From

Director General Higher Education, Haryana,
Shiksha Sadan, Sector-5, Panchkula.

To

The Principals,

1. All the Govt. Colleges in the State of Haryana.
2. All the Aided Colleges in the State of Haryana.
3. All the Self Financing Degree Colleges in the State of Haryana.

Memo No DHE-010019/6/2020-Coordination-DHE
Dated Panchkula, the 06.09.2020

Sub: Clarifications regarding Online Admissions.

Kindly refer to the subject cited above.

I have been directed to issue some clarification regarding Online Admission for the academic session 2020-21 which are as follows:

- No tuition fees will be taken from SC students in Government Colleges as per previous year.
- No tuition fees will be taken from Girl students in Government, Aided and Self Financing colleges as per previous years.
- SC students whose family income is less than 2.5 lacs per annum shall be exempted from paying fees and funds in aided and self financing colleges.
- Aided and SF Colleges will have the option of payment of fees semester wise in two installments.
- Compendium of Instructions is attached herewith which has the process flow of the whole system.
• Earlier we authorized government colleges for verification of forms. On the request of aided colleges, forms will also be sent to aided colleges too for verification at random.

• The State Government while giving permission to sanction new courses sanctioned B.Sc (Computer Science), B.Sc (Electronics), B.Sc (Bio-Technology) etc. in the previous years. Whereas Computer Science, Electronics and Bio Technology are optional subjects like History or Political Science, these should not be treated as a Course. In this connection, the following clarification is issued keeping in view the instructions/notifications issued by the State Universities from time to time (in the matter of grouping of subjects in B.A and B.Sc streams/courses):

1. If the College has been sanctioned B.Sc (Computer Science) course and the affiliating University w.r.t that College does not issue DMC/Degree with the same Convention/Nomenclature as B.Sc (Computer Science), then the same be read as "Computer Science as one of the elective subjects in B.Sc (Non-Medical) stream" and the allotted seats be counted towards respective subject combination of Computer Science under B.Sc (Non-Medical) stream.

2. Subsequently, in such case, reservation policy during admissions will now apply on total number of seats in B.Sc (Non-Medical) stream on the same pattern as followed in B.A course. For Example: According to the previous scenario, if sanctioned seats in B.Sc (Non-Medical) and B.Sc (Computer Science) are 80 and 40 respectively, then now onwards, total number of seats in B.Sc (Non-Medical) stream will be counted as 120 with relevant subject combinations having exactly 80 and 40 seats respectively. The reservation policy will now apply on 120 seats.

3. If the College has been sanctioned B.Sc (Computer Science) course and the affiliating University w.r.t that College also issues DMC/Degree with same Convention/Nomenclature i.e. B.Sc (Computer Science), then the same will
be treated as separate course and the reservation policy during admissions will apply on the respective course i.e. B.Sc (Computer Science).

4. The same scenario as mentioned above will apply to all the elective subjects allowed by the State Universities under B.Sc (Non-Medical) and B.Sc(Medical) streams/courses i.e. elective subjects like Electronics, Bio-Technology etc.

Encl :

1. Verification Module for User Manual (Annexure ‘A’)
2. Online Centralised Admission Process (Annexure ‘B’)

Deputy Director Coordination for Director General Higher Education, Haryana, Panchkula

Endst No. : