



Government of Punjab
Directorate of Governance Reforms & Public Grievances

Most Urgent (By Email Only)

To,

1. Principals of all the Government Colleges of Punjab
2. Principals of all the Private Aided Colleges of Punjab
3. Principals of all the Private Unaided Colleges of Punjab
4. Principals of all the University Constituent Colleges of Punjab

No.: DGRPG/Admission_Portal/SPL/1-3

Dated: 28/05/2023.

Subject: Onboarding and Updating of College data on Centralized Admission Portal - admission.punjab.gov.in

1. As per directions issued by Department of Higher Education, Government of Punjab vide Memo no. DHE/148-150 dated 26/05/2023 (**Annexure A**), all the Government, aided and unaided colleges of Punjab affiliated to Panjab University Chandigarh, Punjabi University Patiala and Guru Nanak Dev University Amritsar are required to accept admission through the **Centralized Admission Portal - admission.punjab.gov.in**
2. In this regard, all the colleges which are not onboarded on the centralized admission portal as on date, are requested to provide their basic profile information in the college onboarding form available at <https://admission.punjab.gov.in/college-onboarding> (Onboarding instructions, Manuals may referred at **Annexure-B**).
3. Following officers from Department of Higher Education have been deputed to assist the colleges for onboarding on the centralized admission portal:

SN	Officer Details	Colleges Allocated
1	Sh. Gurpreet Singh (7837385452)	All colleges affiliated to Panjab University
2	Ms. Tarandeep Kaur (9988808537)	All colleges affiliated to Punjabi University
3	Sh. Ashish Kumar (7009161990)	All colleges affiliated to Guru Nanak Dev University
Note: Whatsapp Groups have also been created for Nodal officers of all colleges, the Nodal Officers / Principals can join the whatsapp group by scanning the QR Code as per Annexure C		

4. In case the required assistance is not provided by above officers the issues may be escalated to Mr. Abhilash (9780192257) / Mr. Gurleen (9878529052) at email ID: admin.he@punjab.gov.in



Government of Punjab
Directorate of Governance Reforms & Public Grievances

5. It is requested to **complete the onboarding activity latest by 31/05/2023** so that students can apply well within the admission schedule released by the Department of Higher Education, Punjab.

Digitally Signed
Signed by: Sumeet Garg
Designation: Senior System Manager
Document ID: xhHtTYE
Date: 28/05/2023 01:23 PM

Endst No. DGRPG/Admission_Portal/SPL/4-7

Dated: 28/05/2023

A copy of above is forwarded to following for information please:

1. Director, Higher Education, Govt. of Punjab
2. Registrar, Panjab University Chandigarh
3. Registrar, Punjabi University Patiala
4. Registrar, Guru Nanak Dev University Amritsar

-sd-
(Sumeet Garg)
Sr. System Manager

Annexure - A

O/o The Director Higher Education, Punjab, S.A.S. Nagar

To

The Registrar Panjab University Chandigarh

The Registrar, Punjabi University, Patiala

The Registrar, Guru Nanak Dev University, Amritsar

Memo No. DHE-148-150

Dated, the 26/5/2023

Sub: Revised Common Online Admission Schedule for the Punjab State Government, Aided and Unaided Colleges for the session 2023-24

With reference to the above stated subject and this office Memo No. 440256/30, dated 18-01-2023, it is to inform you that all the Government, aided and unaided colleges are required to follow the below listed revised admission schedule for admission to UG and PG Courses for the session 2023-24 through centralized admission portal of the directorate of Higher Education, Punjab. The revised schedule is issued with the approval of the Principal Secretary, Department of Higher Education and Languages, Government of Punjab.

