

From:

Director Higher Education,
Haryana, Panchkula.

To:

- All the Principals,
1. Government Colleges,
2. Govt. Aided Colleges, and
3. Self Financing Degree Colleges in Haryana state

Memo No. 30/3-2012Co(5)

Dated :31.05.2017

Subject:- On Line Admissions in all Govt., Govt. Aided and Self Financing Degree Colleges for the academic session 2017-18.


Please peruse the subject cited above.

I have been directed to inform you that the government has approved the followings for the on line admissions w.e.f the academic session 2017-18 as per the details given below:-

1. The on line admissions will start w.e.f 8th June, 2017 (calendar time) and the last date for applying on-line will be 30.06.2017(12:00 p.m. midnight).
2. With effect from the academic session 2017-18 the roll numbers of the students getting admission in first year of under graduate and post graduate course will be "Auto generated" by the system and these roll numbers will remain same for a student for the next 3 /2 years as the case may be. Roll numbers of only those candidates will be generated who have successfully deposited the fee.
3. The e-challans (of State Bank Of India- as approved last year for the Govt. colleges)for all the students who are to be promoted to next class can be generated by the college in advance and the validity of these e-challans will be from 01.07.2017 to 16.07.2017. No old student has to fill up form on line for 2017-18. (It is " Applicable for Government Colleges" only.
4. The applicants will fill up application form on line in the college @Rs. 15 per application and the college Principal is also authorized to approve 5-10 local vendors/ cyber café(s) at the approved rate as per government procedure and the rate shall not exceed by Rs. 50 per application form.

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Principal
Dayanand Mahila Mahavidyala
Kurukshehra (Haryana)


Convenor
IQAC
Dayanand Mahila Mahavidyalaya
Kurukshehra

of vendors

The name, address and rates must be notified on the college website and notice boards of the college by the college Principal.

5. All candidates will be intimated for all successful steps in the application form through SMS.

6. The fee deposit shall be only through e-challan. The student shall have the option to deposit fee at bank counter/on line through-Billdesk (as per last year approved rates)/free through net banking mode of SBI account/ Paytm/Mobiwik/CSC only. However, the colleges may also collect fee at college counters and the same shall be deposited in the account of SBI very next day in the account.

Fee

Ind

7. Under the report section the colleges will have the details of the fee & funds deposited by the candidate. A print out of the report can be pasted in the cash book and the college administration is authorized the pasted copy as entry in cash book and there is no need to write cash book so as to avoid duplicity of work. The print out will be the part of cash book and will be signed by DDO signed

Cashbook

8. All the colleges shall ensure that the "Merit list(s)" shall also be uploaded on college web site under CMS besides pasting of merit list(s) on the notice boards and the same shall be available on the web portal of Higher Education Department, Haryana. An SMS will also be sent to all eligible candidates for the same.

Website Merit list on the notice Board

9. It shall be mandatory for all the successful applicants to submit the hard copy of admission form along with all required documents at college counter at the time of admission only (not on an early date). Verification of hard copy submitted by the applicants with all documents of academics, reservation, weightage etc. may also be done on day to day basis for admissions at local levels for admissions by the admission committees locally.

Hard Copy

10. Each college Principal is authorized to rope in 5-10 students for assistance under " Earn While You Learn Scheme" and the payment on per form basis will be made @ Rs. 15/form as per last year norms(For Govt. Colleges only). In case of Govt. aided and SFS colleges the Principal can seek the services of the students and a payment of Rs. 15 can be charged from the applicant separately but, with a receipt of it.

15/- Charges

This amount will be additional to the application fee of Rs. 150/- per college with a provision that the College Principal will keep a separate records and a receipt has to be given to the applicant.

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Convener
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- 11. All Principals are directed to check and verify-(i) subjects offered by the college along with subject combinations,(ii) number of seats in each course along with the cut-off percentage for each course (iii) fee structure of each course and class, and (iv) verification of all old students those have to be promoted to next class by 10.06.2017 positively (Sr. no. iv is only for Govt. colleges).
- 12. The total fee and fund collection will be centrally with SBI in a current account in name of Director Higher Education, Haryana at sector-8 branch of SBI as was done in last year in all Govt. colleges. All the college Principals are requested to send the bank account details of the bank account with SBI or other bank to this office through e-mail (as discussed and directed during the training at different locations).
- 13. ✓ Aadhar No. and bank account number of the applicant is "Mandatory"
- 14. ✓ Photograph and scanned signatures of the applicant are "Mandatory"
- 15. ✓ Application fee is Rs. 150.00 per college and a multiple of it for separate colleges. However, no fee is to be deposited for another course in the same college. No application fee is to be charged from Giris and Schedule caste applicants. Restriction of maximum ten colleges is applicable. An amount of Rs. 50.00 per valid application is to be remitted back to HQ.
- 16. ✓ A copy of Cancelled Cheque in favor of the Principal (Name of the college) will be required from all the Principals of Govt. Aided and SFS colleges.
- 17. No prospectus shall be printed for 1st year students applying in Under graduate and post graduate course(s) of all the Govt. Aided and SFS colleges.
- 18. ✓ Centralised On line admissions will be mandatory for all courses in all Govt., Govt. aided and Self Financing degree colleges (Budgeted and SFS both at 1st year only, i.e., entry level in budgeted and SFS courses in undergraduate and post graduate programmes both, in all Govt., Govt. aided and SFS colleges).
- 19. The fee will be charged by the college as being done in the past and will be filled by the college itself. (Applicable in cases of Govt. Aided and SFS colleges).
- 20. Mode of payment may be -Online/Paytm/Mobiwick/CSC, Inter net banking /ATM card/Debit card/POS machines etc. However, cash

