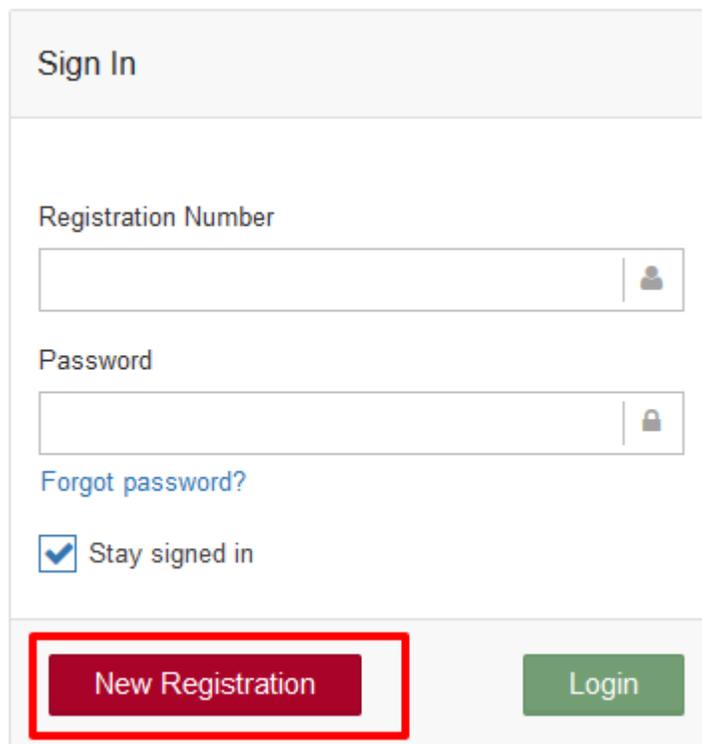


**DEPARTMENT OF HIGHER EDUCATION, HARYANA**  
**ONLINE ADMISSIONS**  
**A USER MANUAL**

URL:

LOGIN PAGE



The image shows a 'Sign In' form with the following elements:

- Sign In** (header)
- Registration Number** (input field with a user icon)
- Password** (input field with a lock icon)
- [Forgot password?](#) (link)
- Stay signed in (checkbox)
- New Registration** (button, highlighted with a red border)
- Login** (button)

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

✓ Step One - Online Registration form

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. रिजिस्टर बटन पर क्लिक करते ही आपके स्क्रीन पर पंजीकरण नंबर दिखेगा | कृपया उसे भविष्य में इस्तेमाल के लिए सम्हाल 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 charaters

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: **R1704409769**  
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 : **R1704409769**  
SMS notification has been sent on your registered mobile no for your future reference.

Sr No.	Notification Title	Last Date of Online Submission	Application Fees	Age Criteria	
1	Online Application 2017	07-Jul-2017	<a href="#">Click to view Fee Details</a>	<a href="#">Click to view Age Criteria</a>	<a href="#">Click here to Apply</a>

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 I  
(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  
Browse... index.jpg

Upload Signature  
Browse... 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

जिला \*  
(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

जिला \*  
(District )  
Gurgaon

तहसील \*  
(Tehsil)  
Gurgaon

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

Previous Next

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)

श्रेणी\* (Category)

जाति\* (Caste)

बीपीएल कार्ड नंबर (BPL Card Number)

परिवहन के साधन (Mode of Transport)

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

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

बैंक (Bank)

बैंक राज्य\* (Bank State)

बैंक शाखा (आईएफएससी कोड) (Bank Branch (IFSC CODE))

बैंक खाता संख्या\* (Bank Account Number)

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?)

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		Pa		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 10<sup>th</sup> and 12<sup>th</sup> 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.

