

From

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

To

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

Memo No.: KW 1/3-2025-IT(1)

Dated, Panchkula, the 16.05.2025

**Subject: Centralized Online Admissions for Undergraduate Programmes for the Session 2025-26 – Reg.**

Kindly refer to the subject cited above, and in this regard, I have been directed to inform you that the admission guidelines to be followed by all Government, Aided and Self-Financing Colleges of Haryana shall be as under: -

1. Centralized Online Admission Portal for Students will be opened w.e.f 19.05.2025 for Registration towards admission in UG Programme (First Year) for the academic session 2025-26. Complete Schedule/Timeline of the Admission will be issued at later stage.
2. The website link of Centralized Online Admission portal is <https://admissions.highereduhry.ac.in>
3. Registration on Online Admission Portal is mandatory for admission seekers. In no circumstances, admission without registration on admission portal shall be allowed.
4. Non-refundable Registration Fee of Rs. 100/- shall be charged from all the applicants during session 2025-26 on previous year pattern.
5. Admission will be done in three phases i.e.
  - a) Phase I: 1st Merit List (1st Round of Counselling)
  - b) Phase II: 2nd Merit List (2nd Round of Counselling)
  - c) Phase III: Physical Counselling (3rd Round of Counselling)
6. Merit lists for admissions in session 2025-26 shall be prepared after considering marks of best five subjects in the qualifying examination, Weightage and State Reservation Policy.
7. Weightage criteria for preparing the merit shall be same as was in session 2024-25.
8. State Reservation Policy towards admissions will be implemented on total seats in a UG Programme.
9. Provision of 'Defer Button' shall be provided to the students of 1st Merit List for re-consideration in 2nd Merit List, subject to the condition that student did not get his first choice in the 1st Merit List.
10. Late fee will be charged from the students admitted through Physical Counselling on the previous year pattern and is as follow: -

|                                                                                        |                                             |
|----------------------------------------------------------------------------------------|---------------------------------------------|
| Late Fee (from 2 <sup>nd</sup> Day of 1 <sup>st</sup> week during Physical Counseling) | Rs. 100/-                                   |
| From 2 <sup>nd</sup> Week onwards during Physical Counseling                           | Rs. 100/- + Rs. 100/-<br>Per additional day |

11. Instruction Regarding Fee is as under:-

- a. Fee/Fund structure for admission to various courses shall be as per State Govt/University norms.

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- b. Tuition Fee of all Girl Students is Zero.
  - c. 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.
  - d. In case of Govt. Colleges,
    - i) The students will be able to make fee payment through online mode only during 2025-26.
    - ii) Tuition Fee of all SC students of Haryana in Govt. Colleges is Zero.
    - iii) Annual fee will be collected in single instalment only.
  - e. In case of Aided and Self Finance Colleges,
    - i) Offline and online mode of fee payment will be made available to the students of such colleges.
    - ii) Students will have the option of making fee payment on instalment basis.
    - iii) Total amount of Fee and Funds to be charged from the SC students of Haryana in Aided/SF Colleges, 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). However, colleges will collect fee from such students after receipt of scholarship as per norms.
12. Registration Fee and Late Fee shall remain with the State Government and all colleges will submit the same to the HQ. If the student deposit fee through online mode, then HQ will automatically deduct the late fee from overall admission fee, otherwise, in case of offline collection of fee, the colleges shall submit the late fee to the HQ after admissions are over.
  13. Online Payment Mode includes various options viz. Internet Banking, NEFT/RTGS, Credit Card, Debit Card, UPI and Wallet etc.
  14. 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.
  15. Online verification of documents along with checking of eligibility of a student will be done by the colleges on centralized online admission portal before 1st merit list generation. Only those students will be considered towards 1<sup>st</sup> & 2nd merit list whose online documents verification is complete. Application of a student will be allocated for online verification to the college of his 1st preference. However, during physical counselling, physical verification of documents along with eligibility checking will be done by the college where the student is seeking admission.
  16. Admissions in all Colleges will be made on NEP-2020 pattern. In case of UG multidisciplinary programmes, three major courses/subjects only shall be allocated through centralized online admission portal. Rest of the courses/subjects will be allocated by the colleges as per affiliating university norms. However, in other UG programmes, admission will be made through admission portal only but all the courses/subjects will be allocated by the college as per affiliating university norms.
  17. In case of UG (multi-disciplinary) programmes having multiple subject groupings, it shall be made mandatory for candidate to choose minimum five courses/subjects grouping in one college/different colleges at the time of filling registration form.
  18. Principals shall ensure that UG programme/course seats and subjects grouping is according to norms only. Further, colleges shall ensure the inclusion of Sports

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Seats while filling up the College profile, if applicable. The process of filling Sports Seats shall be ensured by the Colleges only during physical counselling as per affiliating University/State Government norms.

19. Parivar Pehchan Patra (PPP) shall remain mandatory for Haryana students for taking admissions in Degree Colleges. Family Income will be taken from verified Income from PPP.
20. 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.
21. Timely submission of Registration Return in the affiliating University shall be ensured by the Colleges only.
22. The student 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.
23. Eligibility for various programmes/courses shall be as per affiliating university norms and Principals must ensure the same.
24. The staff members on admission duty during summer vacations shall be granted Compensatory Leaves by the Principals for the actually attended days. However, Principals should assign minimum duties to the staff members during summer vacations depending upon the mandatory requirements.
25. It is mandatory as per the Hon'ble Supreme Court of India & UGC/AICTE Regulations that all admitted students need to submit an Anti-Ragging Undertaking. To make the process easy, MoE has developed an ONLINE Portal for online generation of undertaking at [www.antiragging.in](http://www.antiragging.in). The students are required to fill the form and download the undertaking for uploading of same on online admission portal through their login.
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 2025-26.
27. Instructions issued time to time shall be uploaded/displayed on department website <https://higherduhry.ac.in> and online admission portal website <https://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@higherduhry.ac.in](mailto:admissions@higherduhry.ac.in)

Strict compliance be ensured.

  
Joint Director IT

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

Dated, Panchkula, the 16.05.2025

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A copy of the above is forwarded to the following:

1. PS to W/ACSHE, PS to W/DGHE, PA to W/Additional Director (Admin)
2. The Registrars of all State Universities of Haryana
3. The Joint/Deputy Director Coordination/UNP/College-I/College-II/College-III
4. Mr. Rakesh Rana, Team Leader, IT Cell, Higher Education, Haryana for immediate action.
5. All Applicants/Stakeholders

  
Joint Director IT

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

  
16/05/2025