Under Graduate Courses Admission Schedule (Fresh Admissions)

Sr. No.	Title	Timeline
1.	Start date of submission of online admission forms at centralized portal	15 th May 2023
2.	End date of submission of online admission forms at centralized portal	25 th June 2023
3.	Online Document Verification	26 th -28 th June 2023
4.	Preparation of Merit Lists	29 th -30 th June 2023
5.	Display of Provisional Merit Lists	1 st July 2023
6.	Removal of objections in the provisional Merit Lists	2 nd -3 rd July 2023
7.	Display of Final Merit Lists	5 th July 2023
8.	Counseling and First Round of Admissions	6 th July-9 th July 2023
9.	Last date for students to deposit Fee	10 th July 2023
10.	Commencement of online open counseling	11 th July 2023
11.	Last date of UG online Open Counseling	14 th July 2023
12.	Commencement of UG Classes	15 th July 2023

Post Graduate Courses Admission Schedule (Fresh Admissions)

Sr. No.	Title	Timeline
1.	Start date of submission of online admission forms at centralized portal	15 th July 2023
2.	End date of submission of online admission forms at centralized portal	25 th July 2023
3.	Online Document Verification	26 th -29 th July 2023
4.	Preparation of Merit Lists	30 th July-1 st August 2023
5.	Display of Provisional Merit Lists	2 nd August 2023
6.	Removal of objections in the provisional Merit Lists	3 rd -4 th August 2023
7.	Display of Final Merit Lists	5 th August 2023
8.	Counseling and First Round of Admissions	6 th -7 th August 2023
9.	Last date for students to deposit Fee	8 th August 2023
10.	Commencement of online open counseling	10 th August 2023
11.	Last date of PG online Open Counseling	14 th August 2023
12.	Commencement of PG Classes	16 th August 2023

You are requested to make necessary changes in the admission schedule of your respective university as per above revised admission schedule and also to circulate the same amongst all the affiliated colleges.


Director Higher Education
Government of Punjab

Annexure - B

[SKIP TO MAIN CONTENT](#)

A

A+

A-

A A

[OFFICIAL LOGIN](#)[STUDENT LOGIN](#)

EN

PB



Online Admission Portal

Department of Higher Education, Punjab

COLLEGE ONBOARDING

DASHBOARD UG

DASHBOARD PG

GOVT. COLLEGE INFORMATION

College Onboarding

All colleges shall update and lock their data as per below instructions before 31.05.2023

1. Private, Aided, University Constituent Colleges and Autonomous Institutions affiliated to Punjab University or Punjabi University or Guru Nanak Dev University shall fill details in following form for getting onboarded on the admission portal:

[COLLEGE ONBOARDING FORM](#)

Note: B.ED colleges are not required to submit details as of now.

2. The college who has filled the details will be provided login ID and Password on the email id of the Principal of that college filled in the onboarding form.

Note: The Principal email can be used as Login ID and concerned college can get password by clicking on Official Login button on the top of home page and then Forgot Password button.

3. After receiving the login details, the concerned college shall update its Profile, Courses Offered (Regular/ Self Finance), Course Seats, Course Fees, Subject Combination Groups (if applicable) and Seat Matrix. After updating and saving these details for both UG and PG courses, the college shall lock all these details using the Lock button provided in all these modules.

Note: Only lock the details after verifying. Information once locked will not be updated and students will see information as locked by college.

4. The User Manual for colleges to update details is.. (Attach the college ERP file and Manual file here)

5. In case of any clarification, kindly send an email on admin.he@punjab.gov.in

User Manual

[MANUAL FOR COLLEGES - ONLINE ADMISSION PORTAL](#)[COLLEGE ERP](#)

For any query, call on helpline numbers 7207926457,8897628967 or email at

admissions.he@punjab.gov.in

In case the query is not resolved by above contacts within 2 days, the issue may be escalated at admin.he@punjab.gov.in

© 2023-24 Online Admission Portal. All rights reserved.

