



DEPARTMENT OF HIGHER EDUCATION, HARYANA

ONLINE ADMISSIONS

2019-20

User Manual

URL: <http://www.online.highereduhry.com>

OVERVIEW

The Department of Higher Education, Haryana is a unit of the Government of Haryana, India that caters to all the universities and affiliated colleges in the state of Haryana.

This document is a user manual for filling of the online application form for admission to Govt., Govt. Aided and Self Financed colleges in the state of Haryana. The audience for the document includes both, the students and the admins in the colleges. Assuming the audience is not technically savvy, the user manual is designed in an easy to use manner.

INTRODUCTION

HIGHER EDUCATION ONLINE ADMISSION is a web portal for 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 this portal.


SALIENT FEATURES

- Transparency to the admission process.
- Dashboard 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.

Image 1. LOGIN PAGE



Department of Higher Education, Haryana


Instructions

1. New users: Please click on "**New Registration**" button to register.
2. Already registered users : Please enter Registration Number and Password; click on "**Login**" and continue.
3. Forgot Password: Click on "**Forgot Password**" to generate new password.


1. नये यूजर (New User) : "New Registration" बटन पर क्लिक कीजिये और फॉर्म अनुसार अपने बारे में जरूरी सूचना भरिये।
2. यदि आप पहले ही पंजीकृत/registered हैं, तो अपना पंजीकरण नंबर और पासवर्ड दर्ज करें। "लॉग इन" बटन पर क्लिक करें।
3. यदि आप अपना पासवर्ड भूल गए हैं, तो "Forgot Password" बटन पर क्लिक कीजिये।

Sign In

Registration Number




Password



Enter the sum of given 2 numbers

11 + 3 =



Forgot password?

Stay signed in


Please note that website is compatible with IE 9, 10, 11
Latest Chrome, Latest Firefox, Latest Safari

[New Registration](#) [Login](#)

INSTRUCTIONS

1. When you open the Online Admissions URL, click on **New Registration** if you are a new user. You will be redirected to a NEW REGISTRATION PAGE (As shown in Image 2.).
2. If you are already registered user, login using username and password.
3. Fill Captcha as instructed.

Image 2: REGISTRATION PAGE

Department of Higher Education, HaryanaLOGIN

1 2 3 4

RegistrationOnline Admission FormChoice of CoursesFee Payment

✓ Step One - Online Registration form

EnglishHindi

INSTRUCTIONS FOR REGISTRATION FORM FILLING

1. Enter Candidate's Name as per your 10+2 mark sheet
2. Enter Date of Birth as per 10th mark sheet / birth certificate
3. **Fill your own mobile no to receive SMS alert**
4. Fill Email-id (preferably if available)
5. If your Father/ Mother/ Parents are deceased, please affix "Late" before the name.
6. Once you click on the Register button, Your REGISTRATION NUMBER will be displayed on your screen and the same will be sent on your registered mobile number.
7. Candidate can login using Registration Number and Password. Click on the 'Login' button given at the top most corner of the website.
8. **Territorial jurisdiction of the affiliating university may vary as per the notification of state government as and when notified**
9. **Please ensure that the course chosen for admission fulfills the required eligibility conditions of the affiliating university**

Note : Please fill all the details carefully. This will affect the merit list.
नोट: कृपया सभी विवरण ध्यान से भरें क्योंकि यह मेरिट लिस्ट को प्रभावित करेगा।

