

Guidelines for the admission process of second year, third year, fourth year and fifth year students:

1. The Second Year, Third Year, Fourth Year and Fifth year students have to login into the IAIMS portal (https://dhagoaerp.unified.com/DHE_GOA/logincheck) using their credentials on the link. If the colleges have provided the PR numbers of students, then he/she can login using PR numbers as login credentials.
2. After login the students have to click on Student Registration->2Y/3Y/4Y/5Y registration -> Student Self Registration.
3. Most of the details of the student will be pre-filled and displayed on the form.
4. The students will apply for the promotion of the degree course for the subsequent year.
5. The student can update his/her photo and signature.
6. The students will not be given an option for subject/paper selection (as per request from college principals). Since different courses has different modalities of allocating subject/paper combination for the SY and TY students, the option is kept open for the college admin to add subjects/paper to individual students.
7. The application process will be complete from the student's end, after submitting the application form.
8. On the IAIMS portal dashboard, the respective college admin will get access to all the applications successfully submitted.
9. The college admin will have to click on admit button to promote the student if he/she is eligible. Please ask the students to update their details if the forms are incomplete before admitting them.
10. The students will be able to download the application form after the details are verified and admitted by the admission committee on the portal.
11. The subject mapping for the students can be done later in the same process as done in last semester.
12. The colleges have to select the fees from the dropdown for the corresponding student and then click on the Admit button.
13. After clicking the admit button through the college admin portal, the student can proceed to pay the academic fees. The colleges can issue instructions to the students to complete the fee payment.
14. For the colleges which have opted for a third-party payment gateway on the IAIMS portal, the students will get the payment link in their profile. The colleges that have opted for their own payment gateway, the student will get an option in their profile to upload the payment receipt.
15. The student's admission will be confirmed and promoted only after the completion of the fee payment.
16. The college admin will be able to **view/download** the complete application of the student along with the fee receipt.
17. After the completion of the fee payment, students will be available for mapping for the appropriate semester and courses in the IAIMS portal.
18. After mapping the subject/paper combination by the college admin, the student will be able to view the allotted subjects in their profile.