Online
Admission
Portal

2023

Standard Operating
Procedures (SOP)

College ERP

Contents

1. Purpose of the activity:	1
2. Stakeholders:	1
3. Important Instructions Colleges:	2
d. College Profile –	2
e. College Course	3
f. Course Seat	3
g. Course fee	4
h. Seat matrix	4
i. Subject Combination	5

1. Purpose of the activity: To gather details of all the colleges' w.r.t:

- a. College profile information
- b. College bank details
- c. College Courses (UG & PG)
- d. No. of seats course wise
- e. Course wise Seat matrix
- f. Course Subjects
- g. Course Fee
- h. Course fee – Subhead wise

2. Stakeholders:

- a. Department of Higher Education (DHE)
- b. Three State Universities:
 - i. Panjab University, Chandigarh
 - ii. Punjabi University, Patiala
 - iii. Guru Nanak Dev University, Amritsar
- c. All Colleges situated in Punjab
 - i. Govt. Colleges
 - ii. Aided Colleges

3. Important Instructions Colleges:

- a. Each college will be provided a system generated Unique User ID and a default password. College principal Email ID and Mobile No will be defined as a registered Email ID and Mobile No on the admission portal. These will be used for any communication of admission portal with the College. (such as forget password, reset password, OPT authentication etc).
- b. College is required to login to their account on the admission portal using the login credentials. College will be asked to change the password at 1st time Login.
- c. All colleges to ensure and update all the details w.r.t College profile, college Bank details, College Courses, Course Seats, College Fee, Subject Combinations.
- d. **College Profile** – College shall ensure to fill all the relevant information w.r.t. college under the College Profile menu.
 - i. Information to be filled is divided into 4 sections:
 - College Information (college type, mode of education, allowed courses etc.)
 - Address Details
 - Other details (nodal officers details)
 - Bank details
 - ii. College shall ensure to fill all the details asked under College profile and shall carefully check that mandatory fields are filled with correct information.
 - iii. College is required to lock the college profile details once it is filled correctly. (later)
 - iv. Once the data is locked, it cannot be edited. If in case, some updations are required, college may request Admin/DHE to

unlock the profile details. Once unlocked, then college may make the necessary changes and lock it again.

- e. **College Course** - College shall select (check) all the Under Graduate and Post Graduate Courses which are running in their college from the list of Courses shown under College Course menu.
- i. List of Courses (regular and Self Financing) shown are the courses which are being provided by your affiliated University.
 - ii. Colleges requires to define following against every course:
 - Is the course is for Boys only, Girls only or Both?
 - Is the course regular or Self-financing?
 - iii. **In case, if any course is missing in the list shown, you are requested to contact your affiliated University and request them to add that particular Course.**
 - iv. College shall ensure to lock the data filled w.r.t. college courses. No further updations will be allowed post freezing of data.
- f. **Course Seat** – College shall enter the number of Seats sanctioned for all the Under Graduate and Post graduate Courses selected by the college under College Course menu.
- i. College is required to enter the number of seats of all type of courses sanctioned by their affiliated University.
 - ii. In case if the number of seats sanctioned is not defined earlier, College shall average out the number of seats filled in the past 3 years in order to determine the number of seats for that particular course. This derived number of seats shall be entered by the college under **Course Seat** menu item.
 - iii. College is also required to enter the number of seats against all the quota (if applicable. Such as AIDS/thalassemia/ Cancer/ Single girls child/Border Area/ Rural etc.
 - iv. College shall ensure to lock the data filled w.r.t. courses seats. No further updations will be allowed post freezing of data.
 - v. At any point of time (within the Admissions schedule/timeline), if a need arises to increase the number of seats on the admission portal, college shall request for the same from the Admin/DHE/affiliated University.

- g. **Course fee** – College shall enter the Course fee details for each and every Course under College Course Head fee menu.
- i. Course fee is broadly divided into 3 major Heads;
 - **Government Charges** – comprises of various Sub heads.
 - **University Charges** – comprises of various Sub heads.
 - **College Charges** – comprises of various Sub heads.
 - ii. Sub heads under Government charges will be fixed by the DHE for regular and self- financing courses separately.
 - iii. Sub Heads under University charges will be fixed by the concerned affiliated University for regular and self- financing courses separately.
 - iv. Common set of Sub heads under college charges are defined by State Govt.
 - v. College is required to enter the fee value of all Sub heads whichever are applicable to college. If a particular Subhead is not applicable to a college, it may be filled as zero (0).
 - vi. College shall ensure to lock the data filled w.r.t. Course Fee. No further updations will be allowed post freezing of data.
 - vii. If any college wants to create a new Sub head under College Charges on the portal, college shall request for the same from Admin/DHE/affiliated University.
- h. **Seat matrix** – State Reservation Policy as applicable for admissions is implemented in the admission portal. Accordingly, break up of seats for all the courses filled by college are shown under College Seat matrix menu.
- i. College shall ensure that the number of seats filled for each course is as per the approved sanction (or average past 3 years admission trend)
 - ii. College shall ensure that the seat matrix shown by the portal for all courses is correctly calculated for all the reserved categories.
 - iii. College shall ensure to lock the college Seat Matrix. No further updations will be allowed post freezing of data.