Candidate Details / उम्मीदवार का विवरण

बारहवीं बोर्ड रोल नंबर * (10+2 Board Roll No) <input type="text" value="Enter Roll Number"/>	बारहवीं बोर्ड * (10+2 Board) <input type="text" value="--Select Board--"/>	बारहवीं उत्तीर्ण होने का वर्ष * (Year of Passing 10+2 Exams) <input type="text" value="Select Passing Year"/>
अपेक्षक का पूरा नाम * (Candidate's Full Name) <input type="text" value="Enter Candidate's Full Name"/>	लिंग * (Gender) <input type="text" value="Please Select Gender"/>	
पिता का नाम * (Father's Name) <input type="text" value="Enter Father's Name"/>	माता का नाम * (Mother's Name) <input type="text" value="Enter Mother's Name"/>	
मोबाइल नंबर * (Mobile Number) + <input type="text" value="91"/> - <input type="text" value="Mobile Number"/>	ई - मेल आईडी (Email Id) <input type="text" value="Enter Email Id"/>	
जन्म तिथि * (Date of Birth) Day <input type="text" value="Select Day"/> Month <input type="text" value="Select Month"/> Year <input type="text" value="Select Year"/>	अवकाश श्रेणी * (Reservation Category) <input type="text" value="Please Select Category"/>	
पासवर्ड * (Password) <input type="text" value="Enter Password between 6 to 12 characters"/>	पासवर्ड फिर से लिखें * (Retype-Password) <input type="text" value="Retype-Password between 6 to 12 characters"/>	

राष्ट्रीयता *
(Nationality)
 Other Indian

Department will use Aadhaar Card Details for Scholarship benefits
आधार कार्ड नम्बर
(Aadhaar Card Number)

 (I am willing to share my Aadhaar Card Details.)

क्या आपके पास मतदाता आईडी कार्ड है? * (Do you have Voter ID Card?)	<input type="radio"/> ✓ <input checked="" type="radio"/> ✗
क्या आप कश्मीरी प्रवासी हैं? * (Are you a Kashmiri Migrant?)	<input type="radio"/> ✓ <input checked="" type="radio"/> ✗
क्या आप अल्पसंख्यक वर्ग से हैं? * (Do you belong to any minority?)	<input type="radio"/> ✓ <input checked="" type="radio"/> ✗
क्या आप हरियाणा के निवासी हैं? * (Are you a Resident/Domicile of Haryana?)	<input type="radio"/> ✓ <input checked="" type="radio"/> ✗

सम्प्रदाय दिए गये डब्बे में दोनो अंको का जोड़ लिखें। *
(Please add given 2 number and Enter Sum in the Box)

मेरे द्वारा वजीकरण के लिए दर्ज की गयी सभी सूचना मेरी जानकारी के अनुसार सही है। *
(All the information entered by me in the registration form is true to the best of my knowledge.)

Register Reset form

1. Enter all the details asked for in the above shown registration form.
2. * marked fields are mandatory.
3. For students from Bhiwani Board: Most of the details will be pre fetched.
4. Aadhaar Card Number: Enter valid 12 digit Aadhaar Card Number if you belong to Reserved category and want to apply for scholarship.
5. Category: A new category has been introduced within the general category: EWS(Economically weaker Section). Please choose Category carefully .
6. Type and retype the password. The password should be 6 to 12 characters/digits.
7. Click on the Tick or Cross checkbox if you are or you aren't a domicile of Haryana, respectively. This will affect scholarship.
8. Once you have completely filled the form, read the text towards the end of the page. It is mandatory to accept the terms and conditions to submit the form. Click on the checkbox to accept them.
9. Once the form is completed, Click on Register. A pop-up screen will appear (As shown in the next Image).

Image 2: REGISTRATION NUMBER

✓ Step One - Online Registration form - Completed

<p>आपने सफलतापूर्वक पंजीकरण कर लिया है। कृपया अपना पंजीकरण नंबर सुरक्षित रूप से ऑनलाइन आवेदन फार्म के लिए रखें। आपकी पंजीकरण संख्या है: R195037922870 आपके पंजीकृत मोबाइल नंबर पर पंजीकरण नंबर भेज दिया गया है।</p>	<p>You have registered successfully. Please retain your registration number for applying through online application form Your registration no. is: R195037922870 SMS notification has been sent on your registered mobile no for your future reference.</p>
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[Click here to Continue](#)

10. An SMS notification will be sent to your registered mobile number.
11. The applicant should note-down the registration No. generated after clicking on register button.
12. Memorize your registration number and password for future logins and references.
13. **Make sure to fill in the Gender and Category correctly in first attempt. It will not be editable afterwards.**
14. Click here to Continue. You will be redirected to the next step i.e. Apply Online.

