

From

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

To

Principals of
All Government Colleges of Haryana
All Government Aided Colleges of Haryana
All Self Finance Colleges of Haryana

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

Dated, Panchkula, the 17.04.2026

**Subject: Regarding Centralized Online Admissions for UG 1st Year – Academic Session
2026–27**

Kindly refer to the subject cited above

It is submitted that all colleges are directed to update their college profile on the admission portal for the Academic Session 2026–27. The details to be updated include College Information, Admission Nodal Officers, College Bank Details, UG Programmes, Fee Structure, and Subject Grouping and their seats, etc.

All concerned are requested to ensure that the above information is updated on or **before 25.04.2026**.



Superintendent-IT

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



ADMISSION PROCEDURE

The following procedure shall be followed for selection of the candidates for admission to various programs:

- Mere possession of the prescribed academic qualifications does not entitle a candidate for admission to the program.
- Admission will be done in **three phases** i.e.
 - **1st Round of Counselling:** 1st Merit List
 - **2nd Round of Counselling:** 2nd Merit List
 - **3rd Round of Counselling:** Physical Counselling

1st Round of Counselling (1st Merit List Generation):

- Merit List will be generated programme wise by the system based on the following:
 - Considering marks of Best five subjects in the qualifying examination
 - Weightage, if any
 - Seat matrix (i.e. reservation breakup of the programme seats as per State Reservation Policy)
 - Applicants whose online document verification is completed.
 - The applicants who have submitted the admission form before the last data will only be considered in 1st Merit List.
- In case of programme having subject combinations (S1, S2, S3,S4, etc.), and if an applicant has applied for different grouping under the same programme and suppose his preference is according to order S2,S1,S3. Subsequently, depending upon the seats availability, he will be allocated seat in only one subject grouping depending on his rank and order of subject combination seat availability. For example, first check seat availability in S2, then in S1 and then in S3.
- If an applicant has applied for the same programme in three colleges (A, B, C) and suppose his preference is according to order B,C,A. Subsequently, depending upon the seats availability, he will be allocated seat in only one of the colleges in the same order B,C,A depending on his rank. - If an applicant has applied for the different programme (C1, C2, C3) in the same college and suppose his preference is according to order C2, C1, C3. Subsequently, depending upon the seats availability, he will be offered seats in all the programme subject to the availability of seats in the programme and his rank in the merit.
- If an applicant has applied for the different programme (C1, C2, C3) in different colleges (A,B,C) and suppose his preference is according to order C2-C,C1-A,C2-B, C3-B, C3-A. Subsequently, depending upon the seats availability, he will be offered seats in all distinct programme subject to the availability of seats in the programme and his rank in the merit.
- Provision of '**Defer**' the allotted seat by the applicant in the 1st Merit List for reconsideration in 2nd Merit List will be provided to the applicant, subject to the condition that applicant did not get his first choice in the 1st Merit List.

2nd Round of Counselling (2nd Merit List Generation):

- The applicants who have submitted the admission form before the last data and who have not been offered any programme in first merit list will only be considered towards 2nd merit list.
- The second merit list will be generated on the same pattern of first merit list.
- If an applicant has been offered admission to a particular programme in 1st merit list and he does not take the admission i.e. he does not submit the fee during specified timelines, then he will not be considered towards second merit list, unless he chooses the option of '**Defer**'. Such candidates can participate in Physical Counselling subject to the availability of seats.
- If an applicant has been offered admission to a particular programme in 2nd merit list and he does not take the admission i.e. he does not submit the fee during specified timelines, then such candidates can participate in Physical Counselling subject to the availability of seats.

This Round of Counselling is not applicable for PG Admissions.

