

User Manual for Students

1. Go to Admission Portal (<https://admissions.highereduhry.ac.in>) and click on Student Registration

The screenshot shows the homepage of the Online Admission Portal. At the top, there is a header with the Department of Higher Education, Haryana logo and the text "Online ADMISSION PORTAL". Below the header, there are navigation links for "Home" and "Search College/Course". On the right side, there are links for "Student Login" and "College Login".

On the left side, there are instructions for new users, registered users, and forgot password. Below the instructions, there is a list of documents to be uploaded online by the applicant, including passport size photograph, applicant signature, 10th & 12th Marksheet, Migration Certificate, NSS/NCC 'B'/Bharat Scouts & Guides / Sports Certificate, Bonafide Resident of Haryana Certificate, Reserved Category Certificate, Income Certificate, and Gao Year Undertaking/Affidavit.

On the right side, there is a "Student Login" form with fields for "User ID" (Registration Id or Mobile Number or Email Address), "Password", and a CAPTCHA. There are "New Registration" and "Log In" buttons. A red box with an arrow points to the "Student Login" link in the top right corner, with the text "Click here for Student login". Another red box with an arrow points to the "New Registration" button, with the text "Click here for Student Registration".

Student Registration Page

The screenshot shows the "Student Registration" page. It has a header with "Home" and "Search College/Course" links, and "Student Login" and "College Login" links on the right. The main content area is a form with the following fields:

- Applicant's Full Name (As in Qualifying Examination) (Non-editable)**: Input field with "Ram".
- Father's Name**: Input field with "Sham".
- Gender**: Dropdown menu with "Male" selected.
- Email Address (Non-editable)**: Input field with "ram@gmail.com".
- Mobile Number (Non-editable)**: Input field with "9988784512".

At the bottom right of the form, there is a "Generate OTP" button. A red box with an arrow points to this button, with the text "Click here to get OTP".

NOTE: 1. The mobile number and Email ID shall be unique for every registration.
2. OTP will be sent on given Mobile no.

Enter OTP

Student can create their own password

Password (Minimum 8 characters)

Password must contain at least 8 characters, one digit [0-9], one upper case [A-Z], one lower case letter [a-z] and one special character such as [@#&*!\$]

Re-Enter Password

Click here for

₹ 100

Registration Fee which is non-refundable

Register

Student Login Page

Online
ADMISSION PORTAL
Department of Higher Education, Haryana

Home Search College/Course

Click on Student Login to fill the Application form

Student Login College Login

Instructions:

- New Users:** Please click on "New Registration"
- Already Registered User:** Please enter User ID
- Forgot Password:** Click on "Forgot Password"

List of Documents to be uploaded online by the applicant:

- Passport size photograph
(Only JPG/JPEG/PNG and upto 50 KB file allowed)
- Applicant signature
(Only JPG/JPEG/PNG and upto 20 KB file allowed)
- 10th & 12th Marksheet
(Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)
- Migration Certificate (In case of other than Haryana Board)
(Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)
- NSS/NCC 'B'/Bharat Scouts & Guides / Sports Certificate, if applicable
(Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)
- Bonafide Resident of Haryana Certificate, if applicable
(Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)
- Reserved Category Certificate, if applicable
(Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)
- Income Certificate, if applicable
(Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)
- Gap Year Undertaking/Affidavit, if applicable

List of required Documents

Student Login

User ID
Registration Id or Mobile Number or Email Add

Password
.....

VZQEK

Enter Capcha here

Click here for login

New Registration Log In

Registration Fee Payment Page

Dashboard Change Password

Registration No: 1000 (Muna) Sign Out

Click here to pay Registration Fee

Activities

- Student Dashboard
- Registration Fee Payment

Registration Fee Payment

Registration Id	1000
Student Name	Muna
Gender	Male
Father's Name	DS
Mobile No	9988138852
Email Address	muna@gmail.com
Payment Status	Pending
Payment Amount	100/-

Click here for Payment

Proceed for Payment

Payment Page

Payment Methods

- Credit / Debit Cards
- Net Banking

Cards

Card Number

Expiration Date MM/YY

CVV/CVC

Card Holder Name

Make Payment for ₹100

Merchant name: DIRECTORATE OF HIGHER EDUCATION HARYANA

Order Id: EXrbXYMhzWMtjGAg

Payment Amount: ₹100

BillDesk
Privacy policy | Terms & conditions

Once the Registration Fee will be paid, the Application Form option will open.