APPLY ONLINE

Image 3: PERSONAL DETAILS

✓ Online Application Form (Personal Details)

Personal Details	Residential/Correspondence Address	General Details	Education Qualification	Declaration
अभ्येदक का पूरा नाम* (Candidate's Full Name) <input type="text" value="JAGRAJ"/>	पिता का नाम* (Father's Name) <input type="text" value="GURMESH SINGH"/>	जन्म तिथि* (Date of Birth) <input type="text" value="07/02/2001"/>	Upload Image* (Upload Image upto 200KB) <input type="button" value="Choose file"/> Image.png	Upload Signature* (Upload Image upto 200KB) <input type="button" value="Choose file"/> Signature.png
माता का नाम* (Mother's Name) <input type="text" value="WARINDER KAUR"/>	ई - मेल आईडी (Email Id) <input type="text" value="JAGRAJ@MAIL.COM"/>	मोबाइल नंबर* (Mobile Number) <input type="text" value=""/>	 वैवाहिक स्थिति* (Marital Status) <input type="button" value="Select Marital Status"/>	
लिंग* (Gender) <input type="button" value="Male"/>	अभ्येदक का नाम (Guardian's Name) <input type="text" value=""/>	अभ्येदक मोबाइल नंबर (Parent/Guardian's Mobile Number) <input type="text" value=""/>		
आधार कार्ड नंबर (Aadhaar Number) <input type="text" value="XXXXXXXX7843"/>	पिता का व्यवसाय* (Father's Occupation) <input type="button" value="Select Occupation"/>	अभ्येदक ईमेल आईडी (Parent/Guardian's Email ID) <input type="text" value=""/>	परिवार की वार्षिक आय (प्रमाण पत्र के अनुसार) (₹। में)* Annual Family Income (As per Certificate) (In Rs.) ?? <input type="text" value="Eg. for 2.5 Lakhs Enter 250000"/>	
माँ का व्यवसाय* (Mother's Occupation) <input type="button" value="Select Occupation"/>	रक्त समूह* (Blood Group) <input type="button" value="Select Blood Group"/>	धर्म* (Religion) <input type="button" value="Select Religion"/>		

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

Image 4: RESIDENTIAL/CORRESPONDENCE ADDRESS

✓ Online Application Form (Residential/Correspondence Address)

Personal Details	Residential/Correspondence Address	General Details	Education Qualification	Declaration
घर का पता : * (Street Address-1) House No 39,Panchkula	घर का पता : (Street Address-2) Sector 23 A		पिन कोड : * (Pincode) 160023	
देश * (Country) INDIA	राज्य * (State) HARYANA		जिला * (District) PANCHKULA	
तहसील * (Tehsil) PANCHKULA	शहर/कस्बा/गाँव * (City/Town/Village) ALIPUR			
क्या आपका पलराबार और आवसीय पता एक ही है? * (Is Correspondence as per residential address?)	<input checked="" type="radio"/> Yes <input type="radio"/> No			
Correspondence Address :				
घर का पता : * (Street Address-1) House No 39,Panchkula	घर का पता : (Street Address-2) Sector 23 A		पिन कोड : * (Pincode) 160023	
देश * (Country) INDIA	राज्य * (State) HARYANA		जिला * (District) PANCHKULA	
तहसील * (Tehsil) PANCHKULA	शहर/कस्बा/गाँव * (City/Town/Village) ALIPUR			

Previous Preview

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.

Image 5: GENERAL DETAILS

✓ Online Application Form (General Details)

Personal Details	Residential/Correspondence Address	General Details	Education Qualification	Declaration
राष्ट्रीयता के प्रकार* (Nationality Type) Indian	आरक्षण श्रेणी* (Reservation Category) General	जाति श्रेणी* (Caste Category) GENERAL		
जाति* (Caste) Select Caste	बीपीएल कार्ड नंबर (BPL Card Number)	परिवहन के साधन (Mode of Transport) Select Transport Mode		
वर्ष के अंतराल (यदि कोई) (Gap Year (If any))	छात्रावास की आवश्यकता है ? (Do you Need a Hostel?) No			
आईएफएससी कोड द्वारा बैंक खोजें (Search Bank by IFSC Code) Search				
बैंक* (Bank) HDFC Bank Ltd	बैंक राज्य* (Bank State) HARYANA	बैंक शाखा (आईएफएससी कोड)* (Bank Branch (IFSC CODE)) INDUSTRIAL AREA - CHANDIGARH, (HDFC0000873)		
बैंक खाता संख्या* (Bank Account Number) 0986273242343345				

Previous Preview

1. All fields marked with * sign in red are mandatory.
2. Choose your 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.