3rd Round of Counselling (Physical Counselling):

1. Please refer to physical counselling schedule on portal. Programme wise comprehensive “**Waiting List of Interested Students**” along with phone numbers will be provided to the respective colleges on daily basis in their College Login on the Admission Portal.
2. “**Waiting List of Interested Students**” shall contain all the candidates who have applied in your college in different programme irrespective of the fact that he has taken admission or not.
3. College will conduct Physical Counselling at their own level to prepare and display the Merit List thereof w.e.f. first day of Physical Counselling (daily basis, if required) as per affiliating University/Government norms. The account of filled/vacant seats (category-wise) shall be managed by colleges only during Physical Open Counselling. **State Reservation policy shall be implemented in letter and spirit.**
4. The College will **offer the seat** (i.e. enable the payment option) to the selected candidates on the admission portal – where the college will enter the registration No. and fetch the basic details & click on offer the seat/enable the fee payment option.
 1. Candidate has to pay the fee (book the seat) on the same day on which the seat is offered by the college.
 2. Candidate will be shown the list of all colleges/courses in the student login where the seat has been offered based on the merit lists displayed by colleges.

Note: The college shall ensure the eligibility checking and document verification w.r.t. the student. A declaration to this effect will be taken from the colleges that the application form along with supporting documents has been verified and the student is found eligible as per norms.

7. **Government College:** In case of booking the seat in Govt. College, applicant can make payment using online mode only. If the candidate has been allotted seat in the 1st/2nd Merit list, it will be auto-cancelled by the system (A declaration will be taken from the candidate that “*Seat allocated to me in 1st/2nd merit list will stands cancelled and I wish to book my fresh seat through physical counselling/merit list*”).
8. **Aided/Self Financing college:** In case of booking the seat in Aided/Self Finance College, applicant can make payment using online mode or offline mode.

a. In case of ONLINE Payment by the candidate:-

1. The applicant will be displayed with a following message in student login: “*You can also make the payment in cash mode (today only) at college counter to book your seat. In order to avoid from any issue, contact immediately with the college without any delay. Otherwise, you can also make the payment online from this window only*”.
2. If the candidate has been allotted seat in the 1st/2nd Merit List, it will be cancelled by the system (A declaration will be taken from the candidate that “*Seat allocated to me in merit list will stands cancelled and I wish to book my fresh seat through open counselling/merit list*”).

b. In case of OFFLINE/CASH Payment by the candidate:-

1. There will be a provision in the college login (i.e. **Physical Counselling Module**) where the concerned college will input the registration No and fetch the basic details and proceed to the offline payment option.
2. Concession option will be provided to the college on the admission portal. For e.g. if a course fee is Rs 25000, student opted to pay Rs 10000 at the time of seat confirmation, Rs 8000 concession offered by the college. Rest Rs 7000 will be treated as pending payment which student will pay later.
3. If the candidate has been allotted seat in the 1st/2nd Merit List, it will be cancelled by the system (A declaration will be taken from the college stating that “*The candidate has given consent before the college authorities that the seat allocated to me in merit List stands cancelled and the candidate wish to book fresh seat through open counselling/merit list*”).

9. The students who took admission earlier in 1st/2nd Merit List and now opted to book the seat through Physical Open Counselling, their admission from previous college/course **shall be automatically cancelled**. In this case, the refund will be initiated by the previous college as per norms where the student took admission/book seat in 1st/2nd Merit List.
10. It is pertinent to mention here that, suppose a student has booked a seat and made the payment in some college/course in Physical Counselling on first day and now, say on third day, he wants to again participate in Physical Counselling and book his seat in some other college/course, then his admission in previous college/course **shall not be automatically cancelled. In this case, the student has to physically visit in the college to get his seat cancelled in order to book the seat in new college/course.** The same scenario shall be applicable on all days during Physical Counselling.
11. Once the seat is booked by the candidate (*whether through online mode or offline mode of payment*), the receipt would be shown in the candidate’s login. Also, the status of the previous allotted seat (if any) would be shown as Cancelled. The consolidated report of the students who took the admission in Physical Counselling shall also be visible in the college login.