Dashboard Change Password

Registration No: 1041 (Ram) Sign Out

Activities

Click here to fill the Application form

- Student Registration
- Registration Fee Payment
- Application Form

Step 1 - Student Registration Completed

Step 2 - Registration Fee Payment Completed

Step 3 - Application Form Incomplete

Application form - Personal Details

Registration No: 1041 (Ram) Sign Out

Click here to enter Personal Details

Application Form Steps

- Personal Details
- Educational Details
- Weightage
- Document Upload
- College/Course Preferences
- Review & Final Submit

Basic Info

Name: Ram

Mobile No: 8872697444

Email Id: abc@gmail.com

Gender: Male

Father Name: Father

Nationality: India

Domicile of Haryana: Yes

Identity Type: Parivar Pehchan Patra

Enter Family Id: 9HNX9101

Search

Enter all require details and click on "Search" to Get the Data

Application Form Steps

Personal Details

Educational Details

Weightage

Document Upload

College/Course Preferences

Review & Final Submit

Basic Info

Name	Mobile No	Email Id	Gender
Romi	8872697444	abc@gmail.com	Male
Father Name	Nationality	Domicile of Haryana	Identity Type
Father	India	Yes	Parivar Pehchan Patra
Enter Family Id	Select Your Name	Generate OTP	
9HNX9109	Romi		

Click here to get OTP

Application Form Steps

Personal Details

Educational Details

Weightage

Document Upload

College/Course Preferences

Review & Final Submit

Basic Info

OTP Sent to your registered mobile No. *****7444. It is Valid for 10 min

Name	Mobile No	Email Id	Gender
Romi	8872697444	abc@gmail.com	Male
Father Name	Nationality	Domicile of Haryana	Identity Type
Father	India	Yes	Parivar Pehchan Patra
Enter Family Id	Select Your Name	Verify OTP	
9HNX9109	Romi		
Enter OTP			
5407			

Click here to verify the OTP

Note: The details filled at the time of Registration will be pre-filled in the personal details

Other Information

Date of Birth	Mother Name	Marital Status	Religion
11-04-1983	CHANCHLA DEVI	UnMarried	Hindu
Reservation Category	Caste Category	Name of Caste	Family Income
General	General	General	700000
Do you fall in BPL Category	Blood Group	Are you a Kashmiri Migrant?	Do you belong to any minority?
No	A+	No	No
Aadhaar Number			
XXXXXXXX8838			

Address

State	District	Block / Town	Ward / Village
CHANDIGARH	CHANDIGARH	Other	Other
House / Flat No.	Locality	Pin Code	
25	Sector-21	123554	

Click here to Save the details

Save & Next

Application form - Educational Details

Dashboard [Change Password](#) Registration No: 1041 (Romi) [Sign Out](#)

[Click here for enter the Educational Details](#)

Application Form Steps

- Personal Details
- Educational Details**
- Weightage
- Document Upload
- College/Course Preferences
- Review & Final Submit

10th or equivalent Qualification Details

Class	Year of Passing	Roll No.
10th or Equivalent	2021	123456
Board/University	<input type="text" value="Central Board of Secondary Education(CBSE)"/> <input type="button" value="Search"/>	
Result Mode	Maximum Grade Point	Grade Point Obtained
CGPA	10	8
CGPA (%)	Institute Name & Address.	
76	BPS	

12th or equivalent Qualification Details

Class	Stream	Year of Passing
12th or Equivalent	Arts	2023
Roll No.	Board/University	<input type="button" value="Search"/>
124578	Central Board of Secondary Education(CBSE)	
Result Mode	Institute Name & Address.	Result Status
Percentage	BPS	Pass
Have you done 12th or Equivalent from Haryana?	GAP Year	
Yes	0	