Image 6: EDUCATIONAL QUALIFICATION

✓ Online Application Form (Educational Qualification)

Personal Details
Residential/Correspondence Address
General Details
Education Qualification
Declaration

Note: Please ensure that the course chosen for admission fulfills the required eligibility conditions of the affiliating University
 (आवेदकर्ता ध्यान रखें के दाखिले के लिए चुने गए कोर्स अफिलिएटिंग यूनिवर्सिटी के पालरला कराइटेरिया को पूरा करते है |)

आप किस योग्यता के लिए आवेदन कर रहे हैं? *
 (For which qualification are you applying for?) UG

Educational Qualification अंक तालिका के अनुसार अपने अंक दर्ज करें. : *
 (Applicants should fill in the total marks of best five subjects scored in the 10th and 10+2 qualifying exam) (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 *
Select Qualific		Select University/Board	Enter Scho	Enter roll	Pass	Passing Y		obtainec	Max Mai	Subjects	Percent
Select Qualific		Andhra Pradesh Board	Enter Scho	124764	Pass	2017		obtainec	Max Mai	Subjects	Percent
Select Qualific	<input checked="" type="checkbox"/>	Select University/Board	Enter Scho	Enter roll		Passing Y		obtainec	Max Mai	Subjects	Percent

👤 Best of Five Subject Marks:

Mandatory Optional

Sr No.	Subject *	Marks Obtained *	Maximum Marks *
1	select Subject	obtained Marks	Max Marks Marks
2	select Subject	obtained Marks	Max Marks Marks
3	select Subject	obtained Marks	Max Marks Marks
4	select Subject	obtained Marks	Max Marks Marks
5	select Subject	obtained Marks	Max Marks Marks
6	select Subject	obtained Marks	Max Marks Marks

1. This page requires the Educational Qualification details of the candidate to calculate Best of Five subject marks.
2. Fields marked with * are mandatory.
3. Select the course type you want to apply from the drop down.
4. Enter your Class 10 details first.
5. For Class 12, Roll Number , Board and Passing year will be auto fetched from your Registration Number. In case you want to change it, please call helpdesk.
6. Enter Exam Passed, School name and Result status for class 12.
7. Go to " Best of Five" grid and enter subject details (i.e Subject Name along with Marks obtained in that particular subject) of qualifying exam to calculate best of five subject

marks. Percentage will be calculated automatically.

8. You can enter marks for any five subjects.
9. Students from Bhiwani Board do not need to enter marks. Their marks will be pre fetched and their percentage will be calculated automatically.
10. In case of grading system, select the CGPA checkbox; enter your grades; the system will automatically calculate the percentage.
11. If you have any additional degrees/ diplomas, please use the third row in the Educational Qualification grid and check the box in optional column.

Image 7: WEIGHTAGE

The following questions are very important. Kindly fill carefully.
निम्नलिखित प्रश्न बहुत महत्वपूर्ण हैं। कृपया सावधानी से भरें।



Recipients of National Talent Award from the NCERT*

(5 Marks)



a) N.C.C Cadets who possess the 'B' Certificate

OR



b) Holders of Bharat Scouts & Guides Certificate awarded by the President of India (for admission to under graduate courses only).

OR

C) Sports Weightage for Admission to the UG Courses Including Law 3-year.*

(5 Marks)



Have You Passed your 10+2 from a Rural Area of Haryana?*

(5 Marks)

- 1. The above are the weightage questions. For each weightage, 5 percent marks shall be given which shall be added to the applicants' total percentage and thus, a merit list will be prepared.**
2. The weightage marks are given based on extra-curriculars performed or participated in by the students.
3. You can avail a maximum of 10 percent for weightage.
4. Students from 10+2 commerce will automatically get 5 % weightage added to their marks.
5. The applicant must have all the valid proofs and certificates to support their claims.
6. All students from Board of School Education, Haryana who have **not** applied for EWS/ NCC/ NSS or Sports weightage do not have to go to the college for verification of documents.
7. All other students , with or without weightage , have to get their documents verified from any college in which they have applied for admission from 21 June to 28 June 2019.
8. Click on Next to proceed.

