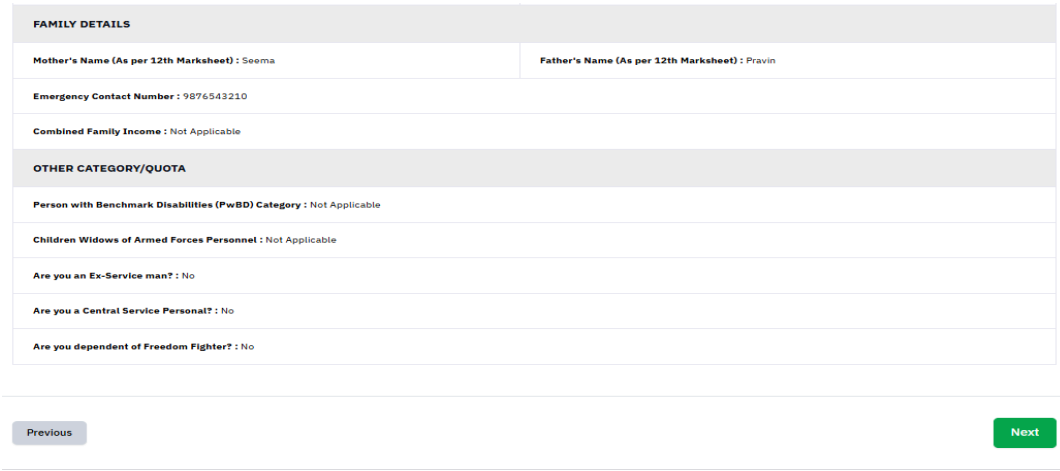


5. After selecting the single or double major subjects, student will click on **Proceed and** then **NEXT** button.



Tab 2 : Personal Details.

1. On this page students will be allowed to just view the personal details and click **Next**



Tab 3 : Academics Details

1. Select eligibility criteria as minimum 40%.
2. Enter correct SSC and HSSC details in the menu. Use drop downs wherever necessary.

Bachelor of Science(B.Sc.)

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

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

Applicable Eligibility Criteria* — XII Pass with minimum 40% score.

