



Government of Goa
DIRECTORATE OF HIGHER EDUCATION
Education Complex, Alto- Porvorim-Goa PIN 403 521

No. DHE/AIMC/ADMSN/2025-26/ 717

Date: 24/04/2025

CIRCULAR

Guidelines for Counseling and Preparation of Merit List for Admission

2025-2026

1. From Friday, 2nd May 2025, the colleges can scrutinize the applications and prepare the merit list.
2. Each college shall notify all applicants who have applied for the BBA and BCA programs at their respective institutions and conduct the entrance examinations for these programs in accordance with the guidelines prescribed by Goa University.
3. The colleges should prepare the merit list by following the state reservation policies for admissions.
4. The applicants with CGPA scores in the marksheet shall be converted into the percentage as per the Goa University ordinance in preparing the final merit list.
5. Programs in which the entrance exams/interviews were conducted should prepare the merit list, mentioning the score against the candidates.
6. The merit list should indicate the students allotted under each reservation category.
7. All colleges should submit the soft copy of the merit list to the DHE office on 14th May 2025 by 12.00 noon.
8. All the colleges should strictly declare the merit list on their respective college website on **Thursday, 15th May 2024**.
9. The colleges may inform the short-listed applicants through email or telephone after declaring the merit list.
10. The counselling of candidates shall start from **Friday, 16th May 2025**.
11. The candidates need to produce original documents (especially Leaving Certificate) at the time of admission.
12. The colleges should counsel the candidates in detail on the NEP 2020 course structure before confirming the admission.
13. On submitting the valid documents and payment of fees, colleges should update the status of the admitted candidates immediately on the SAMARTH portal.
14. The colleges shall prepare the Merit list strictly based on the 12th Std passing percentage (wherever the entrance exam or interview is not prescribed).
15. The colleges shall display the merit list as per the approved strength and also prepare the waiting list of all the remaining candidates to avoid any confusion among the candidates.

16. The colleges shall counsel the candidates to select the courses (Major, Minor, AEC, SEC, MC, VAC) based on their preferences or availability of the seats.
17. If the candidate wishes to cancel his/her admission, college should return his/her original documents and refund the fees paid as per the latest guidelines issued by the Goa University and update the same immediately on the SAMARTH portal.
18. In case the colleges have seats vacant in the first round of counselling after exhausting all the candidates, the college will have a choice to participate in the second round of admission. The date of the same will be informed later.
19. **Colleges can admit the candidate under management quota (strictly for the candidate who has already applied online on the SAMARTH portal for the respective college within the online application window period. No separate window will be open for accommodating the candidates who have not applied under the Samarth portal for the respective college. This is due to the technical constraints in the SAMARTH portal).**
20. 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.
21. Once the candidate confirms the seat and is admitted to any college, they will not be able to edit their forms for the subsequent round of admission. However, a candidate who has not been admitted to any of the colleges by the end of the first/second round of counselling will get a chance to edit their application form.
22. 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.
23. **The candidate will have only one chance to switch the college admission until the last date of the admission process.**
24. The colleges should follow fair and transparent practices throughout the admission process.


(Bhushan Savaikar)

Director of Higher Education

To all concerned officials

Copy to:

1. Office Copy
2. Guard File