Image 8: DECLARATION

Terms And Conditions

DECLARATION AND PLEDGE

1. I solemnly declare that the information detailed by me in the Admission Form is correct to the best of my knowledge and belief and nothing has been concealed therein. I also do undertake to abide by all the rules, regulation and instruction of the college and also of University. I am taking admission in the college provisionally at my own risk and responsibility subject to the confirmation of my admission by the college/University. If, at any stage, I am declared ineligible and my admission is cancelled by the university abinitio, I will abide by the orders of the University and forgo every right to claim for it.
मैं घोषणा करता हूँ कि प्रवेश पत्र में मेरे द्वारा दी गई जानकारी मेरे ज्ञान और विश्वास के सर्वोत्तम है और इसमें कुछ भी छुपा नहीं गया है। मैं कॉलेज और विश्वविद्यालय के सभी नियमों, विनियमन और निर्देशों का पालन करने के लिए भी कार्य करता हूँ। कॉलेज / विश्वविद्यालय द्वारा मेरे प्रवेश की पुष्टि के अर्धन में अपने जॉखिन और जिम्मेवारी पर अस्थायी रूप से कॉलेज में प्रवेश से रहा हूँ। यदि, किसी भी स्तर पर, मुझे अपात्र घोषित किया गया है और मेरा प्रवेश विश्वविद्यालय के अधिकारियों द्वारा रद्द कर दिया गया है, तो मैं विश्वविद्यालय के आदेशों का पालन करता हूँ और इसके लिए दायता करने के हर अधिकार से गुरजराता हूँ।

2. I certify that I have not been disqualified by any Board/University for misconduct or for using unfair means or any other reasons.
मैं प्रमाणित करता हूँ कि मुझे किसी भी बोर्ड / विश्वविद्यालय द्वारा दुर्व्यवहार के लिए या अनुचित साधनों या किसी अन्य कारणों का उपयोग करने के लिए अयोग्य घोषित नहीं किया गया है।

3. I declare that no criminal case is pending/looming against me.
मैं घोषणा करता हूँ कि मेरे खिलाफ कोई आपराधिक मामला लंबित / आवास नहीं है।

4. I will seek for subject change as per university guideline. However if any subject is discontinued due to deficient strength as per prescribed norms given in the prospectus, I undertake to opt my subject out of the remaining subjects.
मैं विश्वविद्यालय विधानसभ के अनुसार विषय परिवर्तन की तलाश करूंगा। हालांकि यदि प्रोस्पेक्टस में दिए गए निर्धारित मानदंडों के अनुसार कम शक्ति के कारण कोई विषय बंद कर दिया गया है, तो मैं शेष विषयों से अपना विषय चुनने का प्रयास करता हूँ।

5. In case any candidate is found to have supplied false information, certificate, document etc. or is found to have withheld or concealed some information in his/her Admission Application Form he/she be liable to be debarred from admission to the course, if a candidate is admitted on the basis of the information submitted by him/her, which is found to be incorrect or false at a later stage, his/her admission will be cancelled and all fees and other dues paid by him/her shall be forfeited. The university/Department/institute may also take further action, as deem fit, against the candidate.
यदि किसी भी उम्मीदवार को झूठी सूचना, प्रमाण पत्र, दस्तावेज इत्यादि की आपूर्ति की जाती है या उसके प्रवेश आवेदन में कुछ जानकारी अयोचित या छिपी हुई है यदि किसी उम्मीदवार को उसके द्वारा सशर्त की गई जानकारी के आधार पर भर्ती कराया जाता है, तो उसे फॉर्म में प्रवेश से वंचित कर दिया जा सकता है, जो गलत है या बाद के चरण में झूठा, उसका प्रवेश रद्द कर दिया जाएगा और उसके द्वारा भ्रूतान की जाने वाली सभी फीस और अन्य बकाया राशि जख्त की जाएगी। विश्वविद्यालय / विभाग / संस्थान भी ले सकता है उम्मीदवार के खिलाफ, उचित कार्य के रूप में अग्रे की कार्यवाई।