- i. **Subject Combination** – College shall create subject groups as per their university norms as well the availability of subject faculty in college) for all those Under Graduate Courses where selection of subjects is to be done at the level of students under menu “**College Subject Group**”, sub menu “**Add Group**”.
- i. College shall also ensure to mark the selected subjects as practical subject or non-practical.
 - ii.
 - iii. College shall ensure to enter the subject practical fee (if any) after selection of practical subject.
 - iv. College shall also ensure to enter the number of seats for each selected subject.
 - v. College shall ensure to lock the data filled w.r.t. Subject groups and their subjects. No further updations will be allowed post freezing of data.
 - vi. In case college wants to delete/remove any subject group, it can only be removed sequentially from bottom to top. For e.g. there are 5 subject groups. Now college wants to remove group no. 3. College has to remove group 5th 1st and then group 4th followed by group 3rd.

Online Admission Portal

Department of Higher education, Punjab

Manual for Admin Panel - Colleges



Home Screen

SKIP TO MAIN CONTENT

🔍 | A A+ A- | A A | **OFFICIAL LOGIN** | STUDENT LOGIN | EN PB

 **Online Admission Portal**
Department of Higher Education, Punjab

Click on "Official login" button to login

DASHBOARD UG DASHBOARD PG

HOME DISTRICT WISE COLLEGE VIEW SEAT MATRIX MERIT LIST KNOW YOUR RESULT VIEW PAYMENT STATUS

**Physical Counselling for PG
will be open till 25th
January, 2021**

📄

📱


📰

📺

📷


📹

Login Screen

**Online Admission Portal**
Department of Higher Education, Punjab

DASHBOARD UGDASHBOARD PG

HOMEDISTRICT WISE COLLEGEVIEW SEAT MATRIXMERIT LISTKNOW YOUR RESULTVIEW PAYMENT STATUS



Sign In


☐ Remember Me[Forgot Password](#)

Sign In

Enter your username or user id and password and click on the “Sign in” button

© 2021-22 Online Admission Portal. All rights reserved.

Dashboard

Govt. College, Sri Muktsar Sahib. COLLEGE

Dashboard

College Profile

College Courses

Course Seat

College Course Head Fee

Subject Combinations

College Seat Matrix

Main Menu

Welcome Govt. College, Sri Muktsar Sahib. COLLEGE

Change Password

Logout

DASHBOARD

2
Total Registrations
More info

0
Total Applications
More info

0
API Data
More info

4
Aadhaar IDs
More info

0
Reserve Category
More info

0
Female Applicants
More info

5
Total Admissions
More info

0
Total Transgender
More info

Institution Stats

Registration Status

Chart

Report

Verification Status

Chart


Report


Top Colleges


Chart


Report


Update Profile


Govt. College, Sri Muktsar Sahib. COLLEGE


 Dashboard

 College Profile

 College Courses

 Course Seat

 Subject Combinations

 College Seat Matrix

Welcome Govt. College, Sri Muktsar Sahib. COLLEGE

Change Password

Logout

College Profile

Click on College profile menu on the left

Fill the complete details and save and freeze the details

College Information

University

Panjab University,Chandigarh

College Name *

Govt. College, Sri Muktsar Sahib.