Qualification Details - XII or Equivalent

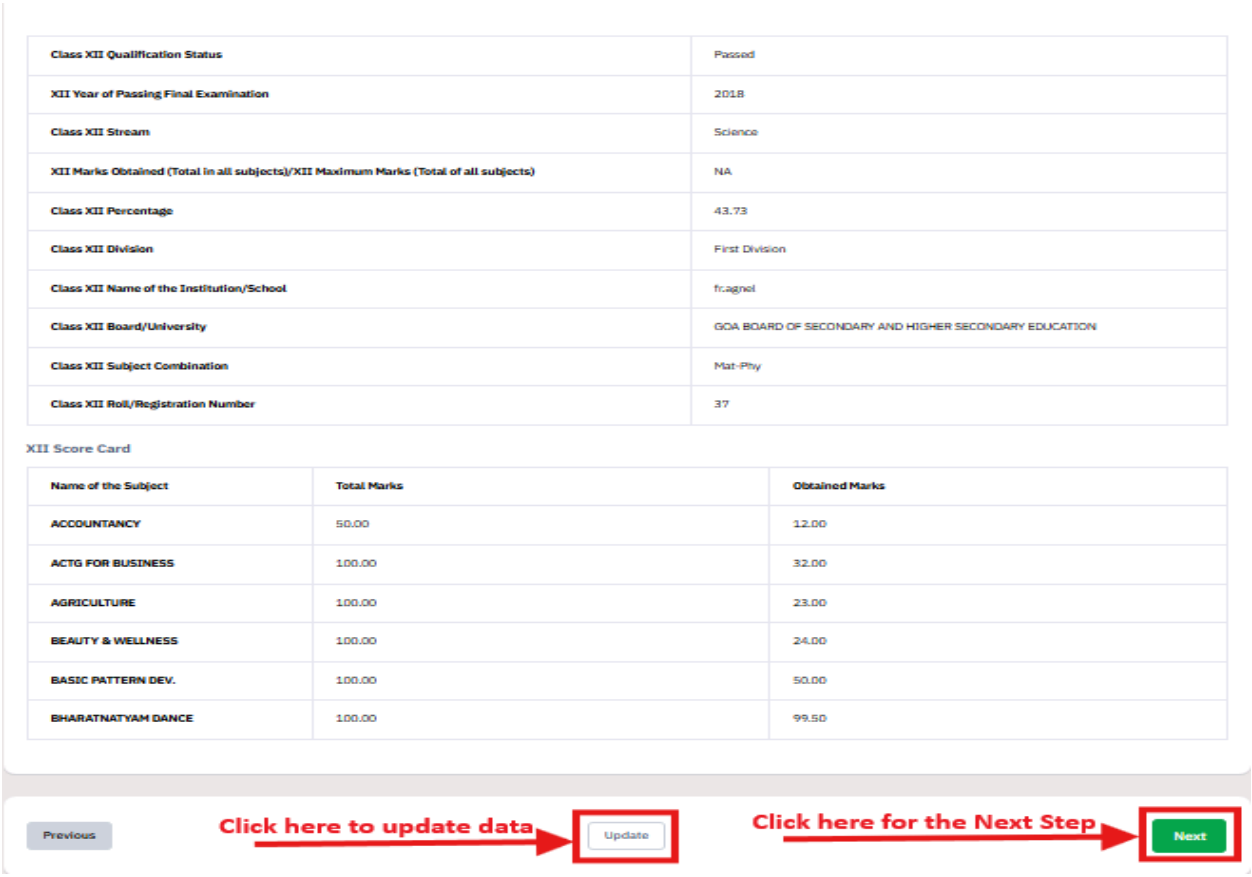
Class XII Board/University	GOA BOARD OF SECONDARY AND HIGHER SE...
Class XII Qualification Status	Passed
XII Year of Passing Final Examination	2018
Class XII Stream	Science
XII Maximum Marks (Total of all subjects)	550
XII Marks Obtained (Total in all subjects)	240.5
Class XII Division	First Division
Class XII Roll/Registration Number	37
Class XII Name of the Institution/School	fr.agnel
Class XII Subject Combination	Mat-Phy

NAME OF THE SUBJECT	OBTAINED MARKS	TOTAL MARKS
ACCOUNTANCY	12.00	50.00
ACTG FOR BUSINESS	32.00	100.00
AGRICULTURE	23.00	100.00
BEAUTY & WELLNESS	24.00	100.00
BASIC PATTERN DEV.	50.00	100.00
BHARATNATYAM DANCE	99.50	100.00
Percentage : 43.73%	**Total Obtained : 240.5**	**Max Total : 550**

Previous

Click Here for the Next Step → Save and Next

3.On Submitting check if the details entered are correct , if necessary change the data by clicking on **UPDATE DETAILS** or proceed to **NEXT**