Subject wise Marks (Best of five, wherever applicable)

Subject 1	English	100	80
Subject 2	Physics	100	80
Subject 3	Chemistry	100	90
Subject 4	Biology	100	85
Subject 5	Math	100	90
Total		500	425

Weightage Page

Dashboard [Change Password](#) Registration No: 1041 (Romi) [Sign Out](#)

[Click here to enter Weightage](#)

Application Form Steps

- Personal Details
- Educational Details
- Weightage**
- Document Upload
- College/Course Preferences
- Review & Final Submit

Weightage (Maximum 10 Marks)

1	Recipient of National Talent Award from NCERT	(5 Marks)	<input type="radio"/> Yes <input checked="" type="radio"/> No
2	NCC Cadets who possess the 'B' Certificate OR Holders of Bharat Scouts & Guide Certificate awarded by the President of India OR Holder of Sports Certificate OR NSS Merit Certificate Holder (Student of 12th Class)	(5 Marks)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No
3	Does your institute situated in Rural Area of Haryana from where you passed the 12th/Equivalent Diploma	(5 Marks)	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	Students who have passed 10+2 examinations with Commerce (For B.Com only)	(5 Marks)	<input type="radio"/> Yes <input type="radio"/> No

Note: The applicant can click on "YES" or "NO", according to the options mentioned in the form. Maximum weightage given to the applicants is 10%.

Application form - Documents Upload

Application Form Steps

- Personal Details
- Educational Details
- Weightage
- Document Upload**
- College/Course Preferences
- Review & Final Submit

Document Upload

Applicant Photo
WhatsApp Image 2023-06-16 at 12.00.246.png Browse

(Only JPG/JPEG/PNG and upto 50 KB file allowed)

Applicant Signature
WhatsApp Image 2023-06-16 at 12.00.248.png Browse

(Only JPG/JPEG/PNG and upto 20 KB file allowed)

Character Certificate
DELJFKDEL.pdf Browse

(Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)

Domicile Certificate
DELJFKDEL.pdf Browse

(Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)

Secondary (10th) Certificate
DELJFKDEL.pdf Browse

(Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)

Sr. Secondary (12th)/Diploma Certificate
DELJFKDEL.pdf Browse

(Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)

B Certificate
DELJFKDEL.pdf Browse

(Only JPG/JPEG/PNG/PDF and upto 300 KB file allowed)

Save & Next

Click here to upload Documents

Note: If the applicant has filled any of the categories in the “WEIGHTAGE” tab, then he/she shall have to upload a scanned copy of the original documents, as required.

Application form - College/Course Preference

Application Form Steps

- Personal Details
- Educational Details
- Weightage
- Document Upload
- College/Course Preferences**
- Review & Final Submit

College & Course Preferences

College District: Ambala | College: GC Naraingarh [Govt] | Bachelor of Arts (Govt)

Subjects Grouping, if any: Economics (CC/DSC), History (CC/DSC), Polit Add

List of Chosen Colleges & Courses

Sr No.	College	Course Name	Course Type	Subject	Preference No.	Reorder	Action
1	GCW Ambala City	Bachelor of Arts	Govt	Economics (CC/DSC), Mathematics (CC/DSC), Hindi (CC/DSC), English (Minor/VOC)	1	↑ ↓	🗑️
2	GC Saha	Bachelor of Arts	Govt	English (CC/DSC), Economics (CC/DSC), Geography (CC/DSC), Hindi (Minor/VOC)	2	↑ ↓	🗑️
3	GC Naraingarh	Bachelor of Arts	Govt	Economics (CC/DSC), History (CC/DSC), Political Science (CC/DSC), English (Minor/VOC)	3	↑ ↓	🗑️

Save & Next

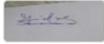
Click on “Add” to make more choices of Colleges & Course combination

Click here to select the College & Course

Note: Applicant can use “Reorder” option to set the College & Course Preference.

