

FREQUENTLY ASKED QUESTIONS

Ques. How to apply for the admission for the session 2020-21?

Ans. Any candidate who desires to seek admission in the colleges/universities of Haryana can click on <https://online.highereduhry.com/portal/> to open the portal for registration and/or log in page to the admission form. The online portal shall direct the student to an integrated admission form.

Ques. What is the timeline of admissions?

Ans. The Admission Schedule for the Fresh Applicants i.e. Undergraduate First Year will start from 5th August 2020 till 20th August 2020 (Submission of application forms). The teaching will commence from 5th September 2020.

Ques. What are the documents required?

Ans. The **scanned copies** of the following **original** documents should be ready with the candidate:

1. Latest Passport Size photograph.
2. Signature on white paper.
3. Class X Detailed Marks Certificate.
4. Class XII Detailed Marks Certificate.
5. Undergraduate Course Final Year Detailed Marks Certificate.
6. Migration Certificate
7. Caste/Category Certificate (If applicable)
8. BPL Certificate (If applicable)
9. Weightage Certificate (If applicable, like NCC, NSS,)
10. Domicile / Bonafide Resident Certificate (If applicable)
11. Gap Year Affidavit (If applicable)
12. Front Page of Bank Account Passbook mentioning the bank details of the candidate (For scholarship seeking candidates)

Ques. What is the minimum age required as on 1st January of the academic year?

Ans. There is no age limit for eligible students.

Ques. Are students from outside Haryana eligible to register?

Ans. Yes, students from outside Haryana are also eligible to apply for admissions.

Ques. How many seats are reserved for outside students?

Ans. 15% of the seats are reserved for the All India Open Category.

Ques. Are Non-Indian students allowed?

Ans. Foreign Candidates have to obtain eligibility certificate from the University prior to consideration of their cases for admissions. In no case, the College/Department shall admit any foreign candidate without production of Eligibility Certificate which will be issued by the Registration Branch.

Ques. How are the seats allocated to International students?

Ans. 5% of the seats for all courses are reserved for International Students.

Ques: If a candidate applies for both reserved and general categories, which category shall be considered first?

Ans. A candidate who applies for both reserved and general categories will be considered first in the general category. In case, he is not selected in the general category, he will be considered for the reserve category.

Ques: What if a candidate belongs to more than one reserved category?

Ans. If a candidate belongs to more than one reserved category, he/she shall be required to give his/her preference at the time of filling up the admission form. Preference once given cannot be changed.

Ques. What if the student fails to register before the deadline?

Ans. A student can register / apply online for admission, after the deadline. But, then he / she will not be given a place in the merit list and shall have to compete in open counselling for admissions. The student may call the Helpdesk Toll free Number on 1800-180-2038 & 1800-180-2875 (9:00AM to 6:00PM all working days) or can email on admissionpvthry@gmail.com or hedu.admission2015@gmail.com for further information.

Ques. I have made an error in my application. Who should I contact to get it changed?

Ans. Once you have submitted your online form, no information will be changed thereafter.

Ques. What to do if any document is rejected / gets objected during verification?

Ans. If any document is rejected due to various reasons, during online verification, the applicant shall be sent an SMS to re-upload the document on the application form within 48 hours of receiving that SMS. No physical presence shall be required to revise the document.

Ques. What is the basis for an admission decision?

Ans. There will be merit based admissions. The scanned copies of the original documents submitted by the candidates will be verified first and then a merit list will be prepared.

Ques. What is the total fee for the Course I have applied for?

Ans. For the session 2020-21, the registration fees have been waived off for all the candidates. You can view tuition fee and course fees using the following links:

- Tuition and Fees
- Program Fees
- Out of State/Non-Resident Fees
- International Student Fee

To confirm the cost, please reach out to the admission contact with your program directly. Visit the higher education admission portal to find your program's admission contact.

Ques. Are there any financial aid available for the students?

Ans. For the purpose of financial aid, various programs and scholarship schemes are available. You can go through those schemes mentioned in the Online Joint Prospectus.

Ques. Can I apply to several courses at a time?

