

DATE BOUND / IMMEDIATE ACTION REQUIRED

From

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

To

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

Memo No.: DHE-080001/37/2020-IT CELL-DHE
Dated, Panchkula, the 07.07.2023

Sub: Regarding Centralized Online Admissions for PG 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 Postgraduate courses for the session 2023-24 in all Government, Aided and Self-Financing Colleges of Haryana will commence from 11.07.2023. The URL for Online Admission Portal is <https://admissions.highereduhry.ac.in>. The Admission Schedule for the session 2023-24 will be as follows:-

Sr No	Event	Date/Timeline
1	Updation of PG Courses/Seats/Fees by the Colleges	08.07.2023 to 10.07.2023
2	Online Registration and Submission of Application by Applicants on Online Admission Portal	11.07.2023 to 24.07.2023
3	Online Documents/Eligibility Verification	13.07.2023 to 25.07.2023
4	Merit List Out	28.07.2023
5	Fee Submission w.r.t Merit List	From 29.07.2023 to 31.07.2023
6	Commencement of Teaching	01.08.2023
7	Re-opening of Online Admission Portal for Registration towards Physical Counselling for leftover seats and Display of Waiting List Note:- Verification of Documents by Colleges only during physical counselling.	02.08.2023

1. Parivar Pehchaan Patra (PPP) shall be required for registration towards admission for Haryana residents.
2. Non-Refundable Registration Fee of Rs. 100 shall be charge from all the applicants.
3. Late fee will be charged from the applicants admitted after 1st Merit List or during the Open Counselling and is as follow:-
 - a. Late Fee (1st week during Open Counselling) = Rs. 100
 - b. From 2nd Week onwards during Open Counselling = Rs. 100 + Rs. 100/day
4. Registration Fee and Late Fee shall remain with the State Government and all colleges will submit the Registration & Late Fee to the HQ.
5. PG Admission will be done in two phase i.e.
 - a. Phase I: Merit List
 - b. Phase II: Open Physical Counselling
6. Fee Structure shall be as per affiliating University/State Government norms.
7. Weightage for preparing the merit list shall also stand same as followed by HQ in previous years when the PG admissions were done by the Directorate.
8. The State Reservation Policy shall be followed in letter and spirit.
9. Merit lists shall be prepared after considering qualifying examination marks including weightage and as per State Reservation Policy.
10. Online Documents/Eligibility 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 verification.
11. The mode of fee collection from students during 2023-24 will be Online, whereas offline mode option will be added during the open/physical counselling for Aided/Self-Financing Colleges.

12. For Cancellation of Admission, the student will make written request to the college and college will cancel the admission online by uploading the written request on the portal.
13. 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.
14. The applicant whose admission is confirmed shall submit his/her original migration certificate in the college within ten days of admission, if applicable.
15. Timely submission of Registration Return in the affiliating University shall be ensured by the Colleges only.
16. The colleges shall ensure that seats be filled according to norms only.
17. 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.
18. Registration on Online Admission Portal is mandatory for admission seekers. In no circumstances, admission without registration on portal shall be allowed.
19. 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.
20. Earned/Compensatory Leaves shall be granted as per norms to the staff members on admissions duties during the summer vacations notified by the affiliating Universities, if any.
21. Queries regarding admissions, if any, be raised at e-mail id admissions@highereduhry.ac.in or on Toll Free No. 1800-180-2133.
22. Principals of the Colleges must ensure to add those Courses & Subjects only on the online admission portal which have been approved by State Government/University.

Strict compliance of the guidelines be ensured.



Deputy Director-IT
for Director Higher Education
Haryana, Panchkula

Dated-07.07.2023

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.



Deputy Director-IT
for Director Higher Education
Haryana, Panchkula