



URL: <http://highereduhry.ac.in/>

USER MANUAL

Department of Higher Education, Haryana is a unit of the Government of Haryana in India that looks after the school education in the state of Haryana.

INTRODUCTION:

HIGHER EDUCATION ONLINE ADMISSION is a web portal open to online admission to all the colleges of Haryana. The Web Portal of Higher Education Department has been designed and developed to create a transparent and flexible informative database.

The purpose of the portal is to propagate information relevant to the user. The Department of Higher Education supervises the portal.

OVERVIEW:

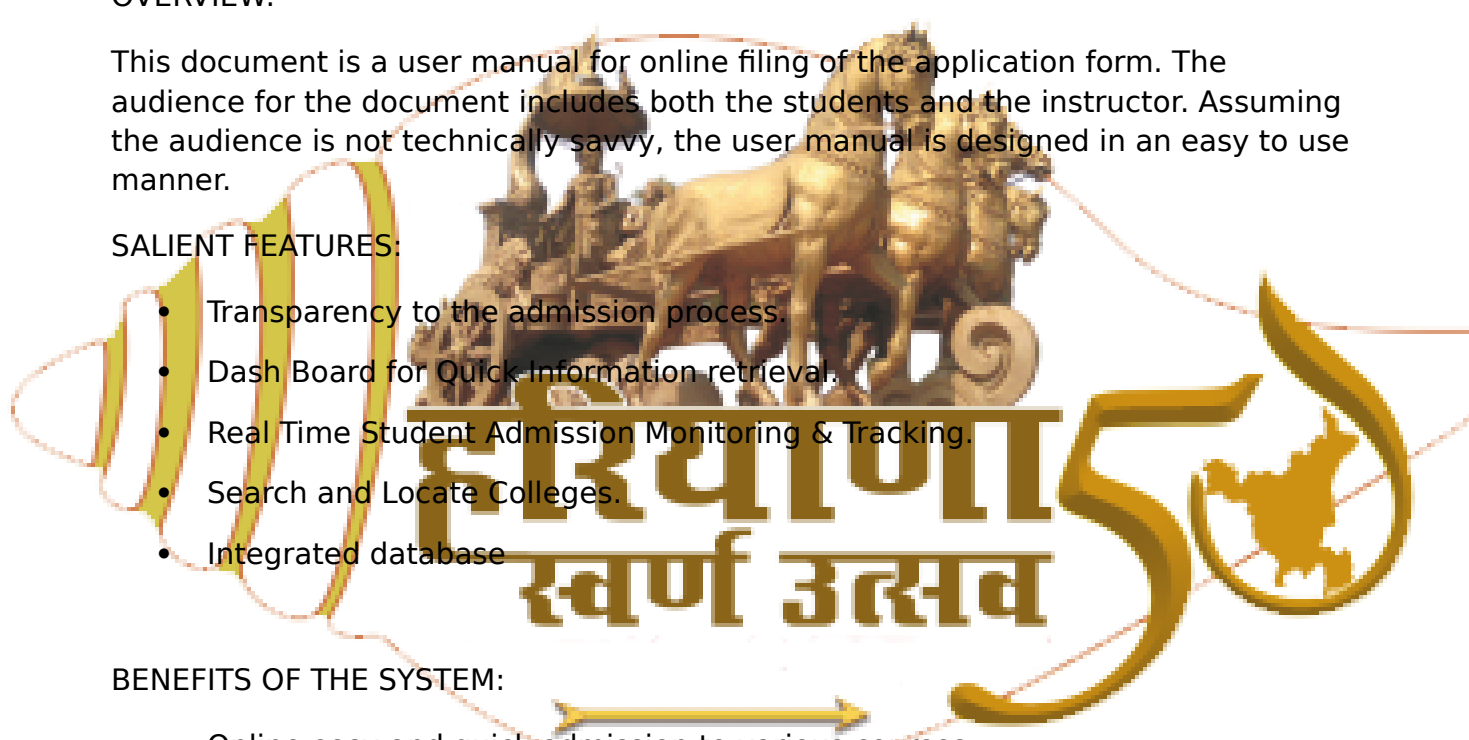
This document is a user manual for online filing of the application form. The audience for the document includes both the students and the instructor. Assuming the audience is not technically savvy, the user manual is designed in an easy to use manner.