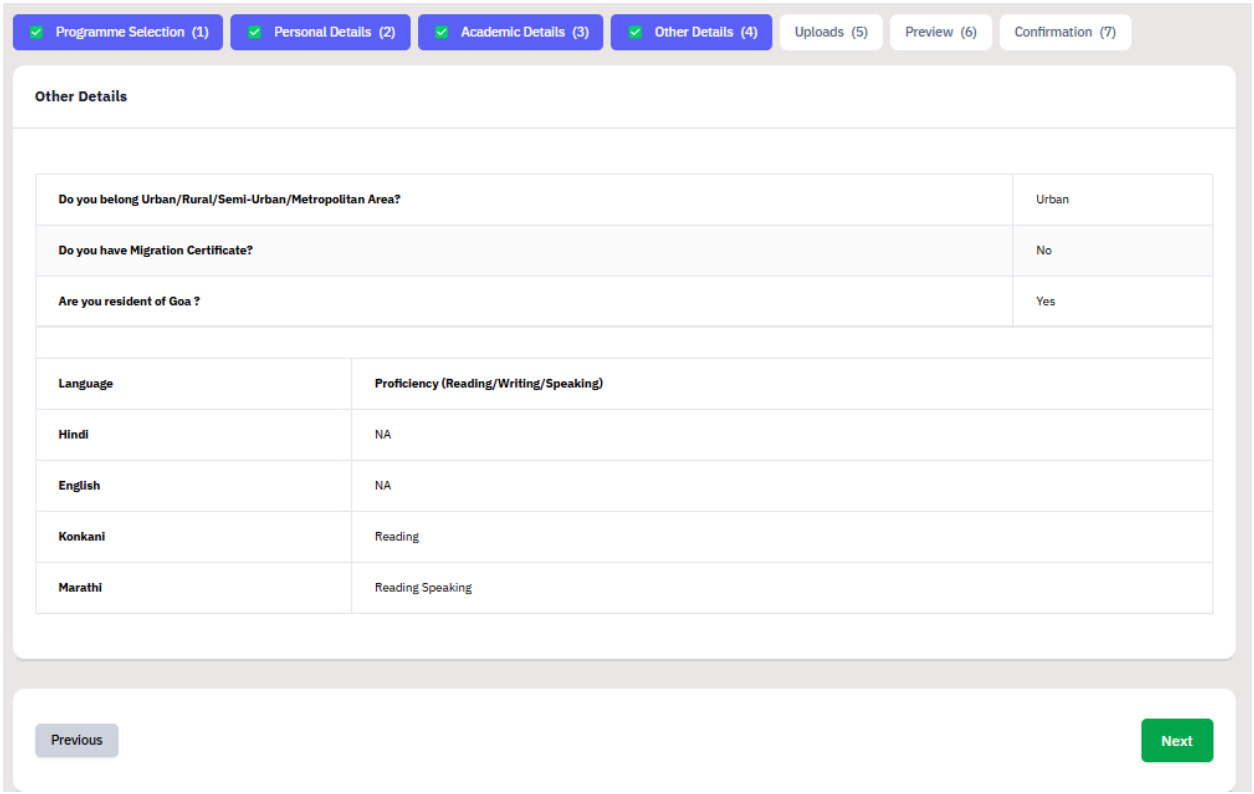
Class XII Qualification Status	Passed
XII Year of Passing Final Examination	2018
Class XII Stream	Science
XII Marks Obtained (Total in all subjects)/XII Maximum Marks (Total of all subjects)	NA
Class XII Percentage	43.73
Class XII Division	First Division
Class XII Name of the Institution/School	fr.agnel
Class XII Board/University	GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION
Class XII Subject Combination	Mat-Phy
Class XII Roll/Registration Number	37

XII Score Card

Name of the Subject	Total Marks	Obtained Marks
ACCOUNTANCY	50.00	12.00
ACTG FOR BUSINESS	100.00	32.00
AGRICULTURE	100.00	23.00
BEAUTY & WELLNESS	100.00	24.00
BASIC PATTERN DEV.	100.00	50.00
BHARATNATYAM DANCE	100.00	99.50

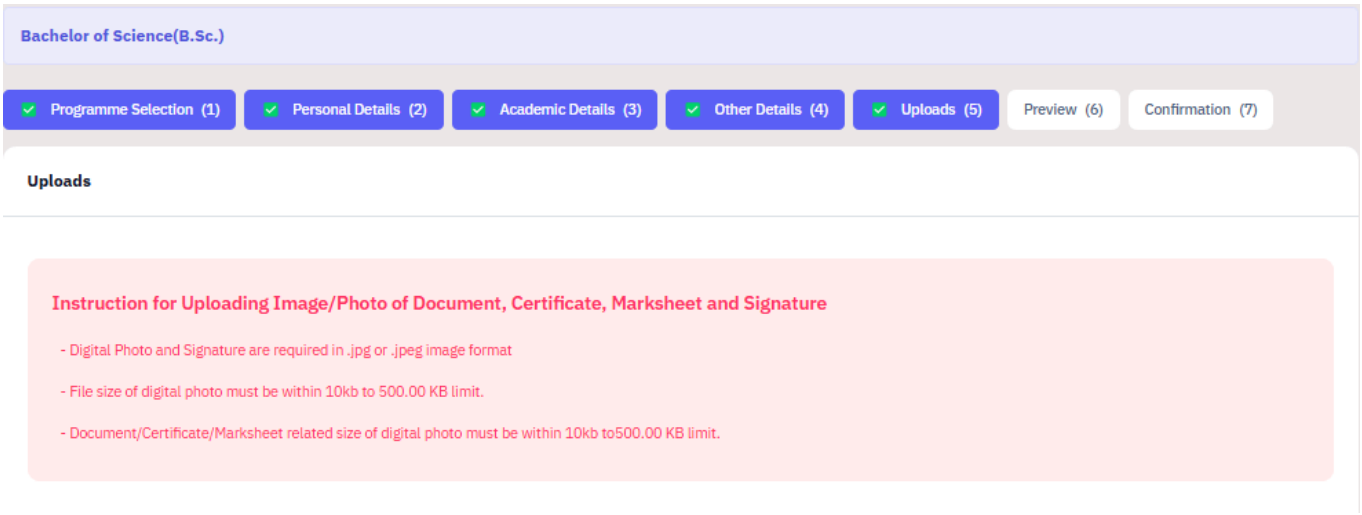
Tab 4 : Other details

1.View the details and Click on **NEXT**



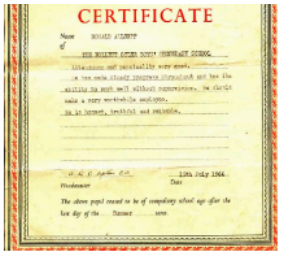
Tab 5 : Uploads

1.Student need to upload the correct marksheet for the verification, failing to do so will lead into disqualification of the application