College Short Name

Short Name

College Website

College Website

Username

DHECOL00162

College Type

Government College

Allowed Courses

Select Allowed Courses

Education Mode *

Select Education Mode

4 Sections

1. College information

2. Address Details

3. Other details

4. Bank details

Address Details

College Address *

College Address

100

100

Add/ Update Courses

Govt. College, Sri Mukteswar Sahib

Welcome Govt. College, Sri Mukteswar Sahib COLLEGE

Change Password Logout

Add Courses (UG)

Add Courses (UG)

Select the courses your college provides from the below list And click on "NEXT" button at the bottom

B **D** **P**

<input checked="" type="checkbox"/> BA (Self Financed)	<input checked="" type="checkbox"/> B Com (Regular)
<input checked="" type="checkbox"/> B Com (Financial Services) (Regular)	<input checked="" type="checkbox"/> BA (Honours) (Regular)
<input checked="" type="checkbox"/> BA Honours (Economics) (Regular)	<input type="checkbox"/> BA Honours (Geography) (Regular)
<input checked="" type="checkbox"/> BA Honours (History) (Regular)	<input checked="" type="checkbox"/> BA Honours (Philosophy) (Regular)
<input type="checkbox"/> BA Honours (Psychology) (Regular)	<input type="checkbox"/> BA Honours (Punjabi) (Regular)
<input type="checkbox"/> BA (Women Empowerment) (Regular)	<input checked="" type="checkbox"/> BA (Honours School) In English (Self Financed)
<input type="checkbox"/> B SC Medical LabTech (Regular)	<input type="checkbox"/> B SC Honours (Mathematics) (Regular)
<input type="checkbox"/> B SC Honours (Fashion Technology) (Regular)	<input type="checkbox"/> B SC Computer Maintenance (Regular)
<input type="checkbox"/> B SC (Non-Medical with Computer Science) (Regular)	<input type="checkbox"/> B SC (Non-Medical) (Regular)
<input type="checkbox"/> B SC (Medical) (Regular)	<input type="checkbox"/> B SC (Math & Computing) (Regular)
<input type="checkbox"/> Bachelor of Design (Regular)	<input type="checkbox"/> Bachelor of Food Science & Technology (Honours) (Regular)

Add Courses Seats

Govt. College, Sri Muktsar Sahib. COLLEGE

- Dashboard
- College Profile
- College Courses
- Course Seat**
- College Course Head Fee
- Subject Combinations
- College Seat Matrix

Welcome Govt. College, Sri Muktsar Sahib. COLLEGE

Save your password

Logout

Manage Course Seat

Home / Course Seat


After adding the courses, click on “Courses Seat” from left Menu bar

Course Seats

To add seats for a course, click on “Add Course Seat” button

Filter

Add Course Seat

Sr No.	Course	Seat	Cancer Seat	AIDS Seat	Thal Assemic Seat	Girl Child Seat	NRI Seat	Fees	Actions
1	B SC (Non-Medical) (Regular)	240	0	0	0	0	0	36	 
2	BBA (Regular)	90	0	0	0	0	0	36	 
3	BA (Regular)	1500	0	0	0	0	0	36	 
4	B Com (Regular)	200	0	0	0	0	0	36	 

Items per page: 10

1 – 10 of 16

< > >> <<

Note1: College must ensure to enter/update the number of seats for all Courses. Click on the Freeze button only after final updations. Only one time freeze is allowed. So be careful while clicking the freeze button.

Note2: In case if the number of seats sanctioned for any course is not defined. College shall average out the number of seats filled in past 3 years and shall enter the derived number of seats for that course. Freezing the Course Seat is mandatory for all colleges even if there is no further change.

Freezing the **College Seat** is mandatory for all colleges even if there is no further change.