SALIENT FEATURES:

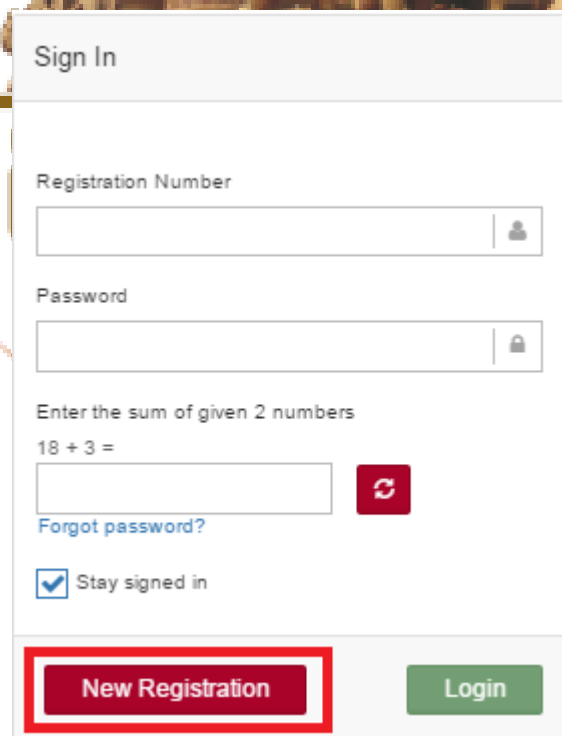
- Transparency to the admission process.
- Dash Board for Quick Information retrieval.
- Real Time Student Admission Monitoring & Tracking.
- Search and Locate Colleges.
- Integrated database

BENEFITS OF THE SYSTEM:

- Online easy and quick admission to various courses.
- Generation of online merit list.
- Support Cells available for the students so as to handle the queries
- Admission System also electronically notifies candidates about the outcome of the admission through SMS and E-Mail Alerts.
- The entire admission process has been digitized.



LOGIN PAGE



Sign In

Registration Number

Password

Enter the sum of given 2 numbers
18 + 3 =

[Forgot password?](#)

Stay signed in

New Registration Login

1. Click on “New Registration”
2. You will be redirected to a New Registration Page. (As shown in Image 2.)

REGISTRATION PAGE: ONLINE REGISTRATION FORM

हरियाणा
स्वर्ण उत्सव



Hindi English

रजिस्ट्रेशन फॉर्म भरने के निर्देश

1. रजिस्ट्रेशन फॉर्म भरने के निर्देश।
2. जन्म की तारीख 10 वीं मार्कशीट / जन्म प्रमाण पत्र के अनुसार भरे।
3. मोबाइल नंबर - SMS प्राप्त करने के लिए अपना मोबाइल नंबर भरे।
4. ईमेल-आईडी (यदि उपलब्ध हो तो)
5. उम्मीदवार पंजीकरण नंबर और पासवर्ड का उपयोग कर के लॉग इन कर सकते हैं।
6. रजिस्टर बटन पर क्लिक करते ही आपके स्क्रीन पर पंजीकरण नंबर दिखेगा। कृपया उसे भविष्य में इस्तेमाल के लिए समझाले के रखे।

Candidate's Details/ उम्मीदवार का विवरण

आवेदक का पूरा नाम *

(Candidate's Full Name)

Enter Candidate's Full Name

लिंग *

(Gender)

Please select Gender

पिता का नाम *

(Father's Name)

Enter Father's Name

माता का नाम *

(Mother's Name)

Enter Mother's Name

अपना मोबाइल नंबर दर्ज करें। *

(Mobile Number)

+ 91 - Mobile Number

ई - मेल आईडी

(Email Id)

Enter Email Id

जन्म तिथि *

(Date of Birth)

Select Day

Select Month

Select Year

श्रेणी *

(Category)

Please select Category

पासवर्ड *

(Password)

Enter Password between 6 to 12 characters

पासवर्ड फिर से लिखें *

(Retype-Password)

Retype-Password between 6 to 12 characters

आधार कार्ड नम्बर *

(Aadhar Card Number)

Enter Aadhar Card Number

क्या आप कश्मीरी प्रवासी हैं? *

(Are You Kashmiri Migrant?)

