

D.G.C GURUGRAM

INSTRUCTION FOR Of 2nd YEAR STUDENTS ADMISSION

Session- 2025-26

<u>Link of admission for 2nd year students (UG)</u>	https://promotion.highereduhry.ac.in/StudentLogin
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1. Click on the portal link provided above for fee payment and **login with user id and password (link detail for fee payment login provided below of this instruction manual).**
2. **User Id is the same as the registration number of the student at the time of admission.**
3. **Password is the same as last year. In case the student did not update their password then the password is the student name in lowercase without any space.(you can also recover password using forgot password option)**
4. After login, the portal will redirect to the student dashboard.
5. 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**. In case you are not able to find your Registration No., contact your Class In-Charges or Mentors.
6. After that click on the pay fee option and submit the fee.
7. Portal shall be opened for admissions from 08.07.2025 to 30.07.2025 without late fee. From that 01.08.2025 onwards, admission with late fees as proposed under:
 - A. Late fee from 01.08.2025 to 07.08.2025=Rs. 100/-
 - B. From 08.08.2025 to 14.08.2025 =Rs. 100/- + additional Rs. 100/- per day
8. All the students have to **fill out the admission form (attached below)** along with the following documents:
 - a) Fee receipt generated from the portal
 - b) Copy of Last year DMC

Note-Fill the Anti ragging form online using QR code given on the next page and submit a copy of certificate to the university seat clerk.

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

Link of Login Details for students

[Login details for students](#)

Use the registration no. as a login id/registered mobile number/email id at the time of admission.

Click in the forgot password and fill your details.

Then generate your new password for fee payment.

Student Login – UG/PG (2nd to 4th Year)

Course Type

UG

Admission Year

2nd Year

User ID

Registration Id or Mobile Number or Email Address

Password

754152

Enter Capcha here

Forgot Password

Log In

Forgot Password

Course Category

UG

Admission Year

1st Year

Mobile Number

Send OTP

Dronacharya Government College, Gurugram

University Seat Incharges

University Seat Clerk(Mr, Mrs, Ms.)	Courses
Shashi krishan	BCom BBA MCom
Dharmender	BSc Physical Science BSc Life Science BSc Biotech BSc with major Mathematics M Sc Chemistry
Preeti Sharma	Bachelor of Arts
Sunita Gupta	BA with major English BA with major History BA with major Sanskrit BA with major Political Science BA with major Sociology MA Hindi MA history MA Political Science MA Psychology MA Sociology MA Geography
Sushma	BA with major Economics BA with major Psychology BCom hons BCA MA Economics MCA MPES PDGC

DRONACHARYA GOVT. COLLEGE, GURUGRAM

Provisional Admission form for the session 2025-26 (for Old Students)

Course

Sem:

For office use	
College Roll No.	
Challan No.	
Date	
Amount	
Signature for fee clerk	

Paste your
photograph
here

(To be filled by the candidate)

Applicant name			APAAR/ABC ID
Father's Name			
Mother's Name			
Gurugram University Registration.			
Date of Birth.		Gender:	
Category (Gen/BC-A/BC-B/SC)		Gap year (if any)	

Subject Details

CC1		MINOR		AEC	
CC2		MDC			
CC3					

Address Details

House no.	Street/Village/City		
District	State		
Pin code	Email Id:		
Mobile No.	Aadhar No.		
Bank A/C No.	Name of the Bank		
IFSC Code			

Previous Academic Record

course/semester	Year/Session	College Roll No	University Roll no.	Result (Pass/Re-Appeal)

Signature of candidate

Checking Committee

Admission Committee

Principal

Guidelines for filling the Anti Ragging form

- In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, in exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". The Regulations are available on the UGC website <http://www.ugc.gov.in> & www.antiragging.in
- DHE/University/UGC/AICTE has issued advisory to take adequate steps to prevent ragging in accordance with these Regulations.
- In this regard, you are also requested to fill online compliance on antiragging.in website.
 - **STEP 1** : Visit www.antiragging.in
 - **STEP 2** : Click on '**Undertaking**' → '**Register**'
 - **STEP 3** : Choose the Educational Institution Type as '**College**'
 - **STEP 4** : Fill your **Personal details and Parent / Guardian Details.**
 - **STEP 5** : Under College and Course Details, select state as **Haryana** and College name as **<Your College Name>**.
 - **STEP 6** : Type in the below details as given:
 1. College Principal Name as **<Principal Name>**
 2. College Phone Number (+91) - **<Mobile No.>**
 3. Select the mandatory details of the Course viz.
 - Details of the course (UG/PG/Diploma)
 - Name of the Course in which student admitted
 - Current year of study
 - Nearest Police station to your College
 - **STEP 7** : Check all boxes under UGC Regulations.
 - **STEP 8** : Fill in the Confidential Survey.
 - **STEP 9** : Recheck the form and confirm that all the details are correct.
 - **STEP 10**: Click Submit Form.
 - **STEP 11**: On successful submission, you will receive Reference ID. Note down this Reference ID.
 - **STEP 12** : Click on '**Undertaking**' → '**Download**'.
 - **Step 13**: Enter Reference ID, Email and Mobile No and click on submit button.
 - **STEP 14**: Student Antiragging Affidavit and Parent/Guardian Undertaking will be downloaded.
 - **STEP 15**: Open Admission Portal i.e. www.admissions.highereduhry.ac.in
 - **Step 16**: Login with your username and password.
 - **Step 17**: Enter the Reference ID and other details on admission portal under the TAB → "Antiragging Affidavit" and submit the same.

Note:- Following Details will be required on www.antiragging.in Portal while filling up the form:-

- *Name of College*
- *Name of Principal/Director*
- *Contact No. of Principal/Director*

DRONACHARYA GOVT. COLLEGE GURUGRAM

Anti-Ragging Undertaking & Compliance Submission

The QR Code for student undertaking and compliance submission are as under:-



College Name- Dronacharya Government College, Gurugram (C-28393)

College Principal's /Director Name- Dr.Pushpa Antil

College Phone Number - 7042861560

Nearest Police Station - City Thana, Gurgaon

Anti-Ragging Toll Free Number-18001805522

**Principal
Dronacharya Govt. College Gurugram**

Dronacharya Govt. College, Gurugram

Admission Form (Gap Year Candidates)

Session 2025-26

Registration No.:-

Student Name:-

PPP Id :-

12th Class Passing Year:-

Income Certificate No:-

12th Roll No:-

Caste Certificate No:-

12th Class board:-

Family Income:-

College Roll No:-

Address:-

DOB:-

Haryana Domicile:-

Gender:-

Caste Category:-

Aadhar No:-

Session:-

Mobile No:-

Course Year:-

Email Id:-

Course:-

Father Name:-

Mother Name:-

Reason for Gap Year :-

Enclose:-

1. Gap Year Affidavit.
2. Last Semester DMC.

**Principal
Dronacharya Govt. College
Gurugram**