Upload Transfer/Leaving Certificate

Accepted formats .jpeg .jpg .pdf ***[10 KB - 500.00 KB]***



Class XII **(Scan marksheet and upload)**

Accepted formats .jpeg .jpg .pdf ***[10 KB - 500.00 KB]***

Select file

Upload marksheet here

Previous

Preview

Select file

Delete

Class XII **(Scan marksheet and upload)**

Accepted formats .jpeg .jpg .pdf ***[10 KB - 500.00 KB]***

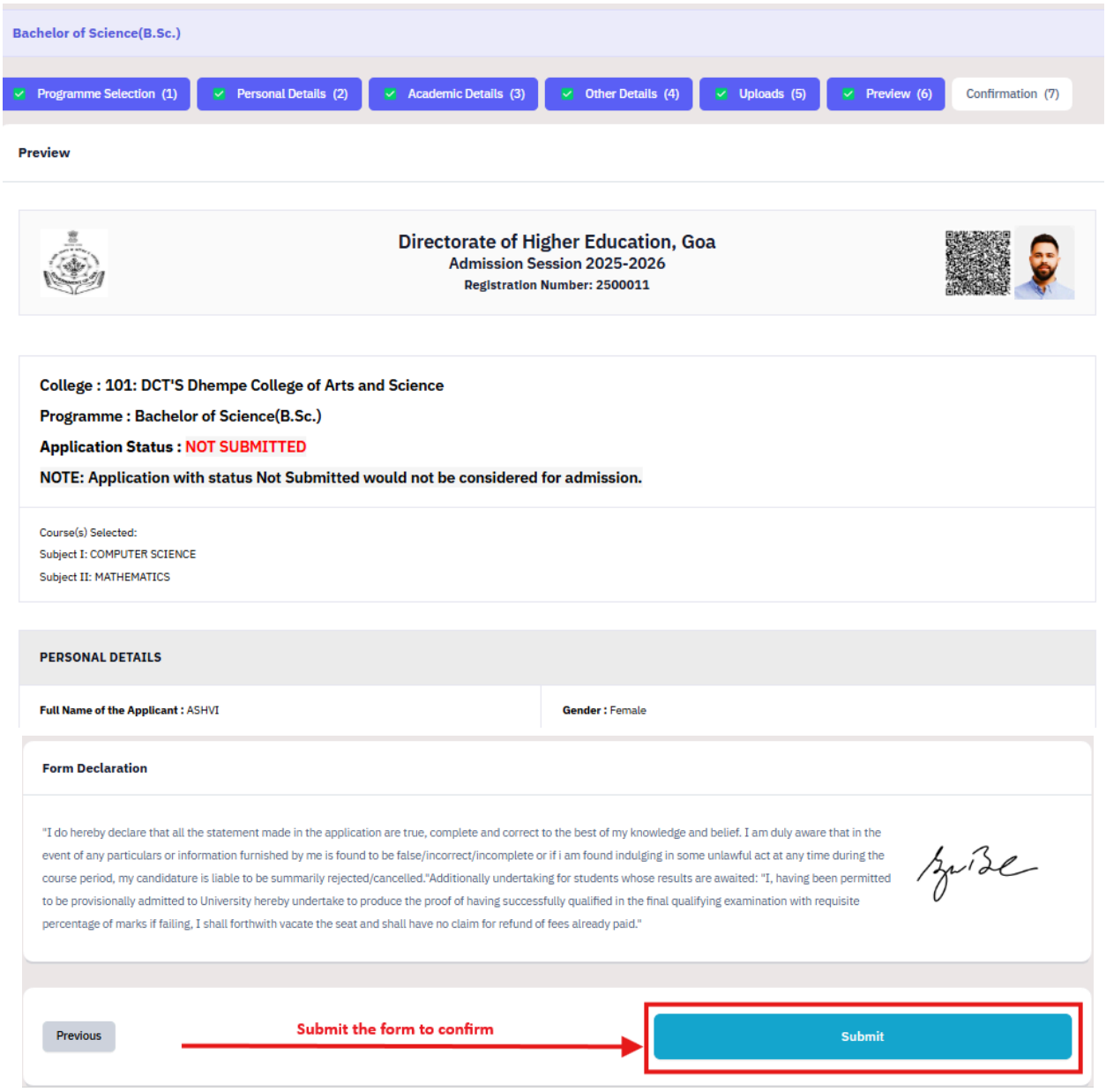
Previous

Click here for the PREVIEW

Preview

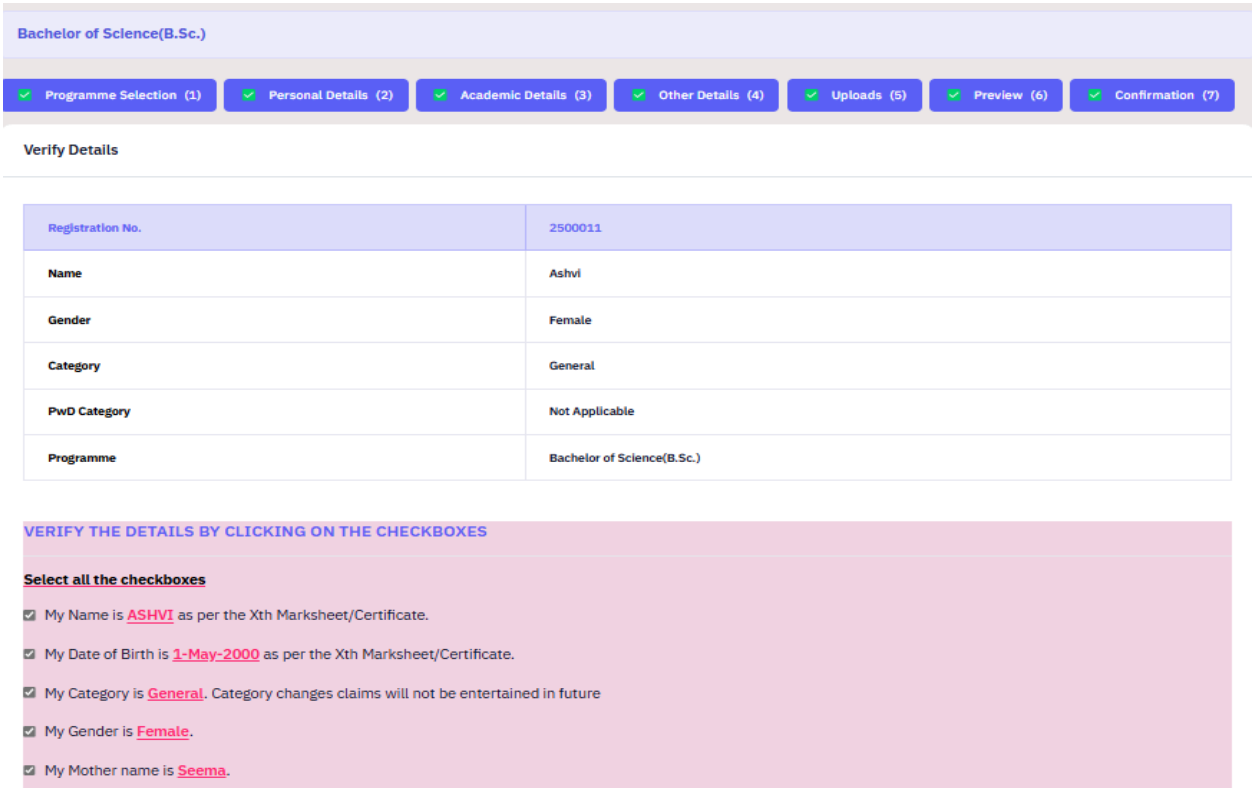
Tab 6 : Preview

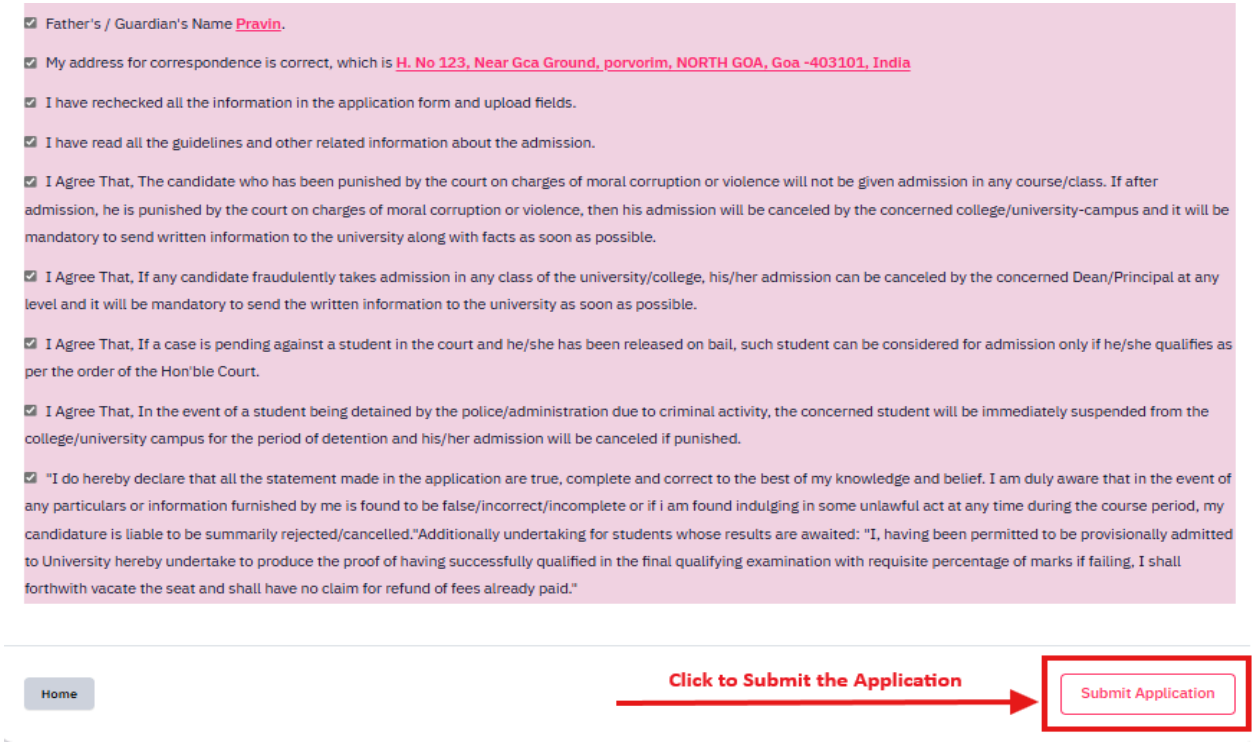
1. Review the entire form before confirming