✓ ✗

क्या आप अल्पसंख्यक हैं? *

(Do you belong to minority?)

✓ ✗

क्या आप हरियाणा के निवासी / निवास है? *

(Are You Resident/Domicile Of Haryana?)

✓ ✗

सामने दिए गये डब्बे में दोनो अंको का जोड़ लिखें। *

Enter Captcha

11 + 4 =

Reset Captcha

मेरे द्वारा पंजीकरण के लिए दर्ज की गयी सभी सूचना मेरी जानकारी के अनुसार सही है।

(All the information entered by me in the registration form are true to the best of my knowledge.)

Note : Please fill all the details carefully this will affect the merit list

नोट: कृपया सभी विवरण ध्यान से भरें, क्योंकि यह मेरिट सूची को प्रभावित करेगी।

Register

Reset form

Image 2.

1. Enter all the details asked for in the above shown registration form.
* marked fields are mandatory.
2. Aadhar Card Number: Enter valid 12 digit Aadhar Card Number.
3. Type and retype the password. The password should be 6 to 12 character/digits.
4. Click on the “Tick” or “Cross” checkbox if you are or you aren’t a domicile of Haryana, respectively.
5. Type the sum of given no. in Enter Captcha Box.
6. Once you have completely filled the form, read the check box towards the end of the page. It is mandatory to accept the term and condition to submit the form. Click on the checkbox to accept the terms and conditions.
7. Once the form is completed, Click on “Register.” A pop up screen will appear (As shown in the next Image).

✓ Step One - Online Registration form - Completed

आपने सफलतापूर्वक पंजीकरण कर लिया है।
कृपया अपना पंजीकरण नंबर सुरक्षित रूप से ऑनलाइन आवेदन फार्म के लिए रखें।
आपकी पंजीकरण संख्या है **R1703355394**
आपके पंजीकृत मोबाइल नंबर पर पंजीकरण नंबर भेज दिया गया है।

You have registered successfully.
Please retain your registration number for applying through online application form
Your registration no. is **R1703355394**
SMS notification has been sent on your registered mobile no for your future reference.

[Click here to Continue](#)

1. After you click on “Register”, a pop up screen will appear (As shown in the above image) giving out your registration number.
2. An SMS notification will be sent to your registered mobile number.
3. Memorize your registration number and password for future login’s and references.
4. “Click here to Apply.” You will be redirected to the next step i.e. Apply Online.

APPLY ONLINE: ONLINE APPLICATION FORM

1. PERSONAL DETAILS

Online Application form

Personal Details Residential/Correspondence Address General Details Education Qualification Declaration

आवेदक का पूरा नाम* (Candidate's Full Name) ANIRUDH RAZDAN

पिता का नाम* (Father's Name) SATISH RAZDAN

माता का नाम* (Mother's Name) MEENA RAZDAN

जन्म तिथि* (Date of Birth) 1997-06-04

लिंग* (Gender) Male

ई - मेल आईडी (Email Id)

वैवाहिक स्थिति* (Marital Status) Un-Married

रक्त समूह* (Blood Group) AB-

आधार कार्ड नंबर* (Aadhar Number.) 321321321321

पिता का आधार कार्ड नंबर (Father's aadhar Number) 632165165465

पिता का व्यवसाय* (Father's Occupation) Government Job

मां का आधार कार्ड नंबर (Mother's Aadhar Number) 798546564653

मां का व्यवसाय* (Mother's Occupation) Government Job

अभिभावक का नाम (Guardian's Name)

लैंडलाइन नंबर (Landline No.) + 91 - 2551423

अभिभावक मोबाइल नंबर (Parent/Guardian Mobile Number) + 91 - 7876546131

अभिभावक ईमेल आईडी (Parent/Guardian Email ID)

मोबाइल नंबर* (Mobile Number) 7854544546

धर्म (Religion) Hindu

परिवार की वार्षिक आय (₹ में)* Annual Family Income (In Rs.) 5

Upload Image index.jpg

Upload Signature index1.png

Next

1. Enter all the details required by the application form. * marked fields are mandatory.
2. Mention your valid mobile number so as to allow you to receive all the due information.
3. Towards the top right corner, upload the photo and signatures. The size of the photo should be 15KB-200KB
4. ANNUAL FAMILY INCOME- In this field, Kindly fill the exact and valid annual income as it will be verified during the admission.
5. Click on "Next". You will be directed to the second step of the online application form i.e. Residential/Correspondence Address.

