

Staff Circulation

Omral
Jadhav
Nodal Officer
of Admissions
Boc-11

27/5/23

DATE BOUND / IMMEDIATE ACTION REQUIRED

From
Director Higher Education, Haryana,
Shiksha Sadan, Sector-5, Panchkula.

To
The Principals of Government Colleges of Haryana
The Principals of Govt. Aided Colleges of Haryana
The Principals of Self-Financing Colleges of Haryana

6352
27/05/2023

Memo No.: DHE-010019/6/2020-Coordination-DHE-Part(1)
Dated, Panchkula, the 26.05.2023

Sub: Regarding Centralized Online Admissions for UG Courses for the Session 2023-24.

Kindly refer to the subject cited above.

I have been directed to inform you that the process of centralized Online Admissions for Undergraduate Classes for the session 2023-24 in all Government, Aided and Self-Financing Colleges of Haryana will commence from 29th May, 2023. The URL for Online Admission Portal is <https://admissions.highereduhry.ac.in>.

1. The Admission Schedule for the session 2023-24 will be as follows:-

| Sr No | Event | Important Dates |
|-------|--|--|
| 1 | Filling up of College Profile (Details of College, Admission Nodal Officers, College Bank Details, Courses, Subject Combinations, Seats, Fee etc.) | 29.05.2023 to 31.05.2023 |
| 2 | Online Registration of Applicants on Online Admission Portal | 05.06.2023 to 19.06.2023 |
| 3 | Online Documents Verification by Colleges | 08.06.2023 to 23.06.2023 |
| 4 | 1 st Merit List Out Fee Submission (1 st Merit List) 2 nd Merit List Out Fee Submission (2 nd Merit List) | 01.07.2023 to 20.07.2023 (Details shall be issued separately besides uploading of the same on the Admission Portal) |
| 5 | Teaching Term | w.e.f. 21.07.2023 |
| 6 | Open Counselling/Re-opening of Online Admission Portal for Registration for leftover seats | w.e.f. 21.07.2023 |

2. Non-refundable Registration Fee of Rs. 100 shall be charged from all the applicants during session 2023-24.
3. Late fee will be charged from the applicants admitted through Open Counselling and is as follow:-

| | |
|---|---|
| Late Fee (1 st week during Open Counselling) | Rs. 100/- |
| From 2 nd Week onwards during Open Counselling | Rs. 100/- + Additional Rs. 100/- Per day |

4. Registration Fee and Late Fee shall remain with the State Government and all colleges will submit the same to the HQ.

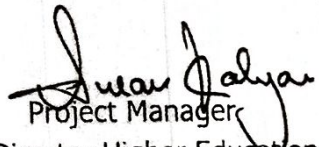
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5. Fee/Fund structure for admission to various courses shall be as per State Govt/University norms.
6. **Principals of the Colleges must ensure to add those Courses & Subjects on the online admission portal which have been approved by State Government/University. The seats in various courses/subjects must be entered as sanctioned by the competent authority. Any negligence in the matter will lead to disciplinary action against the Principal.**
7. No change will be allowed after freezing the subject combination seats, so the colleges are advised to fill the combination seats as per their requirement keeping in view the previous year's admission trends.
8. Also, colleges shall ensure the inclusion of Sports Seats while filling the Seats of a course, if applicable. The process of filling Sports Seats, if applicable, shall be ensured by the Colleges only during open counselling as per affiliating University/State Government norms.
9. Registration on Online Admission Portal is mandatory for admission seekers/applicants. **Applicants are advised to fill the online application form very carefully. No editing shall be allowed after Final Submission of application form.** PPP shall remain mandatory for Haryana applicants for taking admissions in Degree Colleges. In case of Courses having multiple subject combination, it is mandatory for applicant to choose minimum three subject combinations in one college/different colleges at the time of filling the admission form.
10. Weightage criteria for preparing the merit list during session 2023-24 shall also stand same as was in the session 2022-23 in addition to NSS Merit Certificate weightage vide this office letter No. 15/1-2020 NSS(2) dated 10.05.2023.
11. The State Reservation Policy shall be followed in letter and spirit.
12. Merit lists for session 2023-24 shall be prepared after considering marks of best five subjects in the qualifying examination, weightage and State Reservation Policy. In addition to that, provision of 'Defer' the allotted seat by the applicant in the 1st Merit List for reconsideration in 2nd Merit List will be provided to the applicant, subject to the condition that applicant could not get his first choice in the 1st Merit List.
13. Online Documents Verification shall be carried out by the college opted as first choice by the applicant. All colleges including Govt. Colleges, Govt. Aided Colleges and Self-Financing Colleges shall be included during the process of Online Documents Verification.
14. The mode of fee collection from students/applicants will be Online for all colleges during entire admission process, whereas offline mode will be provided during the open/physical counselling for Aided/SF Colleges. The clarification regarding fee structure is as follows:-
 - a. Tuition Fee of all Girl Students is Zero.
 - b. Tuition Fee of all SC students of Haryana in Govt. Colleges is Zero.
 - c. Total amount of Fee and Funds to be charged from the SC students of Haryana in Aided/SFS Colleges/Courses initially at the time of admission is Zero subject to the condition that the SC student fulfils the eligibility of Post Matric Scholarship Scheme (i.e. Family Income should be less than 2.5 Lacs for preceding financial year).
 - d. Migration/Eligibility Fee, if applicable, is to be charged only from the students of other than Haryana Board, subject to the norms of affiliating university.

In Aided and SF Colleges, students will have the option of payment of fees semester wise in two instalments. However, in Government Colleges, students will have to pay annual fee in single instalment.

15. The applicant whose admission is confirmed shall submit his/her original migration certificate in the college within ten days of admission, if he/she has passed the qualifying examination from any Board other than Board of School Education Haryana.
16. The students will be initially given provisional admission only, subject to the verification of their documents by the College/Affiliating University. In case of any discrepancy, the college is authorized to cancel the provisional admission of the student or change his/her stream/subjects subject to availability of seats & his/her willingness.
17. Refund, if any, to the students shall be ensured by the Colleges only as per affiliating University/State Government norms. The college is also authorized to take the short payment, if any, from the student at later stage as per norms.
18. The colleges shall ensure that seats be filled in their institution according to norms only.
19. Timely submission of Registration Return in the affiliating University shall be ensured by the Colleges only.
20. The other admission guidelines/Instructions issued by the Department of Higher Education, Haryana in the session 2022-23 shall also be applicable during academic session 2023-24.
21. For any admission related query, Student can contact either on Toll Free No. 1800-180-2133 or on helpdesk email id admissions@higherduhry.com
22. Fresh instructions, if any, shall be uploaded/displayed on <https://higherduhry.ac.in> and <https://admissions.highereduhry.ac.in>.

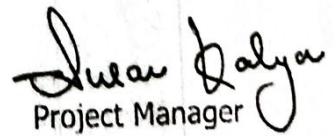
Strict compliance of the guidelines be ensured.


Project Manager
for Director Higher Education
Haryana, Panchkula
Dated-26.05.2023

Endst. No. Even

A copy is forwarded to following for information:

1. PS to W/ACSHE
2. PS to W/DHE
3. PA to W/Additional Director (Admin.)
4. Registrars of all the State Universities of Haryana
5. Branch Incharge Coordination / UNP / College-I / College - II / College-III
6. IT Cell, Higher Education, Haryana for necessary action and uploading on portal.
7. All Applicants / Stakeholders.


Project Manager
for Director Higher Education
Haryana, Panchkula