From

Director General Higher Education, Haryana,

Shiksha Sadan, Sector-5, Panchkula.

To

The Principals,

1. All the Govt. Colleges in the State of Haryana.

2. All the Aided Colleges in the State of Haryana.

3. All the Self Financing Degree Colleges in the State of Haryana.

Memo No DHE-010019/6/2020-Coordination-DHE

Dated Panchkula, the 29.09.2020

Subject: Clarification Regarding Centralized Online Admission for Undergraduate Classes for the Session 2020-21.

In continuation with this office letter no. DHE-010019/8/2020-Coordination-DHE dated 01/09/2020, the clarification is given below:-

1. **The revised Admission Schedule is as follows:-**

<u>Sr. No.</u>	<u>Title</u>	<u>Date/Timelines</u>
1	Online Submission of Admission Form - **Start Date**	7th September (Monday)
2	Online Submission of Admission Form-**End Date**	24th September (Thursday)
3	Online Document Verification	12th September(Saturday) to 27th September(Sunday)
4	Preparation of First Merit List	28th September(Monday) to 30th September(Wednesday)
5	Display of First Merit List	1st October (Thursday)
6	Submission of Fee	1st October (Thursday) to 6th October(Tuesday)
7	Preparation of Second Merit List	7th October(Wednesday)
8	Display of Second Merit List	8th October (Thursday)
9	Submission of Fee	8th October(Thursday) to 12th October(Monday)
10	Display of Vacant Seats	13th October (Tuesday)
11	Re-opening of Admission Portal for Registration towards Open Merit Lists/Counselling& Editing of Courses/Colleges by the remaining applicants who did not get admission in First & Second Merit List **Closing Date: 18th October 2020**	13th October (Tuesday) to 18th October(Sunday)
12	Online Document Verification for Open Merit Lists	14th October(Wednesday) to 21st October(Wednesday)
13	Preparation of First Open Merit List for Leftover Seats, if required	22nd October (Thursday)
14	Display of First Open Merit List, if required	23rd October (Friday)
15	Submission of Fee *(Without Late Fee)*	23rd October(Friday) to 26th October(Monday)
16	Preparation of Second Open Merit List for Leftover Seats, if required	27th October(Tuesday)
17	Display of Second Open Merit List for Leftover Seats, if required	28th October(Wednesday)
18	Submission of Fee *(Without Late Fee)*	28th October(Wednesday) to 30th October(Friday)

Note:- Open Merit List can be further generated on need base.

2. Point number 2 and 3 in letter no. DHE-010019/8/2020-Coordination-DHE dated 01/09/2020 be substituted with the following:-

2(a) First Merit List Generation

- Merit List will be generated course wise in the system based on the seat matrix (i.e. reservation breakup of the course seats) for all those applicants whose online document verification is completed.
- The applicants who have completed online registration upto 24/09/2020 will only be considered in first merit list.
- In case of courses having subject combinations (S1, S2, S3,S4, etc.), and if an applicant has applied for different combinations under the same course 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 combination 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 course 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 courses (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 courses subject to the availability of seats in the courses and his rank in the merit.
- If an applicant has applied for the different courses (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 courses subject to the availability of seats in the courses and his rank in the merit.
- If any situation having mixing of above scenario's pop up, the situation will be handled accordingly.
- Applicants admitted during First Merit lists in a particular course will not be allowed to change their course/subjects even if the seats are vacant after first merit list. No upward mobility of preference is allowed. Such applicants can make subject/faculty change as per the schedule only after the process of open merit lists/open counselling is over subject to the availability of seats.

2(b) Second Merit List Generation

- The applicants who have completed online registration upto 24/09/2020 and who have not been offered any course in first merit list will only be considered towards second 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 course in first merit list and he does not take the admission i.e. he does not submit the fee duringspecified timelines, then he will not be considered towards second merit list. Such candidates will be considered in open merit list only subject to the availability of seats.
- If an applicant has been offered admission to a particular course in second merit list and he does not take the admission i.e. he does not submit the fee during specified timelines, then such candidates will also be considered in open merit list only subject to the availability of seats.
- Applicants admitted during Second Merit lists in a particular course will not be allowed to change their course/subjects even if the seats are vacant after second merit list. No upward mobility of preference is allowed. Such applicants can make subject/faculty change as per the schedule only after the process of open merit lists/open counselling is over subject to the availability of seats.