Ans. Yes, one can apply for multiple courses at a time. You can choose up to five colleges and up to five courses in each college. You can choose a minimum of one and up to as many combinations as you want.

Ques. How long will it take to fill out the application form?

Ans. You should plan on spending approximately 30 minutes to finish and review the form. Have the scanned copies of all the required documents available with you at the time of filling of the form. Be careful, once submitted successfully, no option to make changes in the form will be available.

Ques. Is the whole admission process conducted online?

Ans. Yes. Due to COVID-19 Pandemic, this year the whole admission process will be done online.

Ques. Do I need to submit my documents/marksheets physically?

Ans. No. Only the scanned copies of the documents will be accepted. But if in any case, any document or information is found to be false/incorrect/concealed at any stage, the admission may stand cancelled.

Ques. My result has been declared, but I do not have my marksheets. What document should I upload?

Ans. At the time of form filling, the candidate can upload the online result declared by the concerned board.

Ques. Whom do I contact if I am having technical issues with the online application system?

Ans. The Help Desk is available to help applicants troubleshoot any problems with the online application system. The help desk is available via phone call at 07888490248 & 07888490249 or toll free numbers on 1800-180-2038 & 1800-180-2875 (9:00AM to 6:00PM all working days), or via email at admissionpvthry@gmail.com or hedu.admission2015@gmail.com.

Ques. My school used CGPA scale. How do I fill in the CGPA section in the online application?

Ans. At the time of filling the online form, in the qualification tab, the candidate will have to check the box of CGPA, so that the CGPA scores automatically get converted into percentage.

Ques. How can I check the status of my application?

Ans. Once you successfully register yourself through online portal registration, You will be allotted a registration number. You can check the status through the admission portal page using the same or by logging in with the registration id and password.

Ques. How much registration fees is refunded if I cancel the admission?

Ans. Due to COVID pandemic in the session 2020-21, the registration fees have been waived off for all the candidates. Whereas the course fees and the tuition fees will be charged for the current session.

As per UGC Guidelines, the following five-tier system for refund of fees remitted by the students shall be followed by all Higher Education Institutions (HEI):

S. No.	Percentage of Refund of Fees*	Point of time when notice of withdrawal of admission is received by the HEI
1	100%	15 days or more before the formally-notified last date of admission
2	90%	Less than 15 days before the formally-notified last date of admission
3	80%	15 days or less after the formally-notified last date of admission
4	50%	30 days or less, but more than 15 days after the formally-notified last date of admission
5	0%	More than 30 days after the formally-notified last date of admission

*Caution money and security deposit, which are not part of the fees chargeable, shall be refunded in full.

In case of (1) in the above table, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5000 /- as processing charges from the refundable amount.

Fees shall be refunded by all HEIs to an eligible student within 15 days from the date of receiving a written application from the student in this regard.

Ques. Can I migrate from one college/university to the other?

Ans. A student can only migrate from one college to another college if both colleges fall under the same University. Migration from one University to another University is not allowed.

Ques. What is the migration process?

Ans. A student of a College of a University who wishes to migrate to another College of the University for the same course, shall be permitted to do so only if: -

1. the Principals of both the Colleges agree to the migration and the application is forwarded to Registrar for the sanction through the Principals of both the Colleges, accompanied by a fee of Rs. 100/- which shall in no case be refunded; Fee can be deposited in any CBS branch of PNB in India
2. the Principal of the College from which he/she intends to migrate has given the leaving certificate;
 - (i) Provided he/she possesses the minimum qualifications prescribed for admission to the course and his/her marks, including weightage, if any, are not less than those of the candidate admitted last on the merit list during the days of admission without or with late fee. However, in genuine case, such as transfer of parents or a student comes from overseas, the Vice-Chancellor, on the recommendation of the Head of the Institution concerned, may allow migration even if the marks of the candidate are less than those of the candidate admitted last but he/she must possess the minimum qualifications prescribed for admission to the course.
 - (ii) Provided that no migration shall be allowed after the submission of examination admission form except for the following reasons:
 - (a) if the student or his/her father or Guardian has been transferred and the fact has been certified by the Head of the Office/Dept. in which he/she or his/her father or Guardian is employed. (To be supported by a copy of transfer etc.)
 - (b) If the migration has been necessitated by the reasons of a student's ill health supported by a medical certificate from a Govt. Doctor of a Gazetted Rank or the Medical Officer of the University.
 - (c) If the woman student has married and the station to be migrated to is a station of the residence of her husband/father-in-law.