Application form - Review & Final Submit

Application Form Steps	
Personal Details	⊙
Educational Details	⊙
Weightage	⊙
Document Upload	⊙
College/Course Preferences	⊙
Review & Final Submit	⊙

Personal Details			
Name : Romi	Father Name : Father	Gender : Female	 
Mobile No. : 8872697444	Email Id : abc@gmail.com	Nationality : India	
Haryana Domicile : Yes	Identity Type : Parivar Pehchan Patra	Identity No. : 9HNX9109-MGOM2732	

Click here to Review & Final Submit

Basic Info			
Date of Birth : 11/04/1983	Mother Name : CHANCHLA DEVI	Marital Status : UnMarried	Religion : Hindu
Reservation Category : General	Caste Category : General	Name of Caste : General	Family Income : 700000
BPL Category : No	Blood Group : A+	Kashmiri Migrant : No	Belong to any minority : No
Aadhaar Number : 900787118838	State : CHANDIGARH	District : CHANDIGARH	Block / Town :
Ward / Village :	House / Flat No. : 25	Locality : Sector-21	Pin Code : 123554

10th or equivalent Qualification Details			
Class : 10th or Equivalent	Year of Passing : 2021	Roll No. : 123456	Board/University : Central Board of Secondary Education(CBSE)
Result Mode : CGPA	Max Marks : 10	Marks Obtained : 8	Marks (%) : 76.0000
Institute Name & Address : BPS			

12th or equivalent Qualification Details			
Class : 12th or Equivalent	Year of Passing : 2023	Roll No. : 124578	Board/University : Central Board of Secondary Education(CBSE)
Result Mode : Percentage	Stream : Arts	Institute Name & Address : BPS	
Result : Pass	GAP Year : 0		

Sr.No	Subjects	Max Marks	Marks Obtained
1	English	100	80
2	Physics	100	80
3	Chemistry	100	90
4	Biology	100	85
5	Math	100	90
	Total	500	425

Weightage Detail		
1	Recipient of National Talent Award from NCERT	No
2	NCC Cadets who possess the 'B' Certificate OR Holders of Bharat Scouts & Guide Certificate awarded by the President of India OR Holder of Sports Certificate	Yes

Documents Attached

Sr No.	Document Name	View Documents
1	Character Certificate	Click here
2	Domicile Certificate	Click here
3	Secondary (10th) Certificate	Click here
4	Sr. Secondary (12th)/Diploma Certificate	Click here
5	B Certificate	Click here

Choice of Colleges & Courses Preferences

Sr No.	College	Course Name	Course Type	Subjects	Preference No.
1	GCW Ambala City	Bachelor of Arts	Govt	Economics (CC/DSC), Mathematics (CC/DSC), Hindi (CC/DSC), English (Minor/VOC)	1
2	GC Saha	Bachelor of Arts	Govt	English (CC/DSC), Economics (CC/DSC), Geography (CC/DSC), Hindi (Minor/VOC)	2
3	GC Naraingarh	Bachelor of Arts	Govt	Economics (CC/DSC), History (CC/DSC), Political Science (CC/DSC), English (Minor/VOC)	3

Click on Declaration

Declaration

I hereby declare that I have filled up this online application after carefully reading the admission guidelines and fully understanding the provisions/ procedures mentioned therein. The particulars given by me in this application are true to the best of my knowledge and belief. I agree that my admission may automatically stand cancelled, in case it is found at any point of time in future that false information has been furnished in this application. I shall abide by instructions/guidelines issued by the Directorate of Higher Education Haryana regarding centralized online admission from time to time.

Click here to make Final Submission

Final Submit

Note: No changes can be made after Final Submission of the admission form.

Dashboard Change Password Registration No: 1041 (Romi) [Sign Out](#)

Activities	Current Status
Student Registration ⊙	Step 1 - Student Registration Completed
₹ Registration Fee Payment ⊙	Step 2 - Registration Fee Payment Completed
📄 Application Form ⊙	Step 3 - Application Form Completed

Note: All the uploaded documents shall be verified by the colleges at the time of admission.