2. RESIDENTIAL/CORRESPONDENCE ADDRESS

Online Application form

Personal Details Residential/Correspondence Address General Details Education Qualification Declaration

घर का पता :
(Street Address-1)
#1234 sector 20

घर का पता :
(Street Address-2)
panchkula

पिन कोड :
(Pincode)
134116

देश
(Country)
INDIA

राज्य
(State)
HARYANA

ज़िला
(District)
Gurgaon

तहसील
(Tehsil)
Gurgaon

शहर/कस्बा/गाँव
(City/Town/Village)
Wazirpur

क्या आपका पत्राचार और आवसीय पता एक ही है?
(Is Correspondence as per residential address? :)

Yes No

Correspondence Address :

घर का पता :
(Street Address-1)
#1234 sector 20

घर का पता :
(Street Address-2)
panchkula

पिन कोड :
(Pincode)
134116

देश
(Country)
INDIA

राज्य
(State)
HARYANA

ज़िला
(District)
Gurgaon

तहसील
(Tehsil)
Gurgaon

शहर/कस्बा/गाँव
(City/Town/Village)
Wazirpur

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1. The page above requires you to fill your residential details.
2. If the residential and correspondence address i.e. permanent and temporary address is same, click on "Yes" box next to the question under the residential field. The system will automatically copy the address to the Correspondence Address field.
3. If the two addresses are not same, click on "No" and Re enter the Correspondence Address.
4. Click on "Next." A preview form will appear allowing you to make changes or save the data.

3. GENERAL DETAILS

Online Application form

Personal Details Residential/Correspondence Address **General Details** Education Qualification Declaration

राष्ट्रियता के प्रकार* (Nationality Type) Indian

श्रेणी* (Category) General

जाति* (Caste) BHANJRA

बीपीएल कार्ड नंबर (BPL Card Number) 32132164443

परिवहन के साधन (Mode of Transport) Motor Cycle

वर्ष के अंतराल (यदि कोई) (Gap Year (If any)) 0

छात्रावास की आवश्यकता है? (Do you Need a Hostel?) Yes

बैंक* (Bank) State Bank of India

बैंक राज्य* (Bank State) HARYANA

बैंक शाखा (आईएफएससी कोड)* (Bank Branch (IFSC CODE)) GE CAPITAL, GURGAON, (SBIN0004401)

बैंक खाता संख्या* (Bank Account Number) 464321316465132

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1. All field marked with * sign in red are mandatory.
2. Choose the category from the drop down. The caste field box will show castes according to the category selected from the Category drop down list.
3. The bank details are for scholarship purpose.
4. Gap year (If any) should be mentioned only in numerical format.
5. Click on "Next" and a preview form will appear.

4. EDUCATIONAL QUALIFICATION

Online Application form

Personal Details Residential/Correspondence Address General Details **Education Qualification** Declaration

आप किस प्रकार का कोर्स कर रहे हैं? (Which course type you are applying?) UG

अंक तालिका के अनुसार अपने अंक दर्ज करें. (Enter your marks as per mark sheet)

Exam Passed	Optional	Univ/Board	School/College	Registration/Roll No.	Result status	Passing Year	CGPA	Marks Obt./CGPA	Max. Marks	Subjects	Percentage(%)
10TH		Haryana Board of Education	ABC	123456	Passed	201	<input type="checkbox"/>	350	50	SCIENCE S	70
12TH		Haryana Board of Education	XYZ	789456	Passed	017	<input type="checkbox"/>	256	50	BIOLOGY EN	51.2
	<input checked="" type="checkbox"/>	Select University/Board	Enter School	Enter roll num		Pass		obtain	M	Subjects	Percentag

1. This page requires the Educational Qualification details of the candidate. *marked fields are mandatory.
2. Select the course type you want to apply for from the drop down.
3. Enter your 10th and 12th qualification details.
4. In case of grading system, select the CGPA checkbox; enter your grades; the system will automatically calculate the percentage.
5. For those enrolling for UG Courses i.e. the under graduate courses, UG field is optional.