Note:

1. *The process of filling Sports Seats, if applicable, shall be ensured by the Colleges only during Physical Counselling as per affiliating University/State Government norms.*
2. *In no circumstances, admission without registration and submission of admission form on portal shall be allowed.*

User Manual for Students

1. Go to Admission Portal (<https://admissions.highereduhry.ac.in>) and click on Student Registration

The screenshot shows the homepage of the Online Admission Portal. The header includes the Department of Higher Education, Haryana logo and navigation links for Home, Search College/Course, Student Login, and College Login. The main content area features instructions for new users, registered users, and password recovery. A list of documents to be uploaded is provided, including passport size photographs, signatures, marksheets, migration certificates, NCC/Bharat Scouts & Guides certificates, bonafide resident certificates, reserved category certificates, income certificates, and Gao Year Undertakings/Affidavits. A 'Student Login' form is visible on the right, with a red box highlighting the 'New Registration' button and another red box highlighting the 'Student Login' link in the top navigation bar.

Click here for Student Registration

Click here for Student login

Student Registration Page

The screenshot shows the Student Registration form. The form fields are: Applicant's Full Name (As in Qualifying Examination) (Non-editable) with the value 'Ram'; Father's Name with the value 'Sham'; Gender with the value 'Male'; Email Address (Non-editable) with the value 'ram@gmail.com'; and Mobile Number (Non-editable) with the value '9988784512'. A red box highlights the 'Generate OTP' button, with an annotation 'Click here to get OTP' pointing to it.

Click here to get OTP

NOTE: 1. The mobile number and Email ID shall be unique for every registration.
2. OTP will be sent on given Mobile no.

Enter OTP

Student can create their own password

Password (Minimum 8 characters)

Password must contain at least 8 characters, one digit [0-9], one upper case [A-Z], one lower case letter [a-z] and one special character such as [@#&*\$!]

Re-Enter Password

Click here for

₹ 100

Registration Fee which is non-refundable

Register

Student Login Page

Online **ADMISSION PORTAL**
Department of Higher Education, Haryana

Home Search College/Course

Click on Student Login to fill the Application form

Student Login College Login

Instructions:

- New Users: Please click on "New Registration"
- Already Registered User: Please enter User ID
- Forgot Password: Click on "Forgot Password"

List of Documents to be uploaded online by the applicant:

- Passport size photograph (Only JPG/JPEG/PNG and upto 50 KB file allowed)
- Applicant signature (Only JPG/JPEG/PNG and upto 20 KB file allowed)
- 10th & 12th Marksheet (Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)
- Migration Certificate (In case of other than Haryana Board) (Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)
- NSS/NCC 'B'/Bharat Scouts & Guides / Sports Certificate, if applicable (Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)
- Bonafide Resident of Haryana Certificate, if applicable (Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)
- Reserved Category Certificate, if applicable (Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)
- Income Certificate, if applicable (Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)
- Gap Year Undertaking/Affidavit, if applicable

Enter Registration ID/Mobile No/Email for login

List of required Documents

Student Login

User ID

Password

VZQEK

Enter Capcha here

Click here for login

New Registration Log In

Registration Fee Payment Page

Dashboard Change Password

Registration No: 1000 (Muna) Sign Out

Click here to pay Registration Fee

Activities

- Student Dashboard
- Registration Fee Payment

Registration Fee Payment

Registration Id	1000
Student Name	Muna
Gender	Male
Father's Name	DS
Mobile No	9988138852
Email Address	muna@gmail.com
Payment Status	Pending
Payment Amount	100/-

Click here for Payment

Proceed for Payment

Payment Page

Payment Methods

- Credit / Debit Cards
- Net Banking

Cards

Card Number

Expiration Date MM/YY

CVV/CVC

Card Holder Name

Make Payment for ₹100

Merchant name: DIRECTORATE OF HIGHER EDUCATION HARYANA

Order Id: EXrbXYMhzWMtjGAg

Payment Amount: ₹100

BillDesk

Once the Registration Fee will be paid, the Application Form option will open.