2(c) Open Merit Lists Generation

According to past practices, the process of Open PhysicalCounselling was followed by the Colleges/Universities after the exhaust of final/2nd merit list. The applicants will have to mark their physical presence in the Colleges every day during Open Counselling. On the basis of their physical presence, the colleges were preparing the merit lists every day and then the applicants were allowed online admission through portal in order of their merit. This process of Open Counselling was followed with late fee till last date or allotment of all seats, whichever is earlier.On account of Covid-19, the entire process of UG admissions is beingdone online with effect from current session (2020-21). It is not possible for the Online Admission Software to generate Open Merit Lists on day to day basis during Open Counselling. Therefore, it is proposed to change the process of Open Counselling as given below:-

- Instead of 'Open Counselling', the notation 'Open Merit Lists' will be used w.e.f this academic session 2020-21.
- Open Merit Lists will be generated course wise in the system after the closing date of applications. All vacant seats except SC category will be converted into Haryana Open General Category during the process of generation of Open Merit Lists.All the remaining applicants of first/second merit lists and all those applicants who have applied on or after 13thOctober 2020 will be considered towards Open Merit List.
- No late fee will be charged from the applicants admitted through Open Merit Lists during the session (2020-21) due to Covid-19 pandemic situation.
- More than one Open Merit Lists can be generated according to therequirements/situation.
- Registration on UG Online Admission Portal upto Closing Date is mandatory for admission seekers. In no circumstances, admission without registration on portal will be allowed.

3(a) Fee Generation Scenarios *(to be charged online from the students)*

- Fee/Funds will be charged from the Students in Online Mode only.
- Tuition Fee of all Girl Students is Zero.
- Tuition Fee of all SC students of Haryana in Govt. Colleges is Zero.
- Total amount of Fee and Funds to be charged from the SC students of Haryana in Govt. Aided/SFS Colleges/Courses initially at the time of admission is Zero subject to the condition that the SC student concerned avails Post Matric Scholarship Scheme (i.e. having Family Income Certificate of less than 2.5 Lacs for current financial year).The backend verification of Income certificate/uploading of income certificate for verification by the SC student of Haryana will be handled in the online admission software.
- Migration/Eligibility Fee, if applicable, is to be charged only from the students of other than Haryana Board.
- In case of non-combination courses, Total Fee to be charged from the students includes "Course Fee + Subject Practical Fee" according to the online admission software.
- In case of combination courses, Total Fee to be charged from the students includes "Course fee + Subject Combination Fee" according to the online admission software.
- Students opting Govt. College will have to make Annual payment in one go.
- Students opting Govt.-Aided/Self-Financing College should have both options of Annual Payment in one go and Two instalments (60:40).
- Before taking the final payment of admission fee/funds from the applicants, the following messages will be displayed to the admission seekers on the Online Admission Portal:
    - You will be given Provisional Admission in this course, subject to the verification of your eligibility in this course by the College/Affiliating University. In case of any discrepancy, the college is authorized to cancel the Provisional Admission of the student.
    - The college is authorized to take the short payment, if any, from the student at later stage as per Affiliating University/State Government norms.
- The above-mentioned messages will also be printed on the Fee Deposit Receipts of Students.
- After the provisional admission of students, the Principals of respective Colleges must ensure to confirm their eligibility in UG courses as per the affiliating university norms. In case, student is non-eligible or any other discrepancy is there, streams/subjects of student be changed as per norms subject to availability of seats & his willingness or the provisional admission be cancelled as per norms.

3(b) Subject Change/Faculty Change/Cancellation of Admission Scenarios

- A separate module will be provided to the Colleges on Online Admission Portal for handling the cases pertaining to Subject Change/Faculty Change/Cancellation of Admission. The adjustment of Fee/Fund w.r.t. such students will be handled by the respective Colleges as per the norms of Affiliating University/State Government. The schedule for the Subject Change/Faculty Change is given below:-

1.	Inviting Applications for Subject/Faculty Change from Students by the colleges	31st October(Saturday) to 3rd November (Tuesday)
2.	Subject/Faculty Change on the Online Admission Portal by the Colleges	4th November (Wednesday) to 6th November (Friday)

- The Subject Change/Faculty Change will be done only after the process of open merit lists/open counselling is over subject to the availability of seats.

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