

From

Additional Chief Secretary to Government of Haryana  
Higher Education Department, Chandigarh

To

1. Principals of Government Colleges of Haryana
2. Principals of Govt. Aided Colleges of Haryana
3. Principals of Self-Financing Colleges of Haryana

Memo No.: DHE-010019/6/2020-Coordination-DHE-Part(1)

Dated, Panchkula, the 28.05.2024

**Sub: Regarding Centralized Online Admissions for UG Programmes for the Session 2024-25.**

I have been directed to inform you that the process of centralized Online Admissions for Undergraduate programmes for the session 2024-25 in all Government, Aided and Self-Financing Colleges of Haryana will be held as per schedule given below. The URL for Online Admission Portal is [www.admissions.highereduhry.ac.in](http://www.admissions.highereduhry.ac.in).

1. The UG Admission Schedule for the session 2024-25 will be as follows:-


Sr. No.	Title	Important Dates
1	Filling up of College Profile (Details of College, Admission Nodal Officers, College Bank Details, UG Programmes, Seats, Subject Grouping, Fee etc.)	29.05.2024 to 01.06.2024
2	Online Registration of Applicants on Online Admission Portal	03.06.2024 to 25.06.2024
3	Editing of Application form by the Students (OTP based)	03.06.2024 to 26.06.2024
4	Online Documents Verification by Colleges	05.06.2024 to 28.06.2024
<b>1<sup>st</sup> Round of Counselling</b>		
5	Display of 1 <sup>st</sup> Merit List (Provisional)	02.07.2024
	Display of 1 <sup>st</sup> Merit List (Final)	03.07.2024
6	Fee Submission for 1 <sup>st</sup> Round of Counselling	04.07.2024 to 08.07.2024
<b>2<sup>nd</sup> Round of Counselling</b>		
7	2 <sup>nd</sup> Merit List (Provisional)	09.07.2024
	2 <sup>nd</sup> Merit List (Final)	10.07.2024
8	Fee Submission for 2 <sup>nd</sup> Round of Counselling	10.07.2024 to 12.07.2024

Sr. No.	Title	Important Dates
<b>3<sup>rd</sup> Round of Counselling</b>		
9	Physical Counselling for leftover candidates from 1 <sup>st</sup> & 2 <sup>nd</sup> Merit List	15.07.2024
10	Re-opening of Online Admission Portal for Registration	16.07.2024
11	Continuation of Physical Counselling for leftover seats (with Late Fee of Rs. 100)	16.07.2024 to 22.07.2024
12	Continuation of Physical Counselling for leftover seats (with Late Fee of Rs. 100 + Rs 100/-Day)	24.07.2024 to 31.07.2024
<p><i>Note:</i></p> <ul style="list-style-type: none"> <li>- Commencement of Classes after 2<sup>nd</sup> round of counselling.</li> <li>- A online training session of principal/admission nodal officers will also be held on 29.05.2024 at 11:00 A.M with all the Colleges along with University representative regarding Centralized Admission Portal and NEP.</li> <li>- Link of the VC:  <a href="https://itdghe.webex.com/itdghe/j.php?MTID=m7fad36687bab e992458c26ed635a8da3">https://itdghe.webex.com/itdghe/j.php?MTID=m7fad36687bab e992458c26ed635a8da3</a>  OR  <a href="https://shorturl.at/46Fn3">https://shorturl.at/46Fn3</a> </li> </ul>		

2. Colleges shall fill the College Profile, UG Programmes, Seats, Fee Structure, and Subject Grouping Seats etc. No change will be allowed after freezing of data, so the colleges are advised to fill the grouping seats as per their requirement keeping in view the previous year's admission trends.
3. Colleges shall ensure the inclusion of Sports Seats while filling the Seats of a UG programme, 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.
4. The Principals of colleges shall ensure that seats be filled according to norms only. Moreover, all the UG programmes must have necessary approval from competent authorities.
5. Registration on Online Admission Portal is mandatory for admission seekers. In no circumstances, admission without registration on portal shall be allowed.
6. Non-refundable Registration Fee or Rs. 100/- shall be charged from all the applicants during session 2024-25 on the same patten as in 2023-24 session.
8. Eligibility for various programmes/courses shall be as per affiliating university norms.
9. Parivar Pehchan Patrà (PPP) shall remain mandatory for Haryana students for taking admissions in Degree Colleges. Family Income will be taken from Verified income from PPP.

