

Department of Higher Education, Haryana

Online Admission Portal (2022-23)

Guidelines for Colleges

1. Link for Online Admission Portal is <https://admissions.highereduhry.ac.in>
2. Registration fee will be charged from the applicants/students at the time of registration as per details given below:

Girl Students	@ Rs. 50/-
SC Students of Haryana	@ Rs. 50/-
Other Students	@ Rs. 100/-

3. All colleges to update and freeze following before the start date of admission:
 - a. Update College Profile / College Prospectus
 - b. Add/Update Courses and Course Seats
 - c. Add/Update Subject Combinations, Subject Combination Fee and Subject Combination Seats, if applicable
 - d. Update Courses Fee Details

Note:- The Colleges must ensure to add those Courses & Subjects only on the online admission portal which have been approved by State Government/University.
4. Fee/Fund structure for admission to various courses shall be as per State Govt/University norms.
5. 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.
6. Colleges to strictly ensure that online verifications be completed within the timeframe mentioned in admission schedule for UG First Year.
7. Two merit lists will be generated followed by online open counselling.
8. If any discrepancy is found in the submitted application form of student due to any reason during the online verification process, the verifier (college) will mark the application as NOT VERIFIED and enter the reason with Remarks Column. A SMS will be sent to the applicant with remarks to clear the objection within prescribed time frame. The applicant will be

required to make necessary corrections timely on the online admission portal by logging in his/her account.

9. PPP shall remain mandatory for Haryana students for taking admissions in Degree Colleges. Also, the caste/reservation/financial benefits given to the candidate shall be on the basis of verified caste/income fetched through PPP. Any unverified data of PPP of the candidate shall lead to his candidature considered in general category only.
10. Fee Structure shall be as per affiliating University/State Government norms.
11. Weightage for preparing the merit list during session 2022-23 shall also stand same as was in the session 2021-22.
12. The State Reservation Policy shall be followed in letter and spirit.
13. Merit lists shall be prepared after considering marks of best five subjects in the qualifying examination including weightage and as per State Reservation Policy. In addition, provision of "Defer" the allotted seat by the applicant in the 1st Merit List for reconsideration in 2nd Merit List will be provided subject to the condition that the applicant did not get his first choice in 1st merit list.
14. In case of courses having multiple subject combinations (≥ 3), it shall be made mandatory for candidates to choose minimum 3 subject combinations in one college/different colleges at the time of filling the admission form.
15. 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.
16. 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.
17. 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.
18. Timely submission of Registration Return in the affiliating University shall be ensured by the Colleges only.
19. The colleges shall ensure that seats be filled according to norms only.
20. Refund, if any, to the students shall be ensured by the Colleges 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.

21. Late fee shall be charged from the applicants admitted during Open Counselling as follows w.e.f session 2022-23: -

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

22. Registration on Online Admission Portal is mandatory for admission seekers. In no circumstances, admission without registration on portal shall be allowed.
23. 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.
24. Timely submission of Registration Return in the affiliating University shall be ensured by the Colleges only.
25. The colleges shall ensure that seats be filled according to norms only.
26. Implementation of COVID guidelines/protocol issued by the State Government shall be ensured by the Colleges.
27. Fresh instructions, if any, shall be uploaded/displayed on department website <https://higherduhry.ac.in> or <https://admissions.highereduhry.ac.in>
- 28. For any admission related query, contact either on Toll Free No. 1800-180-2133 or on helpdesk email id admissions@higherduhry.com**