

From

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

To

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

Memo No.: DHE-080001/16/2021-IT CELL-DHE  
Dated, Panchkula, the 03.07.2024

**Sub: Regarding Admissions of 2<sup>nd</sup>/3<sup>rd</sup> Year Students in UG/PG Programmes for the session 2024-25.**

Kindly refer to the subject cited above.

I have been directed to inform you that the promotion and admission for 2nd/3rd year students (UG&PG) will commence from 08.07.2024 for all Govt., Govt. Aided & Self Finance Colleges.


1. Admission and Promotion of 2nd & 3rd year students will be done online on Admission portal ([www.admissions.highereduhry.ac.in](http://www.admissions.highereduhry.ac.in)) for all the Govt/Aided/Self Finance Colleges.
2. All the Colleges shall first update the Programme/Course Fee for 2024-25 session for 2nd/3rd year on admission portal. All the colleges are required to promote the students to the next year/semester on Admission portal only.
3. Fee Payment mode for Govt. College will be both Online and Offline, whereas for Aided & Self Finance Colleges there will be offline mode only as per previous year practices. In case of offline mode, Student will submit the fee in cash at the college counter and Fee receipt will be generated though the admission portal only.
4. Admission Portal will be opened for admissions from 08.07.2024 to 30.07.2024 without late fee. From 01.08.2024 onwards, admission with Late fee is proposed as under:
  - a. Late Fee from 01.08.2024 to 07.08.2023 = Rs. 100/-
  - b. From 08.08.2024 to 14.08.2024 = Rs. 100/- + additional Rs. 100/- per day.
5. Late Fee shall remain with the Higher Education Department. However, the HQ shall return the admission fee collected through online admission portal to the Govt Colleges after deducting the late fee, if any and share of R.K. fund. Further, late fee and share of R.K. fund collected by the

colleges through offline mode shall be deposited by the colleges to the HQ after the completion of the admission.

6. The courses/subjects allocation, wherever applicable, within UG/PG programmes shall be done by the colleges only.
7. Refund of fee, 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.
8. Timely submission of Registration Return in the affiliating University shall be ensured by the Colleges only.
9. It is mandatory as per the Honourable Supreme Court of India & UGC/AICTE Regulations that all admitted students need to submit an Anti- Ragging Affidavit/Parents Undertaking. To make the process easy, MoE has developed an ONLINE Portal for procuring affidavit/undertaking at [www.antiragging.in](http://www.antiragging.in). After filling the form online at [www.antiragging.in](http://www.antiragging.in), the students are required to download the affidavit/undertaking and upload the signed copy of same on admission portal ([www.admissions.highereduhry.ac.in](http://www.admissions.highereduhry.ac.in)) through their login. The colleges are required to ensure the compliance of same.

*Note: The same exercise shall also be done for the 1<sup>st</sup> year admitted students.*

10. Admission through Admission Portal is mandatory for all the students/colleges. In no circumstances, admission without registration on Admission portal and after the last date shall be allowed.

  
Deputy Director Coordination  
for Director General Higher Education  
Haryana, Panchkula

Endst. No. Even

Dated 03.07.2024

A copy is forwarded to following for information:

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