- 10.UG Programmes having multiple courses/subjects groupings, it shall be made mandatory for candidate to choose minimum 5 courses/subjects grouping in one college/different colleges at the time of filling the admission form.
- 11.Admission will be done in three phases i.e.
- Phase I: 1<sup>st</sup> Round of Counselling (Merit List I)
  - Phase II: 2<sup>nd</sup> Round of Counselling (Merit List II)
  - Phase III: 3<sup>rd</sup> Round of Counselling (Physical Counselling)
- 12.Merit lists for session 2024-25 shall be prepared after considering marks of best five subjects in the qualifying examination, weight-age and State Reservation. In addition to that, provision of 'Defer' the allotted seat by the applicant in the 1<sup>st</sup> Merit List for reconsideration in 2<sup>nd</sup> Merit List will be provided to the applicant, subject to the condition that applicant did not get his first choice in the 1<sup>st</sup> Merit List.
- 13.Fee/Fund structure for admission to various UG programmes shall be as per State Govt/University norms.
- 14.Instruction Regarding Admission Fee is as under:-
- The mode of fee payment by the students during 2024-25 will be Online for Govt Colleges, and for Aided/Self Finance Colleges, both offline and online mode will be available.
  - Tuition Fee of all Girl Students is Zero.
  - Tuition Fee of all SC students of Haryana in Govt. Colleges is Zero.
  - 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 fulfills the eligibility of Post Matric Scholarship Scheme (i.e. Family Income should be less than 2.5 Lacs for preceding financial year).
  - In Aided and SF Colleges, students will have the option of payment of fees semester wise in two/three installments. However, in Government Colleges, students will have to pay annual fee in single installment.
- 15.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.
- 16.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.
- 17.Late Admissions fee will be charged from the applicants admitted through Physical Open Counselling and is as follow:-
- |  |                               |
|--|-------------------------------|
| Late Admissions Fee (from 2 <sup>nd</sup> Day of 1 <sup>st</sup> week during Physical Counselling) | Rs. 100/-                     |
| From 2 <sup>nd</sup> Week onwards during Physical Counselling                                      | Rs. 100/- + Rs. 100/- Per day |
- 18.Registration Fee and Late Fee shall remain with the State Government. If student deposit the fee through online mode, then HQ will automatically

- deduct the late fee from overall admission fee, otherwise in case of offline deposit, the colleges shall submit the late fee to the HQ.
19. Admission in colleges affiliating with KUK and CRSU Jind will be done on NEP pattern as done in 2023-24, whereas other universities who implemented NEP in their affiliated colleges w.e.f 2024-25, admissions in those colleges will also be done on NEP pattern.
  20. 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.
  21. 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 at any stage, the college is authorized to cancel the provisional admission of the student or change his/her stream/subjects as per norms, eligibility and subject to availability of seats & his/her willingness.
  22. Weightage criteria for preparing the merit shall also stand same as was in the session 2023-24.
  23. The Reservation Policy will be as per the State Reservation policy and instructions issued in this regard from time to time.
  24. Timely submission of Registration Return in the affiliating University shall be ensured by the Colleges only.
  25. The staff members put on admissions duty during summer vacations shall be granted Earned/Compensatory Leaves by the Principals as per State Govt./University norms.
  26. The other admission guidelines/instructions related to Admissions and NEP issued by the Department of Higher Education, Haryana in the previous session(s) shall also be applicable during academic session 2024-25.
  27. Fresh instructions, if any, shall be uploaded/displayed on department website [www.highereduhry.ac.in](http://www.highereduhry.ac.in) and [www.admissions.highereduhry.ac.in](http://www.admissions.highereduhry.ac.in)
  28. For any admission related query, Student can contact either on Toll Free No. 1800-180-2133 or on helpdesk email id [admissions@highereduhry.ac.in](mailto:admissions@highereduhry.ac.in)

  
Superintendent Coordination  
for Additional Chief Secretary to Government of Haryana  
Higher Education Department, Panchkula

Endst. No. Even

Dated 28.05.2024

A copy is forwarded to following for information:

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