Dashboard Change Password Registration No: 1041 (Ram) Sign Out

Click here to fill the Application form

Activities

- Student Registration
- Registration Fee Payment
- Application Form

Step 1 - Student Registration Completed

Step 2 - Registration Fee Payment Completed

Step 3 - Application Form Incomplete

Application form - Personal Details

Registration No: 1041 (Ram) Sign Out

Click here to enter Personal Details

Application Form Steps

- Personal Details
- Educational Details
- Weightage
- Document Upload
- College/Course Preferences
- Review & Final Submit

Basic Info

Name: Ram Mobile No: 8872697444 Email Id: abc@gmail.com Gender: Male

Father Name: Father Nationality: India Domicile of Haryana: Yes Identity Type: Parivar Pehchan Patra

Enter Family Id: 9HNX9101 Search

Enter all require details and click on "Search" to Get the Data

Dashboard Change Password Registration No: 1041 (Romi) Sign Out

Application Form Steps

- Personal Details
- Educational Details
- Weightage
- Document Upload
- College/Course Preferences
- Review & Final Submit

Basic Info

Name	Mobile No	Email Id	Gender
Romi	8872697444	abc@gmail.com	Male
Father Name	Nationality	Domicile of Haryana	Identity Type
Father	India	Yes	Parivar Pehchan Patra
Enter Family Id	Select Your Name	Generate OTP	
9HNX9109	Romi		

Click here to get OTP

Dashboard Change Password Registration No: 1041 (Romi) Sign Out

Application Form Steps

- Personal Details
- Educational Details
- Weightage
- Document Upload
- College/Course Preferences
- Review & Final Submit

Basic Info

OTP Sent to your registered mobile No. *****7444. It is Valid for 10 min

Name	Mobile No	Email Id	Gender
Romi	8872697444	abc@gmail.com	Male
Father Name	Nationality	Domicile of Haryana	Identity Type
Father	India	Yes	Parivar Pehchan Patra
Enter Family Id	Select Your Name	Enter OTP	
9HNX9109	Romi	5407	
		Verify OTP	

Click here to verify the OTP

Note: The details filled at the time of Registration will be pre-filled in the personal details

Other Information

Date of Birth	Mother Name	Marital Status	Religion
11-04-1983	CHANCHLA DEVI	UnMarried	Hindu
Reservation Category	Caste Category	Name of Caste	Family Income
General	General	General	700000
Do you fall in BPL Category?	Blood Group	Are you a Kashmiri Migrant?	Do you belong to any minority?
No	A+	No	No
Aadhaar Number			
XXXXXXXX8838			

Address

State	District	Block / Town	Ward / Village
CHANDIGARH	CHANDIGARH	Other	Other
House / Flat No.	Locality	Pin Code	Click here to Save the details
25	Sector-21	123554	

Save & Next

Application form - Educational Details

Dashboard [Change Password](#) Registration No: 1041 (Romi) [Sign Out](#)

Click here to enter the Educational Details

Application Form Steps

- [Personal Details](#) ✔
- [Educational Details](#)
- [Weightage](#)
- [Document Upload](#)
- [College/Course Preferences](#)
- [Review & Final Submit](#)

10th or equivalent Qualification Details

Class 10th or Equivalent	Year of Passing 2021	Roll No. 123456
Board/University Central Board of Secondary Education(CBSE) Search		
Result Mode CGPA	Maximum Grade Point 10	Grade Point Obtained 8
CGPA (%) 76	Institute Name & Address. BPS	

12th or equivalent Qualification Details

Class 12th or Equivalent	Stream Arts	Year of Passing 2023
Roll No. 124578	Board/University Central Board of Secondary Education(CBSE) Search	
Result Mode Percentage	Institute Name & Address. BPS	Result Status Pass
Have you done 12th or Equivalent from Haryana? Yes	GAP Year 0	

Subject wise Marks (Best of five, wherever applicable)

Subject 1	English	100	80
Subject 2	Physics	100	80
Subject 3	Chemistry	100	90
Subject 4	Biology	100	85
Subject 5	Math	100	90
Total		500	425

