

From

The Director Higher Education
Haryana, Panchkula

To

All the Principals,
Of all Government Colleges in ,
Haryana ,State

Memo No. : KW 30/3-2012 Stat(5)

Dated, the Panchkula 24.04.2015

Subject:- On -line admissions for the Academic Session 2015-16 in Govt. colleges of Haryana state.

Kindly refer to the subject cited above.

The detailed guidelines for on line admissions for the current academic session 2015-16 to be adhered by all the Govt. colleges are:-

1. The authorized bank shall be State Bank of Patiala as was in 2014-15 An aggregator has been purchased as suggested by State Bank of Patiala - As "BILL DESK", so that the students shall be facilitated to deposit fee and funds at more than 47 Nationalised banks. In case the fee and funds are to be deposited by cash, it can only be done at a counter of State bank Of Patiala. An additional amount of Rs. 10.00 + Service tax has to be paid by the student to deposit the fee through Internet-banking for any of the banks and besides this an additional amount that will be charges for the services as mentioned below will be :-
 - i) Debit card , below Rs.2000.00 @0.75% + S.Tax
 - ii) Debit card , above Rs.2000.00 @1.00% + S.Tax
 - iii) Credit card(Visa/Master card/American Express, @1.00% + S.Tax
 - iv) Cash cards ,Mobile Wallets,Diners Cards @3.00 + S.Tax
2. For generation of e-challan the bank will be charging Rs. 20.00 per e-challan this year also as was done in 2014-15. No fee will be taken at the college counter(s).
3. Permission has been given for opening of an Individual Bank account in any nearest Stat Bank Of Patiala in the name of the Principal for all the Govt. colleges for transfer of funds from SBOP and a MIS will be sent by the bank to the colleges through on-line with in 48 hours where as giving all the details of deposit of fee and funds by the students.
4. No Prospectus will be printed this year as was done in last year.
5. Only the fresh students i.e., 1st year in under graduate as well as the 1st year in post graduate course only will be applying for admission on On-line procedure only. The Principals are directed to complete the details of

the students studying in 1st & 2nd year in 2014-15 as these will be promoting to next class. For these the college authority shall only tick the confirmed button and will generate the e-challan for payment of dues by the old students . In case of migration cases/ or other wise new admission the Principal has to submit a request to open the portal for a fresh admission in TDC-II/III.

6. The Enrollment- I.D.(EID) for AADHAR and the Bank account no. shall be mandatory besides the other mandatory field of the admission form from this academic year.
7. All the Principals are directed to shortlist at least 10 senior students for uploading of admission forms under the Earn While You learn scheme. Each student will be paid Rs. 15 per admission form. The Principal shall maintain the record of such students
8. In continuation to Sr. No. 7 the Principals are authorized to invite applications from the local Cyber café (s) for authorization to such cyber café to upload admission forms of the students. The rate after negotiations/ sealed quotations shall not exceed Rs. 50.00 per admission form. For a given college the number of authorized cyber café should not exceed 10.
9. The uploading of admission forms shall start from 8th June, 2015 and the last date shall be 30th June for normal admission. All the students shall apply through on line mode only , will take a print out of admission form and shall attach all documents pertaining to academic records; reservation; brother -sister concession; claim for any weight age to be claimed and all of these shall be deposited with the concerned college in HARD COPY after putting signatures of the candidate and the parents. The last date for submission of hard copy of admission form and all relevant documents will be 30th June, 2015 at the college counter for 1st merit list. The claim of a student for admission to a college shall only be entertained if he/she will submit the hard copy of admission form along with all relevant documents.
10. On day to day basis the Principal shall ensure that the forms are checked by the members of admission committees and the weight age if any will be given manually by the college and the same will be uploaded in the given report for generation of merit list.
11. There shall be a common structure for collection of Govt. Fund(s) for all the Govt. colleges. The difference in fee will only be as per the concerned affiliating university fee structure. The fee and funds shall be charged on annual basis as was approved last year. All the Principals will generate dummy e challans before 10th May, 2015, 5 e-challans for each class and


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if any discrepancy is observed, the same shall be intimated to the Directorate in hard copy and soft copy also latest by 20th May, 2015.

12. The Principals shall ensure that the courses, subjects, number of seats, cut off percentage, details of old students (i.e., for presently studying students in TDC-1st & IInd year, and 1st year of post graduate course) shall be completed latest by 10th May, 2015 , without fail. In case of any omission(s) the sole responsibility shall rest with the college Principal. The detailed guidelines for all the steps and procedures shall be sent to all the college Principals latest by 3rd May, 2015.
13. For the academic session 2015-16 , 2 days training shall be imparted at Govt. college, Sector-9, Gurgaon –for Gurgaon division colleges; GCW Rohtak-for Rohtak division colleges, GC Hisar-for Hisar division colleges and GCW Panchkula for –Ambala division colleges.
14. The training schedule will be sent by 1st May to all the colleges. The training shall be conducted free of cost. The training shall be for the Principal, 3-4 staff members (associated with the on line admission) and 4-5 students under the Earn while you learn scheme. The training sessions will be from 10.00 a.m to 4 p.m. and the training at each location will be completed in 02 days i.e., approximately 15 colleges in one day.
15. All the Principals are directed to install Google Chrome/Mozilla Firefox as browser on the computer systems which will be used for on line admissions, as the portal will be working in the afore mentioned browsers.
16. The regular staff members shall be granted Earned Leave for the vacation period for which the official duties will be performed during the vacations, in light of the approval given there so last year
17. In case of connectivity errors OR heavy rush of students, the Principals may be authorized to download the “Application Form” and can issue a blank form to the student, who after filling and attaching all required documents will submit back the same to the college. The college can upload the details of the student through On line only. In no case any admission shall be made in OFF line mode.

Issued for strict compliance



Deputy Director Cadet Corps,
For Director Higher Education,
Haryana, Panchkula