UNDERTAKING (Anti- Ragging)

1. I have read the relevant instructions/regulations against ragging as well as punishment. If found guilty, I will be responsible for the punishment/ procedure against me.
मैंने रैगिंग के साथ-साथ दंड के खिलाफ प्रासंगिक निर्देश / विनियम पढ़े हैं। अगर मैं दोषी पाया जाता हूँ, तो मैं अपने खिलाफ दंड / प्रक्रिया के लिए जिम्मेदार होगा।

2. I undertake that merely uploading the application form/ Applying online for admission doesnot confirm the admission in the college. It is the procedure adopted for online admission and the admission will be confirmed after verification of all the details, documents etc. by the college authorities.
मैं यह स्वीकार करता हूँ कि प्रवेश के लिए ऑनलाइन आवेदन पत्र / आवेदन ऑनलाइन अपलोड करना कॉलेज में प्रवेश की पुष्टि नहीं करता है। यह ऑनलाइन प्रवेश के लिए अपनाई गई प्रक्रिया है और कॉलेज अधिकारियों द्वारा सभी विवरणों, दस्तावेजों आदि के सत्यापन के बाद प्रवेश की पुष्टि की जाएगी।

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.
यदि आवेदक को भर्ती कराया गया है, तो मैं आवेदक के अभिभावक / अभिभावक, सरकार और इस कॉलेज को क्षतिपूर्ति करने के लिए कॉलेज की फीस और अन्य सभी बकाया राशि के उत्तरदायित्वों और अन्य सभी बकाया राशि की जिम्मेदारियों को सहन करने के लिए सहमत हूँ, जिसमें सभी के संबंध में आवेदक देरी या खप के परिणामस्वरूप कोई भी भ्रूतान करने में विफलता या बाद के चरण में गलत साबित होने वाले विवरणों के परिणामस्वरूप।

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.
मैं अपने वार्ड के अच्छे आचरण के लिए जिम्मेदार हूँ और यह भी स्वीकार करता हूँ कि मेरा वार्ड किसी भी गतिविधि में हिस्सा नहीं लेगा जो कॉलेज के हित में नहीं होगा।

3. I am aware of the conditions for appearing in the university examination that my ward has to complete as per the University norms.
मुझे विश्वविद्यालय परीक्षा में शामिल होने की शर्तों के बारे में पता है कि मेरे वार्ड को विश्वविद्यालय मानदंडों के अनुसार पूरा करना है।

I agree I मैं प्रमाणित करता / करती हूँ

1. Read the Terms and Conditions carefully and click on the check box.
2. It is mandatory to accept the Terms and Conditions to submit the form.
3. Click on Next after accepting the Terms and Conditions.

7. CHOICE OF COURSES

Image 9: CHOICE OF COURSES

✓ Online Application form (Choice of Courses)

English Hindi

INSTRUCTIONS TO FILL CHOICE OF COURSES

1. You can choose a maximum of five colleges.
2. You can choose a maximum of five courses in each college.
3. A pop up will appear with all subject combinations for that course. Only the options selected by you will appear in the preference grid
4. Please select the maximum number of combinations for confirmation of your admission otherwise your claim of admission towards that course will be restricted as per your selected subject combination.
5. Once you have selected all the colleges and courses, you will be able to sort your college/course/combinations in the preference grids by dragging and dropping method.
6. You can change preferences as many times as you like till the 28th of June.
7. If you want to delete a choice of college/course ,press X for the college/course in the preference grid. It will be deleted from your list.
8. You cannot delete the college for which payment has been done
9. If you have already selected five courses in a college and you want to change a course, you will have to delete an existing course and add a new course.
10. The merit list will be made based on your selection in the preference grid.
11. Application Fees
 - Male All Category and SC (Non Haryana Domicile) is Rs.150/- per college
 - Male SC Category(Haryana Domicile) is Rs. 75/-
 - Haryana Domicile and SC Applicant to upload Documents.
 - Female Applicant does not have to pay fees.
12. You will have the option to add any college (upto five) at a later stage (within the timeframe of application) and pay for that college application.

