



## **INSTRUCTIONS TO APPLICANTS AT THE TIME OF ADMISSION**

- Applicants have to follow the following steps for Admission. ALL SIX STEPS must be accomplished in order to complete the admission process.
  - Step 1:* Register and collect the TOKEN at the registration counter.
  - Step 2:* Reporting to the lower/upper auditoriums/class rooms as per the Programme in respective batches.
  - Step 2:* Selection of courses and application approval by the faculty (subject counselor)
  - Step 3:* Verification of Documents
  - Step 4:* Fee Payment (Online to be paid on the same day / DD to be paid by 12:00 noon of the next working day)
  - Step 5:* Submission of Counsellor Approval Form to DHE Samarth Portal Coordinator
- Applicants/Parents, please note that **ONLY COUNSELING DOES NOT GUARANTEE ADMISSION.**
- If the subject applied for is not available during counseling, the applicant can select any other subject depending on the availability of seats.
- **ADMISSION WILL ONLY BE CONFIRMED UPON FULL PAYMENT OF FEES.**
- Approval for admissions of the selected applicants is subject to verification of marks during counseling.
- The following Payment Modes are accepted:
  - UPI  NEFT  IMPS  Debit Card  Credit Card  DD  Bank Loan



## **LIST OF DOCUMENTS TO BE SUBMITTED DURING THE ADMISSION PROCESS**

### **1. IN CASE OF GOA BOARD STUDENTS**

- DHE Samarth Application Form of the candidate as per the programme's merit list.
- 1 self-attested copies of the X-mark sheet, along with the original (to verify).
- 2 self-attested copies of the XII-mark sheet, along with the original (to verify).
- 2 self-attested copies of the Leaving Certificate, along with the original (to submit).
- 2 copies of the Passing certificate, along with the original (to verify).
- 1 self-attested copy of Birth certificate.
- 2 passport-size photographs.
- Valid certificate issued by Govt. of Goa for those availing seats under reserved categories. (Renewed certificate wherever applicable)
- Self-attested Aadhar card copy
- One Cancelled Cheque OR Copy of First page of Pass Book indicating the account details (to process refund of fees, if any.)



Chowgule Education Society's  
Parvatibai Chowgule College of Arts and Science  
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## **2. IN CASE OF ANY OTHER BOARD/ UNIVERSITIES**

- DHE Samarth Application Form of the candidate as per the programme's merit list.
- 1 self-attested copies of the X-mark sheet, along with the original (to verify).
- 2 self-attested copies of the XII-mark sheet, along with the original (to verify).
- 2 self-attested copies of the Transfer and Migration Certificate, along with the original (to submit).
- Provisional Eligibility Certificate from CES's Parvatibai Chowgule College.

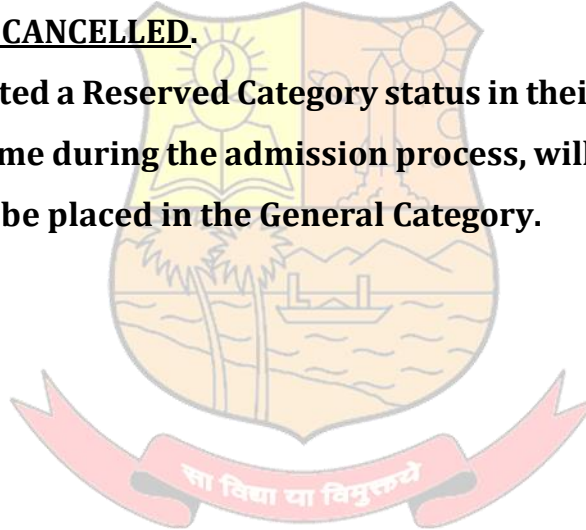
Note:- Candidate is required to write an application for obtaining a Provisional Eligibility certificate to this college by attaching the mark sheet, transfer certificate and migration certificate (if received or else to be submitted within 90 days, till then the admission will remain PROVISIONAL). An amount of Rs 695/- will be charged for the Provisional Eligibility certificate.

- 1 self-attested copy of Birth certificate
- 2 passport-size photographs.
- Valid certificate issued by Govt. of Goa for those availing seats under reserved categories. (Renewed certificate wherever applicable)
- For candidate from other than Goa University, the fee structure is different. Kindly verify during counselling.
- One Cancelled Cheque OR Copy of First page of Pass Book indicating the account details (to process refund of fees, if any).



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3. Once the submitted documents are verified, students are required to complete the admission process by payment of fees on the same Day to confirm their seats.
4. **Any candidate(s) that furnished false/incorrect information, particularly in respect of marks secured at the H.S.S.C./XII<sup>th</sup> examinations while submitting their application for admission, WILL HAVE THEIR CANDIDATURE FOR ADMISSION TO THE COLLEGE CANCELLED.**
5. **Any candidates(s) that have indicated a Reserved Category status in their application for admission but cannot furnish valid certificates for the same during the admission process, will not be entitled to be admitted against such reserved categories, and will be placed in the General Category.**





## Instructions regarding Admission Schedule

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1. The admission schedule indicates the Merit Rank Number of the candidate in the respective lists (merit/waiting) who have to report at the particular timings.
2. All applicants are required to be present as per the reporting time.
3. Applicants are to be present at the time that their names are called out.
4. Only applicants from the Merit/Waiting List will be allowed in the lower/upper auditoriums/classrooms at the reporting time mentioned in the tables below.
  - B. A. : Upper auditorium
  - B. Sc. : Lower auditorium



## Admission Schedule 3<sup>rd</sup> Round Aided Programmes

S.No.	Date	Reporting Time	Admission Time	B. Sc.** (Lower Auditorium)	B. A. ** (Upper Auditorium)
1	24 <sup>th</sup> June, 2024	11:30 a.m.	11:45 a.m. - 1:15 p.m.	<u>*Waiting list Reserved</u> OBC: Merit Rank: 88-95 (Sr.No.: 28-34)  ST: Merit Rank: 45-47 (Sr.No.: 18-20)  SC: Merit Rank: 5 & 6 (Sr.No.: 1 & 2)  <u>*Waiting list Overall</u> Merit Rank : 349 – 549 (Sr.No.: 250-450)	<u>*Waiting list Overall</u> Merit Rank : 243-427 (Sr.No.: 142-326)
		02:15 p.m.	2:30 p.m. – 4:30 p.m.	<u>*Waiting list Overall</u> Merit Rank : 550 – 602 (Sr.No.: 451-503)	



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**\*Subject to availability of seats**

**\*\*NOTE: Applicants from reserved category who have already taken admission in any of the above programmes kindly ignore.**

**ADMISSION COMMITTEE**