Bank account

Imp. X

Rs. 100 for girls

Mode of payment

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payments cannot be denied. In each case e-challan has to be generated (The complete details will be sent separately).

21. Students must carry the followings before filling the application form:-

(1) Photograph,(2) Signature-scanned;(3) Copy of 10th certificate;(4) Copy of 10+2 certificate;(5) Caste certificate;(6) Weightage certificate;(7) Copy of Aadhar number;(8) Copy of bank account number and name of the bank with branch name (9) Mobile number

22. University admissions guidelines will be available in first step.

23. Hard copy has to be deposited at college counters along with copies of all testimonials and weightage, Aadhar, bank details etc. at the time of admission only.

Hard copy to the college

24. Admission schedules and generation of Merit lists (System generated) and schedule of generation will be in accordance with the affiliating university guidelines.

25. Cash book and University returns will be system generated.

26. Application forms may be filled by the candidates from anywhere/at College/ approved vendors - which will be notified by college Principal along with rates after inviting quotations locally.

27. After each successful step the student will be notified through SMS.

No admission after 2 years gap

Since all the affiliating Universities have failed to elaborate the details w.r.t. the "Gap Year", it has been decided by the government that for admission purposes a gap year of UPTO ONLY TWO YEARS will be admissible.

29. All the affiliating universities have not defined the number of subjects to be considered for generation of Merit list i.e., whether 5/6 subjects in the 10+2 examination. It has been decided by the government that best of "TOP FIVE" subjects shall be taken into account for merit purpose in admissions, provided that the student shall have the required compulsory subject in 10+2 for becoming eligible for admission for a particular stream viz. Commerce, Non medical, Medical etc. as per the conditions of the affiliating university. However, in the vocational courses(s) under 10+2 or equivalent, THE CEILING WILL BE INCREASED TO maximum marks of 600 AS ALL SUBJECTS ARE COMPULSORY SUBJECTS. The decision is taken to maintain uniformity in admissions in all colleges.

Best of Top Five Subjects for Merit purpose

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Kurukshetra (Haryana)**

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30. At the HQ, 3 Toll free number with 6 lines will be available from 9:00 a.m. to 6:00 p.m. on all working days (Details of the phone numbers will be shared separately).

31. A visual demo will be available on the web site for all users i.e., separate for the colleges and separate for the applicants as well.

Demo on website

32. During the filling of application form the applicant will be warned for correctness of mandatory fields through 'pop ups' at least thrice before saving the application form.

Separate list for Budgeted & S.F.

33. There will be separate merit list(s) for the budgeted and self financing course(s) in each of the Govt. Aided college even where the same course is operating under different schemes and the fee will be charged by the college as per the prescribed fee structure as submitted to the government by the college Principal.

34. The data required for claim of a scholarship of any scheme of GOI/State government will be system generated and the income ceiling certificate(affidavit) has to be submitted in "Original" by the applicant at the time of admission and the same has to be verified by the college.

Jump

The acceptance of the college will be communicated to the Department Of Welfare of SC/BC, Govt. Haryana by the Higher Education Department, Haryana in on- line form for all future purposes.

35. The fee and the funds to be charged by the college shall be in accordance with the information sent to the government by the college Principal. Any further deviation of any kind will be NOT BE ACCEPTABLE to the State government and shall also be NOT Applicable in any case for the purpose of admission in any respect and hence, cannot be charged from the student at the time of admission hence forth.

Strictly in accordance with the given information

36. Facility is provided to the college Principal for charging fee on annual/ semester/ installment /concession basis, but the concerned Principal has to assign reason in writing in the check box for such concession, if any, at the time of generation of e-challan for admission of a student(s) and the government will not be liable for nonpayment of such balance fee by the student at a later stage to the concerned college administration.

Fee exemption

37. Any inquiry/suggestion if any, may be sent to this office through email

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