Maximum weightage for questionnaire will be 10 Marks

आपके पास खेल प्रमाण पत्र है* (Whether you have sports certificate ?)	<input type="radio"/> ✓ <input checked="" type="radio"/> ✗
Having NCC'B' certificate*	<input checked="" type="radio"/> ✓ <input type="radio"/> ✗
Applicable For : KUK (3 Marks) <input type="checkbox"/> MDU (5 Marks) <input type="checkbox"/>	
Have you passed Martric and/or 10+2 examination as regular from Govt. School situated in rural area of Haryana *	<input type="radio"/> ✓ <input checked="" type="radio"/> ✗
Applicable For : <input type="checkbox"/> KUK (5 Marks) <input checked="" type="checkbox"/> MDU (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.)*	<input type="radio"/> ✓ <input checked="" type="radio"/> ✗
Applicable For : KUK (5 Marks) <input checked="" type="checkbox"/> CDLU (5 Marks) <input checked="" type="checkbox"/> MDU (5 Marks) <input type="checkbox"/>	
Candidate who have passed the qualifying examination from Universities from Haryana State.*	<input type="radio"/> ✓ <input checked="" type="radio"/> ✗
Applicable For : <input checked="" type="checkbox"/> KUK (5 Marks) <input checked="" type="checkbox"/> CDLU (5 Marks) <input checked="" type="checkbox"/> MDU (5 Marks)	
Recipients of National Talent Award from the NCERT *	<input type="radio"/> ✓ <input checked="" type="radio"/> ✗
Applicable For : KUK (5 Marks) <input checked="" type="checkbox"/> CDLU (5 Marks) <input type="checkbox"/>	
Candidate who have secured 60% marks/ CGPA 6.0 on 10 points scale from qualifying exam.*	<input type="radio"/> ✓ <input checked="" type="radio"/> ✗
Applicable For : KUK (5 Marks) <input checked="" type="checkbox"/> CDLU (5 Marks) <input type="checkbox"/>	
For B.com First Sem Student who have passed 10+2 Examination with commerce.*	<input type="radio"/> ✓ <input checked="" type="radio"/> ✗
Applicable For : KUK (5 Marks) <input checked="" type="checkbox"/>	
Candidate who have passed honour's Examination in the subject concerned.*	<input type="radio"/> ✓ <input checked="" type="radio"/> ✗
Applicable For : KUK (5 Marks) <input checked="" type="checkbox"/> CDLU (5 Marks) <input checked="" type="checkbox"/> MDU (10 Marks) <input type="checkbox"/>	

**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 मुझ उनका पर पूरा-पूरा ध्यान रखना होगा और मैं अपने प्रशिक्षण समाप्त होने तक कोर्स नही छोड़ूंगा / छोड़ूंगी। मैं आगे स्वीकार करता/करती हूँ की यदि मैं उपरोक्त वचन का पालन नही करूंगा / करूंगी तो संस्थान का अधिकार होगा की मुझे प्रशिक्षण पर व्यय की गयी रकम एल वसूल कर ले या इसी रकम जो संस्थान उचित समझेगी।

Previous

Next

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

### INSTRUCTIONS TO FILL COURSES

1. Instructions 1---
2. Instructions 2---

District	College	Course Section
Select District	Select College	Select Course Section

Add to List

#### List of Selected Institutes and Courses

Sno	District	College	Course Section	Actions
-----	----------	---------	----------------	---------

Previous

Next

1. Select the district, college and the course from the drop down and Add to List.
2. Click “Next” 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Geography,Political Science	<input type="checkbox"/>	<input type="checkbox"/>
Economics,Mathematics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Economics,Geography	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Economics,Political Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mathematics,Sanskrit	<input type="checkbox"/>	<input type="checkbox"/>
History,Sanskrit	<input type="checkbox"/>	<input type="checkbox"/>	History,Mathematics	<input type="checkbox"/>	<input type="checkbox"/>
Political Science,Sanskrit	<input type="checkbox"/>	<input type="checkbox"/>			
			Geography,Sanskrit	<input type="checkbox"/>	<input type="checkbox"/>
			Economics,History	<input type="checkbox"/>	<input type="checkbox"/>
			Mathematics,Political Science	<input type="checkbox"/>	<input type="checkbox"/>
			History,Political Science	<input checked="" type="checkbox"/>	<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	Gurgaon	Govt.College, Sidhrawali	B.A.I	<a href="#">Delete</a>
2	Gurgaon	Govt.College, Sidhrawali	B.A.I	<a href="#">Delete</a>
3	Gurgaon	Govt.College, Sidhrawali	B.A.I	<a href="#">Delete</a>
4	Gurgaon	Govt.College, Sidhrawali	B.A.I	<a href="#">Delete</a>
5	Gurgaon	Govt.College, Sidhrawali	B.A.I	<a href="#">Delete</a>

[Previous](#)
[Next](#)

5. Click on “Next”.

## REGISTRATION FEE

The screenshot displays the applicant dashboard for the Department of Higher Education, Haryana. At the top, there is a navigation bar with the department's logo and name, and buttons for 'APPLICANT DASHBOARD' and 'LOGOUT'. Below this is a progress indicator with four steps: 1. Registration, 2. Apply Online, 3. Choice of Courses, and 4. Fee Payment. The fourth step is currently active. The main content area is titled 'Step 4 - Fee Payment' and shows a 'Total Fee: ₹ 150'. Underneath, there is a section for 'Select Payment Option' with three choices: Net banking (MasterCard and VISA), CSC (Central Service Centre), and Paytm.

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	
<b>Registration</b>	
Registered On : 29/05/2017	
<b>Application Form</b>	
<b>Course Selection</b>	
<b>Registration Fee</b>	