Add Courses Seats

Govt. College, Dharmadhar
Sahib, COLLEGE

Dashboard

College Profile

College Courses

Course Seat

College Course Head Fee

Subject Combinations

College Seat Matrix

Manage

Add Seat

Select the course name, add no of seats

Course

Select Course

Course Seat *

Course Seat

Cancer Seat *

Cancer Seat

AIDS Seat *

AIDS Seat

Thal Assemic Seat *

Thal Assemic Seat


One Girl Child Out of Two Girl Child Seat *

One Girl Child Seat

NRI Seat *

NRI Seat









And click on "SAVE" button



Save

Home / Course Seat

Add Course Seat

Girl Child Seat	NRI Seat	Fees	Actions
0	36	 	
0	36	 	
0	36	 	
0	36	 	

items per page: 10 1 - 10 of 16

Note1: College must ensure to enter/update the number of seats for all Courses. Click on the Freeze button only after final updations. Only one time freeze is allowed. So be careful while clicking the freeze button.

Note2: In case if the number of seats sanctioned for any course is not defined. College shall average out the number of seats filled in past 3 years and shall enter the derived number of seats for that course. Freezing the Course Seat is mandatory for all colleges even if there is no further change.

Freezing the **College Seat** is mandatory for all colleges even if there is no further change.

Add Fee Heads Value

Dashboard

College Profile

College Courses

Course Seat

College Course Head Fee

Subject Combinations

College Seat Matrix

College Course Head Fee

Home / College Course Head Fee

Select the course name and add the fee charges for applicable fee head

Filters

University

Panjab University,Chandigarh

College

Govt. College, Sri Muktsar Sahib.

Course

BA (Regular)

Note :

1. There are 37 Fee heads , if fee head is not applicable, then keep the fee to "0"

2. IF the fee head is WAIVEABLE, then click as shown below

Fee Detail


Government Charges


University Charges


College Charges


Sr No.	Head Type	Head	Fee	Is Waiver
1	College Charges	Amalgamated Fund (AF)	0	<input type="checkbox"/>
2	College Charges	Any Additional Fee/Fund, If any (as per Affiliating University/Govt Norms)	0	<input type="checkbox"/>
3	College Charges	Building Fund	0	<input type="checkbox"/>


Add Subject combinations and fee


**Govt. College, Sri Muktsar Sahib. COLLEGE**


 Dashboard


 College Profile

 College Courses

 Course Seat

 College Course Head Fee

 **Subject Combinations**

 College Seat Matrix

Welcome Govt. College, Sri Muktsar Sahib. COLLEGE

 Change Password

 Logout

Course Subject Mapping

Home / Course Subject Mapping

Course Mapping

If any of the course (i.e. BA) has subject combinations, then click on “Add Combination” button

Filter



Sr No.	Course	Subjects	Fees	Actions
1	BA (Regular)	English , Punjabi , History, Sanskrit, Computer Science	1200	 
2	BA (Regular)	English , Punjabi , Economics, Mathematics, Public Administration	500	 

Items per page: 51 – 2 of 2

Note1: Only Subject Combination Fee is shown on this screen. The Course Fee excluding Subject Combination Fee can be checked under **Course Seat** section

Note2: The Colleges must ensure to create/update the Subject combinations, if required. Click on the Freeze button only after final updations. Only one time freeze is allowed. So be careful while clicking the freeze button.

Freezing the **Subject Combinations** is mandatory for all colleges even if there is no further change.

Add Subject combinations and fee

Course Subject Mapping

Course Mapping

Filter:

Sr No.	Course
1	BA (Regular)
2	BA (Regular)

Note1: Only Subject Combination Fee is shown on the screen.
Note2: The Colleges must ensure to create/update the subject combinations before freezing the Subject Combinations is mandatory for the course.

Add Combination

Course: BA (Regular) X

Fees: Fees

Compulsory

Compulsory 1: [Dropdown]
Compulsory 2: [Dropdown]

Group

Group1: [Dropdown]
Group2: [Dropdown]
Group3: [Dropdown]
Group4: [Dropdown]
Group5: [Dropdown]
Group6: [Dropdown]
Group7: [Dropdown]
Group8: [Dropdown]
Group9: [Dropdown]
Group10: [Dropdown]

Note: Select three subject from above groups.