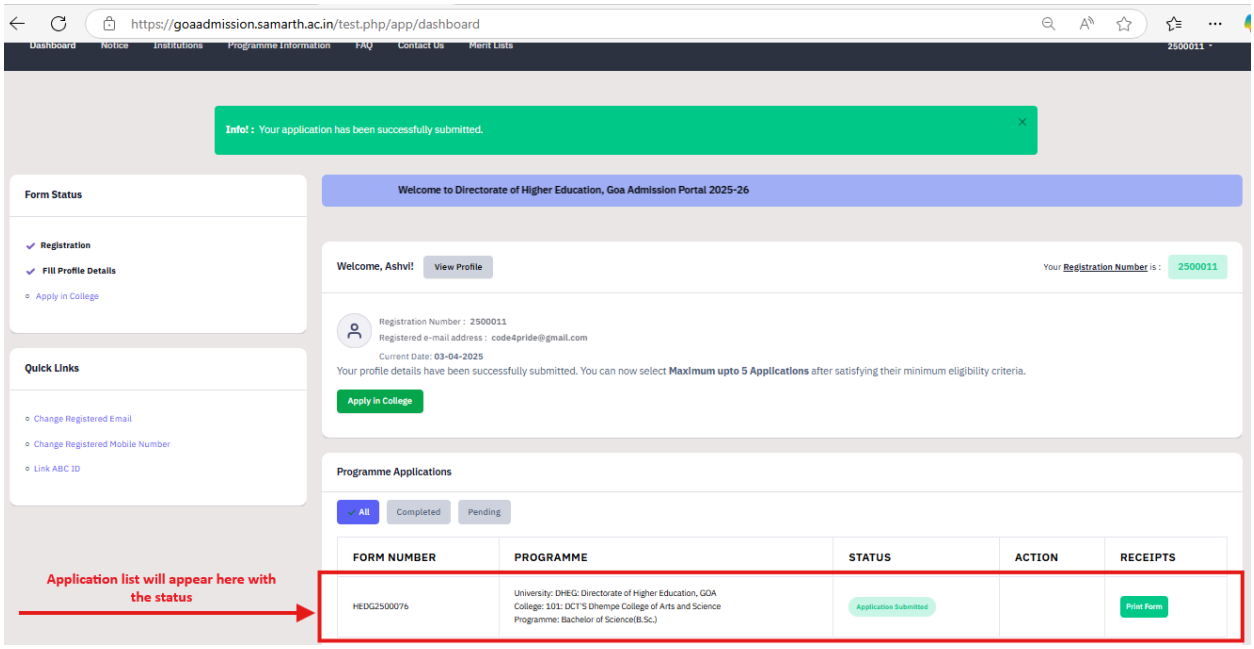
Tab 7 : Confirmation

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





2. Upon submitting, 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

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