[Save & Next](#)

Weightage Page

Dashboard [Change Password](#) Registration No: 1041 (Romi) [Sign Out](#)

Click here to enter Weightage

Application Form Steps

- [Personal Details](#) ✔
- [Educational Details](#) ✔
- [Weightage](#)
- [Document Upload](#)
- [College/Course Preferences](#)
- [Review & Final Submit](#)

Weightage (Maximum 10 Marks)

1	Recipient of National Talent Award from NCERT	(5 Marks)	<input type="radio"/> Yes <input checked="" type="radio"/> No
2	NCC Cadets who possess the 'B' Certificate OR Holders of Bharat Scouts & Guide Certificate awarded by the President of India OR Holder of Sports Certificate OR NSS Merit Certificate Holder (Student of 12th Class)	(5 Marks)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No
3	Does your institute situated in Rural Area of Haryana from where you passed the 12th/Equivalent Diploma	(5 Marks)	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	Students who have passed 10+2 examinations with Commerce (For B.Com only)	(5 Marks)	<input type="radio"/> Yes <input type="radio"/> No

[Save & Next](#)

Note: The applicant can click on "YES" or "NO", according to the options mentioned in the form. Maximum weightage given to the applicants is 10%.

Application form - Documents Upload

Application Form Steps

- Personal Details ⊙
- Educational Details ⊙
- Weightage ⊙
- Document Upload**
- College/Course Preferences
- Review & Final Submit

Document Upload

Applicant Photo
WhatsApp Image 2023-06-16 at 12.00.246.png Browse

(Only JPG/JPEG/PNG and upto 50 KB file allowed)

Applicant Signature
WhatsApp Image 2023-06-16 at 12.00.248.png Browse

(Only JPG/JPEG/PNG and upto 20 KB file allowed)

Character Certificate
DELJFKDEL.pdf Browse

(Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)

Domicile Certificate
DELJFKDEL.pdf Browse

(Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)

Secondary (10th) Certificate
DELJFKDEL.pdf Browse

(Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)

Sr. Secondary (12th)/Diploma Certificate
DELJFKDEL.pdf Browse

(Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)

B Certificate
DELJFKDEL.pdf Browse

(Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)

Save & Next

Click here to upload Documents

Note: If the applicant has filled any of the categories in the "WEIGHTAGE" tab, then he/she shall have to upload a scanned copy of the original documents, as required.

Application form - College/Course Preference

Application Form Steps

- Personal Details ⊙
- Educational Details ⊙
- Weightage ⊙
- Document Upload ⊙
- College/Course Preferences**
- Review & Final Submit

College & Course Preferences

College District: Ambala | College: GC Naraingarh [Govt] | Bachelor of Arts (Govt)

Subjects Grouping, if any: Economics (CC/DSC), History (CC/DSC), Polit Add

List of Chosen Colleges & Courses

Sr No.	College	Course Name	Course Type	Subject	Preference No.	Reorder	Action
1	GCW Ambala City	Bachelor of Arts	Govt	Economics (CC/DSC), Mathematics (CC/DSC), Hindi (CC/DSC), English (Minor/VOC)	1	⬆️ ⬇️	🗑️
2	GC Saha	Bachelor of Arts	Govt	English (CC/DSC), Economics (CC/DSC), Geography (CC/DSC), Hindi (Minor/VOC)	2	⬆️ ⬇️	🗑️
3	GC Naraingarh	Bachelor of Arts	Govt	Economics (CC/DSC), History (CC/DSC), Political Science (CC/DSC), English (Minor/VOC)	3	⬆️ ⬇️	🗑️

Save & Next

Click on "Add" to make more choices of Colleges & Course combination

Click here to select the College & Course

Note: Applicant can use "Reorder" option to set the College & Course Preference.

