

**DATE BOUND / IMMEDIATE ACTION REQUIRED**

From

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

To

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

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

Dated, Panchkula, the 16/07/2025

**Subject: Regarding Centralized Online Admissions for PG Programmes (2025-26)**

Kindly refer to the subject cited above, I have been directed to inform you that the PG admission guidelines (First Year) for Session 2025-26 shall be as follows :-

1. **Registration of Students on Centralized Online Admission Portal will start w.e.f 11.07.2025 for admission towards PG Programmes (First Year).** Complete schedule/timeline of the admission will be issued shortly.
2. The Website Link/URL for 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. All the colleges are required to update their college profile on admission portal by 10.07.2025. While updating college profile, Principals must ensure to add only those Programmes/Courses/Subjects/Seats on the online admission portal which have already been approved by State Government/University. It is further informed that in case of sanction of new programme/course/subject, increase/decrease of seats and discontinuation of any existing programme/course/subject, the Colleges shall ensure to update the same on admission portal.
5. Non-refundable Registration Fee of Rs. 100/- shall be charged from all the applicants during session 2025-26.
6. Admission will be done in two phases i.e.
  - a) Phase I: Merit List (1<sup>st</sup> Round of Counselling)
  - b) Phase II: Physical Counseling (2<sup>nd</sup> Round of Counselling)
7. Merit lists for admissions in session 2025-26 shall be prepared after considering qualifying Examination Marks, Weightage and State Reservation Policy.
8. Weightage criteria for preparing the merit shall be same as was in session 2024-25.
9. State Reservation Policy towards admissions will be implemented on total seats in a PG Programme.
10. Late fee will be charged from the students admitted through Physical Open 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 Open Counselling)	Rs. 100/-
From 2 <sup>nd</sup> Week onwards during Open Counselling	Rs. 100/- + Rs. 100/- 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.
- b. In case of Govt. Colleges,
  - i. The mode of fee payment will be online for Govt. Colleges.

- ii. Annual fee from students will be collected in single installment only.
- c. In case of Aided and Self Finance Colleges,
  - i. The mode of fee payments will be online and offline for Aided and Self Finance Colleges.
  - ii. Students will have the option of making fee payment on installment basis.
- 12. Registration Fee and Late Fee shall remain with the State Government. It is clarified that if the student deposit fee through online mode, then HQ will automatically deduct the late fee from overall admission fee before transfer of the same to the colleges, otherwise, in case of offline collection of fee, the colleges shall submit the late fee to the HQ after admissions are over.
- 13. 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.
- 14. Eligibility for admission in various PG programmes/courses shall be as per affiliating university norms and Principals must ensure the same.
- 15. Online verification of documents along with checking of eligibility of a student towards admission in a PG Programme will be done by the colleges on centralized online admission portal before generation of merit list. Only those students will be considered towards merit list whose online documents verification is complete. Application of a student will be allocated for online verification to the college of his 1<sup>st</sup> 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. Colleges shall ensure the inclusion of Sports Seats while filling up the College profile, if applicable. The process of filling Sports Seats shall be ensured by the Colleges only during open counselling as per affiliating University/State Government norms.
- 17. 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.
- 18. 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.
- 19. Timely submission of Registration Return in the affiliating University shall be ensured by the Colleges only.
- 20. The student whose admission is confirmed shall submit his/her original migration certificate in the college within ten days of admission, wherever applicable.
- 21. 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.
- 22. Principals are required to ensure wide publicity of admissions by various means viz. social media, awareness programmes and advertisements etc.
- 23. The other admission guidelines/instructions related to Admissions issued by the Department of Higher Education, Haryana in the previous session(s) shall also be applicable during academic session 2025-26.

24. 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>
25. 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 Director General Higher Education  
Haryana, Panchkula

Dated 16/07/2025

Endst. No. -Even-

A copy of the above is forwarded to the following:

1. PS to W/ACSHE, PS to W/DGHE, PA to W/Joint 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 Director General Higher Education  
Haryana, Panchkula