Save

Select the 5 subjects from all the groups options and Click on "SAVE" button

View College Seat Matrix



Govt. College, Sri Muktsar Sahib. COLLEGE



Dashboard



College Profile



College Courses



Course Seat



College Course Head Fee



Subject Combinations



College Seat Matrix



Welcome Govt. College, Sri Muktsar Sahib. COLLEGE

[Change Password](#)

[Logout](#)

College Seat Matrix

[Home](#) / [College Seat Matrix](#)

To view seat distribution based on the state reservation policy, click on College Seat Matrix from the left hand side menu bar

University

College

Panjab University, Chandigarh

Govt. College, Sri Muktsar Sahib.

GEN: General, SC: Scheduled Caste, BC: Backward Classes, ESM: Ex-Service Man and their Wards, PWD: Person with disability, FF: Freedom Fighter Sports: Sports

Course Name	Total	GEN	SC	BC	ESM				PWD	FF	Sports		
					GEN	SC	BC	TOTAL			GEN	SC	TOTAL
B Com (Regular)	200	100	40	20	14	8	4	26	6	2	4	2	6
B SC (Non-Medical) (Regular)	240	120	48	24	17	10	5	32	7	2	5	2	7
BA (Regular)	1500	750	300	150	105	60	30	195	45	15	30	15	45
BBA (Regular)	90	45	18	9	6	4	2	11	3	1	2	1	3

* In case of non-availability of ESM-Gen or ESM-SC or ESM-BC candidates, benefit of remaining Seats within the ESM category are shuffled between each other i.e. ESM-Gen, ESM-SC, ESM-BC as per State Reservation Policy.

Change Password

The image shows a web application interface for a college. On the left is a dark sidebar with a logo and navigation links: Dashboard, College Profile, College Courses, Course Seat, College Course Head Fee, Subject Combinations, and College Seat Matrix. The main area is a dashboard titled 'DASHBOARD' with statistics for Total Registrations, Reserve Category, and Total Transgender. A 'Change Password' modal is centered, containing three input fields: 'Old Password', 'New Password', and 'Confirm New Password', followed by a 'Submit' button. In the top right of the dashboard, there are 'Change Password' and 'Logout' buttons. A red arrow points to the 'Change Password' button. A text overlay reads: 'Click on “Change Password to change the password”'. The bottom of the dashboard features 'Institution Stats' with sections for Registration Status, Verification Status, and Top Colleges, each with 'Chart' and 'Report' options.

Govt. College, Sri Muktsar Sahib. COLLEGE

Dashboard

College Profile

College Courses

Course Seat

College Course Head Fee

Subject Combinations

College Seat Matrix

DASHBOARD

0 Total Registrations

0 Reserve Category

0 Total Transgender

Change Password

Logout

Change Password

Old Password *

Old Password

New Password *

New Password

Confirm New Password *

Confirm New Password

Submit

Click on “Change Password to change the password”

Institution Stats

Registration Status Chart Report

Verification Status Chart Report

Top Colleges Chart Report

Kindly Note:

After making all the changes with respect to

1. College details
2. Selection of Courses
3. Addition of no. of seat for courses
4. Addition of value of various Fee heads
5. Subject Combinations




Make sure, after saving the changes you FREEZE all the details as final to allow applications for admissions by the portal.

If the details are not Freeze, then your college will not be able to participate In the online admission process.

*Thank
you*



Annexure C

S N	Colleges	WhatsApp Group	
		Link	QR Code
1	All colleges affiliated to Panjab University, Chandigarh	https://chat.whatsapp.com/GAS5TUs04Ki2kIXt62brTe	 <p>Scan this QR code using the WhatsApp camera to join this group</p>
2	All colleges affiliated to Punjabi University, Patiala	https://chat.whatsapp.com/Gnuj1E7P59N4PiFDnk1GGB	 <p>Scan this QR code using the WhatsApp camera to join this group</p>
3	All colleges affiliated to Guru Nanak Dev University, Amritsar	https://chat.whatsapp.com/GHQ4aeVttOC2ZemtZ54Oc0	 <p>Scan this QR code using the WhatsApp camera to join this group</p>