Following questions are very important, kindly fill carefully
निम्नलिखित प्रश्न बहुत महत्वपूर्ण हैं, कृपया सावधानी से भरें

आपके पास खेल प्रमाण पत्र है?
(Whether you have sports certificate ?)

✓ ×

Student having B.A. with fine Arts (Painting, Drawing & Painting Art, Applied Art, Sculpture, Graphics, Art, History as one of the subject (for admission to M.A.(Drawing and Painting)))*

✓ ×

Applicable For: [Maharshi Dayanand University \(5 Marks\)](#)

Having NCC/B' certificate*

✓ ×

Applicable For: [Kurukshetra University \(3 Marks\)](#)

Have you passed Martric and/or 10+2 examination as regular from Govt. School situated in rural area of Haryana *

✓ ×

Applicable For: [Maharshi Dayanand University \(5 Marks\)](#)

Have you donated blood atleast five times for a social cause in a Govt./Govt approved Blood Bank.
(Whether you have certificate required from red cross society/ official blood bank.)*

✓ ×

Applicable For: [Kurukshetra University \(5 Marks\)](#) [Chaudhary Devi Lal University \(5 Marks\)](#) [Maharshi Dayanand University \(5 Marks\)](#)

Candidate who have passed the qualifying examination from Universities from Haryana State.*

✓ ×

Applicable For: [Kurukshetra University \(5 Marks\)](#) [Chaudhary Devi Lal University \(5 Marks\)](#) [Maharshi Dayanand University \(5 Marks\)](#)

Recipients of National Talent Award from the NCERT *

✓ ×

Applicable For: [Kurukshetra University \(5 Marks\)](#) [Chaudhary Devi Lal University \(5 Marks\)](#)

Candidate who have secured 60% marks/ CGPA 6.0 on 10 points scale from qualifying exam.*

✓ ×

Applicable For: [Kurukshetra University \(5 Marks\)](#) [Chaudhary Devi Lal University \(5 Marks\)](#)

Having NCC/C/'G' Part II certificate with president award OR Having certificate of merit for Youth Red Cross/NSI/MFPL awarded by the University/State-Govt OR Have you secured 1st position at University Inter-Zonal/Inter University North-Zonal/National/State/Inter-State Youth Festivals in either individual or group items*

✓ ×

Applicable For: [Kurukshetra University \(5 Marks\)](#) [Chaudhary Devi Lal University \(5 Marks\)](#)

For B.com First Sem Student who have passed 10+2 Examination with commerce.*

✓ ×

Applicable For: [Kurukshetra University \(5 Marks\)](#)

Candidate who have passed honour's Examination in the subject concerned.*

✓ ×

Applicable For: [Kurukshetra University \(5 Marks\)](#) [Chaudhary Devi Lal University \(5 Marks\)](#) [Maharshi Dayanand University \(10 Marks\)](#)

Weightage to candidate having passed qualifying Examination with Mathematics or Statistics as a main subjects (for admission to M.A Economics only)*

✓ ×

Applicable For: [Maharshi Dayanand University \(5 Marks\)](#)

Maximum weightage will be 20 MarksMaximum weightage will be 10 Marks

Total Weightage :

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NOTE: The above page is the continuation of the EDUCATION QUALIFICATION.

1. The above are the weightage questions. For each question marks shall be given which shall be added to the applicants marks and thus, a merit list will be prepared.
2. The weightage marks are given based on extra circulars performed or participated in by the students.
3. For some of the questions, marks as per the given universities are stated.
4. The applicant must have all the valid proofs and certificates to support their claims.
5. Click on "Next" to proceed.

5. DECLARATION

UNDERTAKING/PLEDGE BY THE PARENTS/GUARDIAN

1. In case the said applicant is admitted, I parent/guardian of the applicant, do agree to bear responsibilities of the dues and prompt payments of the college fees and all other dues to indemnify the Government and this college to which the applicant in respect of all losses or expenses resulting from delay and failure to make any such payment or as the result of particulars given above proving incorrect at a later stage.
2. I shall be responsible for the good conduct of my ward and also undertake that my ward will not take part in any activity which will not be in the interest of the college.
3. I am aware of the conditions for appearing in the university examination that my ward has to complete as per the University norms.

