



Government of Goa
DIRECTORATE OF HIGHER EDUCATION
SCERT Building, Alto- Porvorim-Goa PIN 403 521

Guidelines for Counseling and Preparation of Merit List for Admission 2022-2023

1. The admission application portal for the academic year 2022-23 will open from **1st June 2022**.
2. The admission portal for the applicants to submit the application form will close on **20th June 2022** at midnight. The students will not be able to edit their application form thereafter.
3. From Tuesday **21st June 2022**, the colleges can scrutinize the applications and prepare the merit list.
4. The colleges should prepare the merit list by following the state reservation policies for admissions and display it for public along with their percentage.
5. The colleges should also prepare the waiting list. (Max 3/div for B.A and B.Com others 10 /div)
6. The merit list should clearly indicate the students allotted under each reservation category.
7. The Law colleges will complete the entrance test process for BA.LLB applicants before **27th June 2022**.
8. All the colleges should strictly declare the merit list on their respective college website on **Wednesday 29th June 2022**.
9. The colleges may intimate the short-listed applicants through email or telephone after declaring the merit list.
10. The counselling of candidates will start from **Wednesday 30th June 2022**.
11. Candidates can be called to the college campus in batches by following proper Covid-19 SOP's issued by the Government of Goa.
12. The candidates need to produce original documents at the time of admission.
13. The colleges should counsel the candidates before confirming the admission.
14. On submitting the valid documents and payment of fees, colleges should update the status of the admitted candidates on the IAIMS portal.
15. The motive for asking candidates to give preferences to the programs is to control the migration of the candidates within the colleges.
16. The candidates can upgrade their admission from their lower preference college to higher preference college subject to the availability of seats and admission offer by the college.
17. The candidate will not be allowed to switch to a lower preference college if admitted earlier in the higher preference college.
18. If the candidate wishes to cancel his/her admission, college should return his/her original documents and refund the fees paid and update the same on the IAIMS portal.

19. The colleges strictly should not offer admissions to candidates who are already admitted to the higher preference college. The status of the same will be visible on the IAIMS portal for reference. If any college indulges in such practices, strict action will be initiated against the institute head. [Not applicable for B.A.LLB course since admission is based on Common Entrance Test]
20. In case the colleges have seats vacant in the first round of counselling after exhausting all the candidates across the preferences, the college will have a choice to participate in the second round of admission. The date of the same will be informed later.
21. If the college is participating in the second round of admission, the vacant seats under the reserved category should not be filled by the General category candidates.
22. Once the candidate confirms the seat and admits in any college they will not be able to edit their forms for subsequent round of admission. However, a candidate who has not been admitted in any of the colleges by the end of the first/second round of counselling, will get a chance to edit their application form.
23. The counselling process is a continuous process. As and when the seats are vacant, the colleges can offer admission to the candidates on the waiting list.
24. The colleges should follow fair and transparent practice throughout the admission process.

(Prasad Lolayekar, IAS)

Director of Higher Education