

## D.G.C GURUGRAM

### GUIDELINES FOR ADMISSION OF 2<sup>ND</sup> AND 3<sup>RD</sup> YEAR STUDENTS ADMISSION

2023-24

1. Admission of 2nd/3rd year students shall be done online on ERP portal <https://erp.highereduhry.ac.in>.
2. Click on <https://erp.highereduhry.ac.in> to open the portal for fee payment and login with user id and password provided by the college.
3. After login portal will redirect to the dashboard.
4. In the student basic info tab, students are directed to cross-check their basic details if there is any discrepancy in their personal details or subject combination, then immediately report to the respective clerks **before fee payment**.
5. After that click on the pay fee option.
6. ERP Portal shall be opened for admissions from 10.07.2023 to 31 .07.2023 without a late fee. After 31.07.23 late fee is proposed as under:
  - A. Late Fee from 01.08.2023 to 07.08.2023 =Rs. 100/-
  - B. From 08.08.2023 onwards = Rs. 100 + Rs. 100/\_ per day
7. All the students have to **fill out the admission form (attached below)** along with the following documents:
  - a) Anti-ragging certificate
  - b) Aadhaar card
  - c) Fee receipt generated from the portal
  - d) 2 passport size Photographs
  - e) Family Id
  - f) Caste certificate
  - g) Copy of Last year DMC

**All students are required to submit the complete set of documents in Office within one week of fee payment.**

| Sr. No. | Course Name                    | University Seat Clerk(Mr.,Mrs.,Sh.,Smt) |
|---------|--------------------------------|---|
| 1       | BA Pass                        | Shashi Krishan                          |
| 2       | BCom Pass                      | Lal Chand                               |
| 3       | BSc Non Medical and Medical    | Dharmender                              |
| 4       | BCA/BBA/B.Com Hons/BSc Biotech | Sushma                                  |
| 5       | All UG Hons and PG Classes     | Sunita Gupta                            |



## **UNDERTAKING**

**I declare that I am applying for admission with the consent of my parents/guardian and that the particulars given above are correct. I have read the College/institute prospectus for the session 2023-2024 as well as the admission requirements as laid down by the University for the Course. I agree to abide by the rules and regulations given therein. I further declare that I shall submit myself to disciplinary jurisdiction of the Principal/Director of the College/Institute. The Vice-Chancellor and the other authorities of the University who may be vested with the power to exercise discipline under the Act, the Statutes, the Ordinances and Rules framed by the University in the regard. I understand that my admission if made by the College/Institute is provisional and will be subject to confirmation by the university in case my admission is cancelled by the University I shall have no claim for refund of fees paid by me to the College/Institute or the University.**

**I undertake that I shall not indulge in any act of ragging otherwise my admission to the College/Institute shall stand cancelled and disciplinary proceeding be initiated against me.**

**Signature of Parent/ Guardian**

**Signature of Student**

**SELF DECLARATION**

(Self-Declaration to be submitted by students against ragging at the time of admission)

1. I, \_\_\_\_\_ (Full Name of the Student with admission/ registration/ enrollment No.) S/o, D/o Mr./Mrs./Ms. \_\_\_\_\_ having been admitted to (name of the institution) \_\_\_\_\_

have carefully read "THE HARYANA PROHIBITION OF RAGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012" and fully understood the provisions contained in the said ordinance.

2. I have, in particular, perused clause 2(f) of the ordinance and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 8 of the Ordinance and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of conspiracy to promote ragging.

4. I hereby solemnly aware and undertake that:

(a) I will not indulge in any behavior or act that may be constituted as ragging under the ordinance.

(b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the Ordinance.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to Ordinance, without prejudice to any other criminal action that may be taken against me under any penal law or any, law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the county on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature of the Student  
Name: