DEPARTMENT OF HIGHER EDUCATION, HARYANA
ONLINE ADMISSIONS

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 colleges/universities 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:

INSTRUCTIONS:

1. Click on “New Registration”

2. You will be redirected to a NEW REGISTRATION PAGE.
   (As shown in Image 2.)
Candidate’s Details/ उम्मीदवार का विवरण

- आवेदक का पूरा नाम * (Candidate’s Full Name)
- पिता का नाम * (Father’s Name)
- माता का नाम * (Mother’s Name)
- मोबाइल नمبر दर्ज करें * (Mobile Number)
- जन्म तिथि * (Date of Birth)
- फास्टवर्ड * (Password)
- आधार कार्ड नम्बर * (Aadhar Card Number)

- क्या आप कश्मीरी मजारी हैं? * (Are You Kashmiri Migrant?)
- क्या आप पर्यावरणविद हैं? * (Do you belong to minority?)
- क्या आप हरियाणा के निवासी/निवासिय हैं? * (Are You Resident/Domicile Of Haryana?)

कैसे करें इंटरनेट में दोनों का ठीक रखिए | *
Enter Captcha

Note: Please fill all the details carefully this will affect the merit list.
Note: कृपया सभी विवरण ध्यान से भरें, सही या अभावित यूजर को प्रभावित करेगी।

Register | Reset Form
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).
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.
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

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

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

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.
<table>
<thead>
<tr>
<th>Question</th>
<th>Suitable</th>
<th>Not Suitable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student having B.A. with Fine Arts (Painting, Drawing &amp; Painting, Applied Art, Sculpture, Graphic, Art, History) as one of the subjects (for admission to M.A. (Drawing and Painting))</td>
<td>☑️</td>
<td>☒️</td>
</tr>
<tr>
<td>Having ‘NCC’ certificate</td>
<td>☑️</td>
<td>☒️</td>
</tr>
<tr>
<td>Have you passed Matric and/or 10+2 examination as regular from Govt. School situated in rural area of Haryana</td>
<td>☑️</td>
<td>☒️</td>
</tr>
<tr>
<td>Have you donated blood/platelet/vaccine for a social cause in a Govt./Semi-Govt. approved Blood Bank (Whether you have certificate required from red cross society/official blood bank)</td>
<td>☑️</td>
<td>☒️</td>
</tr>
<tr>
<td>Candidate who have passed the qualifying examination from Universities in Haryana state</td>
<td>☑️</td>
<td>☒️</td>
</tr>
<tr>
<td>Recipients of National Talent Award from the NCERT</td>
<td>☑️</td>
<td>☒️</td>
</tr>
<tr>
<td>Candidate who have secured 80% marks in GPA of 9.0 on 10 points scale from qualifying exam</td>
<td>☑️</td>
<td>☒️</td>
</tr>
<tr>
<td>Having ‘NCC’/ ‘NSP’ certificate with professional award OR having certificate of merit for Youth Red Cross/NSP/NSP award by the University/State-Govt. OR have you secured 1st position at University Inter-Zonal/Inter University Nodal-Zonal/National/State/State Youth Festivals in either individual or group item</td>
<td>☑️</td>
<td>☒️</td>
</tr>
<tr>
<td>For B.com First Sem: Student who have passed 10+2 Examination with commerce</td>
<td>☑️</td>
<td>☒️</td>
</tr>
<tr>
<td>Candidate who have passed honours’ Examination in the subject concerned</td>
<td>☑️</td>
<td>☒️</td>
</tr>
<tr>
<td>Weightage to candidate having passed qualifying Examination with Mathematics or Statistics as a main subject (for admission to M.A. Economics only)</td>
<td>☑️</td>
<td>☒️</td>
</tr>
</tbody>
</table>

Maximum weightage will be 20 Marks
Maximum weightage will be 10 Marks
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

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 COURSES

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).
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,).

5. Click on “Next.”
REGISTRATION FEE

1. You will be charged Rs 150/- for each chosen college and 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.
We hope the manual has been of value to you. We look forward to successful years and discovery of your child. Please feel free to contact us with any question.

THANK YOU!!