College/Course preference grid :

Please [click here](#) to view course wise college fee

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

1. Eligibility criteria will be auto checked by the system. Students will receive only those courses for which they are eligible as per their 10+2 subjects

2. Select the district, college and the course from the drop down and click "Add to List".

3. A pop up will open. You can now select combinations within that course. All the combinations within that course will be automatically ticked for you. Please uncheck the boxes for combinations that you do not want to study.

4. You should choose the maximum number of combinations to ensure your seat in that particular course/ college.

5. Press " Add". the pop up closes and the " course and subject combinations will be added to your list.

6. A preference grid will be generated with your choice of college and course. You can shuffle your preferences.

7. Use  to delete college/ course.

8. Use  to edit combinations in a course.

9. Use  to view subject combinations.

10. You can use drag and drop to change your preference of college/ course and you

can also drag and drop combinations within the course

11. You can also add (upto 5) or delete a course within a college. you can choose up to five colleges and up to five courses in each college. You can choose a minimum of one and up to as many combinations as you want.

Image 10: CHOICE OF COLLEGE/ COURSE/ SUBJECT COMBINATION

College/Course preference grid :

Please [click here](#) to view course wise college fee

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

Preference Grid










1	GOVT. COLLEGE, NARAINGARH (AMBALA) :- B.Com-I	  
2	GOVT. POSTGRADUATE COLLEGE,AMBALA CANTT. (AMBALA) :- B.Sc. (Non-Medical)-I	  

Image 10: DOCUMENT UPLOAD

Admission Documents

NOTE:

- All students from Board of School Education, Haryana who have not applied for EWS/ NTSE/ NCC/ NSS or Sports weightage do not have to go to the college for verification of documents.
- All other students, with or without weightage, have to get their documents verified from any college in which they have applied for admission between 21 June 2019 and 29 June 2019 12:00 PM. You will be eligible for Merit List only after document verification.
- बोर्ड ऑफ स्कूल एजुकेशन, हरियाणा के सभी students जिन्होंने ईडब्ल्यूएस / एनटीएसई / एनसीसी / एनएसएस या स्पोर्ट्स वेटेज के लिए आवेदन नहीं किया है, उन्हें दस्तावेजों के सत्यापन के लिए कॉलेज नहीं जाना है।
- अन्य सभी students को, बिना वेटेज के, अपने दस्तावेजों को किसी भी कॉलेज से सत्यापित करवाना होगा, जिसमें उन्होंने 21 जून 2019 और 29 जून 2019 12:00 बजे के बीच एप्लाइड के लिए आवेदन किया है। आप दस्तावेज सत्यापन के बाद ही मेरिट सूची के लिए योग्य होंगे।

10+2 DMC*	EWS Certificate*	Matric Certificate*
<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Browse..."/> No file selected.
		

You will have to upload documents as required. Please keep required documents with you.

Image 11: REGISTRATION FEE

Total Fee: ₹ 150

Select Payment Option :

Netbanking/ credit/ debit card



Netbanking/ credit/ debit card



Unpaid

Govt. Postgraduate College, Ambala Cantt. **1** Fee: ₹ 150

	Sr No	Course	Course Section	Action
	1	BA.	BA I	✖

Total Fee: ₹ 150 [Pay Now](#)

1. Application Fees

- a. Male All Category and SC (Non Haryana Domicile) is Rs.150/- per college
- b. Male SC Category(Haryana Domicile) is Rs. 75/-.
- c. Haryana Domicile and SC Applicant to upload Documents.
- d. Female Applicant does not have to pay fees.

2. You can pay the fee through available Online Payment option (Debit / Credit Cards / Internet Banking).

3. 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 during document verification (if applicable) and after admission (first day of college)

4. You will not be able to delete college after paying fee. However you can change preferences within the college till 28th June 2019.

5. If you have chosen less than five colleges and want to add more later, you can add and pay the fee separately for additional colleges.

NOTE: You can login to 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. Please feel free to contact us with any question.