Application form - Review & Final Submit

Application Form Steps	Personal Details
<ul style="list-style-type: none"> Personal Details Educational Details Weightage Document Upload College/Course Preferences Review & Final Submit 	<p>Name : Romi Father Name : Father Gender : Female</p> <p>Mobile No. : 8872697444 Email Id : abc@gmail.com Nationality : India</p> <p>Haryana Domicile : Yes Identity Type : Parivar Pehchan Patra Identity No. : 9HNX9109-MGOM2732</p>  
	<p>Basic Info</p> <p>Date of Birth : 11/04/1983 Mother Name : CHANCHLA DEVI Marital Status : UnMarried Religion : Hindu</p> <p>Reservation Category : General Caste Category : General Name of Caste : General Family Income : 700000</p> <p>BPL Category : No Blood Group : A+ Kashmiri Migrant : No Belong to any minority : No</p> <p>Aadhaar Number : 900787118838 State : CHANDIGARH District : CHANDIGARH Block / Town :</p> <p>Ward / Village : House / Flat No. : 25 Locality : Sector-21 Pin Code : 123554</p>
	<p>10th or equivalent Qualification Details</p> <p>Class : 10th or Equivalent Year of Passing : 2021 Roll No. : 123456 Board/University : Central Board of Secondary Education(CBSE)</p> <p>Result Mode : CGPA Max Marks : 10 Marks Obtained : 8 Marks (%) : 76.0000</p> <p>Institute Name & Address : BPS</p>

Click here to Review & Final Submit

12th or equivalent Qualification Details

Class : 12th or Equivalent **Year of Passing :** 2023 **Roll No. :** 124578 **Board/University :** Central Board of Secondary Education(CBSE)

Result Mode : Percentage **Stream :** Arts **Institute Name & Address :** BPS

Result : Pass **GAP Year :** 0

Sr.No	Subjects	Max Marks	Marks Obtained
1	English	100	80
2	Physics	100	80
3	Chemistry	100	90
4	Biology	100	85
5	Math	100	90
	Total	500	425

Weightage Detail

1	Recipient of National Talent Award from NCERT	No
2	NCC Cadets who possess the 'B' Certificate OR Holders of Bharat Scouts & Guide Certificate awarded by the President of India OR Holder of Sports Certificate	Yes

Documents Attached

Sr No.	Document Name	View Documents
1	Character Certificate	Click here
2	Domicile Certificate	Click here
3	Secondary (10th) Certificate	Click here
4	Sr. Secondary (12th)/Diploma Certificate	Click here
5	B Certificate	Click here

Choice of Colleges & Courses Preferences

Sr No.	College	Course Name	Course Type	Subjects	Preference No.
1	GCW Ambala City	Bachelor of Arts	Govt	Economics (CC/DSC), Mathematics (CC/DSC), Hindi (CC/DSC), English (Minor/VOC)	1
2	GC Saha	Bachelor of Arts	Govt	English (CC/DSC), Economics (CC/DSC), Geography (CC/DSC), Hindi (Minor/VOC)	2
3	GC Naraingarh	Bachelor of Arts	Govt	Economics (CC/DSC), History (CC/DSC), Political Science (CC/DSC), English (Minor/VOC)	3

Click on Declaration

Declaration

I hereby declare that I have filled up this online application after carefully reading the admission guidelines and fully understanding the provisions/ procedures mentioned therein. The particulars given by me in this application are true to the best of my knowledge and belief. I agree that my admission may automatically stand cancelled, in case it is found at any point of time in future that false information has been furnished in this application. I shall abide by instructions/guidelines issued by the Directorate of Higher Education Haryana regarding centralized online admission from time to time.

Click here to make Final Submission

Final Submit

Note: No changes can be made after Final Submission of the admission form.

Dashboard Change Password Registration No: 1041 (Romi) [Sign Out](#)

Activities	Current Status
Student Registration ✔	Step 1 - Student Registration Completed
₹ Registration Fee Payment ✔	Step 2 - Registration Fee Payment Completed
📄 Application Form ✔	Step 3 - Application Form Completed

Note: All the uploaded documents shall be verified by the colleges at the time of admission.