3. If the applicant is a detained student or one who has been degraded or against whom any disciplinary action has been taken, etc. the Principal shall specifically mention this in the application.
4. The College leaving certificate shall not be given by the Principal until the transfer has been notified by the Registrar. No admission without such sanction shall be considered valid.
5. When migration of a student from one College to another College has been sanctioned by the University, he/she must join the new college within 15 days failing which he/she shall have to apply afresh and pay a fresh fee in order to revalidate the previous migration.
6. If a student changes his/her mind after migration has been sanctioned by the University he/she must apply for re-migration and follow the entire procedure prescribed by the University once again, if he/she has joined the other college. If he/she has not joined he/she must apply for cancellation of the Migration Certificate through the Principal of the College concerned and return his/her Migration Certificate.
7. No Migration Certificate can be issued unless the student has been registered with the University.
8. Candidates who have not cleared their comptt. 10+2/Inter exam. shall not be allowed to migrate.
9. A College is entitled to the tuition fee for the month in which the migration is sanctioned by the University and the College to which he/she migrates is not entitled to charge a fee for the fraction of a month.
10. No Migration will be allowed during 1st year of a course or in the course of one year duration.

Ques. When will the new session commence?

Ans. The teaching for the session 2020-21 will commence from 5 September, 2020.

Ques. Do I have to send the photocopies of my original documents to the college where I get admission?

Ans. No, as the whole admission process is online for the current session, the candidate just has to upload the scanned copies of the original documents. No physical submission of documents is required.

Ques. Can I edit my application form after I submit it?

Ans. No, you cannot edit your application once you submit it. In case of any objection on the documents during verification, the student shall be sent an SMS, regarding the objection and shall be given a time frame of 48 hours to re-upload the scanned copy of the correct original document.

Ques. I have submitted my application. When can I expect to obtain an admission?

Ans. After the online form registration process is complete, the document verification process will be done, after that the first merit list and Second Merit list will be displayed online on 28.08.2020 and 01.09.2020 respectively. These dates are followed by a 3 days process of fees submission. Once the fees is submitted successfully, the candidate is admitted to a respective college. The classes will commence from 05.09.2020.

Ques. How does the waiting process work?

Ans. After the first and the second merit list, if still vacant seats are available, i.e. after 04.09.2020, the late admission will be allowed on merit basis with late fee.

Que. I missed my deadline to pay and my acceptance is expired. Can I still be placed back in the course?

Ans. If you have missed the deadline to pay, but still wish to pay and enrol, please contact toll free numbers on 1800-180-2038 & 1800-180-2875 (9:00AM to 6:00PM all working days). Offers are reinstated and late payments are accepted in a case if there is any vacant seat remaining in the concerned Courses.

Ques. Is it important to have a Caste or Tribe certificate in the name of a candidate?

Ans: Yes, if the candidate is applying under any reserved category (SC/ST/OBC/PH) then, he/she must upload the scanned copy of Caste/Tribe/PwD certificate. The certificate must be signed by any competent authority. Moreover, the certificates should be in the name of a candidate. The OBC certificate must also specify that candidates belong to the non-creamy layer (NCL) and caste is listed in the Central Government list.

Ques. During the online payment, the amount has been deducted from my account but I am still the status showing 'pending' on UG admission portal.

Ans: Sometimes it takes time for the amount to be transferred to the university's account (i.e. realization of fee payment) hence you need to be patient for the time being. If your payment is not realized for more than two days then you may send an email to technical query mail-desk mentioning all the details of the transaction. The resolution of such types of queries will be taken up after the closing date of an online registration period.