मैं प्रमाणित करता / करती हूँ की उपरोक्त दी गयी सूचना मेरी जानकारी तथा विश्वास के अनुसार बिल्कुल सत्य है। मैं ये भी जानता / जानती हूँ की यदि आवेदन पत्र मे कोई विवरण असत्य पाया गया तो मेरा प्रवेश रद्द कर दिया जाएगा। मैं इस बात से परिचित हूँ की मुझे संस्थान मे फीस व अन्य राशि जमा करवाने और मुझे प्रशिक्षण संस्थान /केंद्र के अनुशासन के अनुकूल चलना होगा और उन औजारो का जो मेरे पास होंगे मुझे उनका पर पूरा-पूरा ध्यान रखना होगा और मैं अपने प्रशिक्षण समाप्त होने तक कोर्स नही छोड़ूँगा / छोड़ूँगी। मैं आगे स्वीकार करता/करती हूँ की यदि मैं उपरोक्त वचन का पालन नही करूँगा / करूँगी तो संस्थान का अधिकार होगा की मुझसे प्रशिक्षण पर व्यय की गयी रकम एल वसूल कर ले या ऐसी रकम जो संस्थान उचित समझेगी।

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1. Read the Terms and Conditions carefully and click on the check box marked in red.
2. It is mandatory to accept the Terms and Conditions to submit.
3. Click on "Next."

CHOICE OF COURSE

Please Select Courses :

District	College	Course Section	
Select District	Select College	Select Course Section	Add to List

1. Kindly check the eligibility criteria before applying for the course, as per the university condition.
2. Select the district, college and the course from the drop down and Add to List.
3. Click “Add to List” to proceed to the next step and a tab will appear (as shown in the image ahead).

Subject Combination Preference

Preference should be between 1 to 5.

Geography,History	<input type="checkbox"/>	Geography,Economics	<input type="checkbox"/>	Geography,Mathematics	<input type="checkbox"/>
Geography,Political Science	<input type="checkbox"/>	History,Political Science	<input type="checkbox"/>	History,Economics	<input type="checkbox"/>
History,Mathematics	<input type="checkbox"/>	Political Science,Mathematics	<input type="checkbox"/>	Economics,Mathematics	<input type="checkbox"/>
Political Science,Economics	<input type="checkbox"/>	Political Science,Psychology	<input type="checkbox"/>	Economics,Psychology	<input type="checkbox"/>
Psychology,Mathematics	<input type="checkbox"/>				

Add to List

1. Choose the combination of subjects by clicking on the checkboxes
2. Rank them in the order of your preference.
3. You can choose a maximum of 5 subjects and minimum of 1 subject.
4. Click on “Add to List.” A page will appear as shown in the image below. You can delete the data(if any,).

List of Selected Institutes and Courses

Sno	District	College	Course Section	Actions
1	Ambala	GCW Ambala City	B A I (Aided)	Delete

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5. Click on “Next”.

REGISTRATION FEE

Step 4 - Fee Payment

✓ Online Application form

Select Payment Option : Total Fee: ₹ 150

Netbanking/credit/debit card CSC Paytm

Unpaid

Sr No	Course	Course Section	Action
1	B.A.	B.A1 (Aded)	Remove

Total Fee: ₹ 150 [Pay Now](#)

1. You will be charged Rs 150/- for each chosen college an extra Rs 150/- will be charged for adding another college.
2. There is no charge for SC and Girl category.
3. You can pay the fees using PayTm, MobiKwik and Online banking. The students can also pay offline at their respective colleges.
4. There are no charges for SC and Girl category.
5. Once the student has paid their registration fee, a challan will be generated. Students are asked to carry their original documents and the challan receipt to the college for the admission process.

NOTE: You can login on the portal later to view the Application Status, or take print of Application Form / Acknowledgement

Application Status	
Registration	✓
Registered On : 29/05/2017	
Application Form	✓
Course Selection	✓
Registration Fee	⚠



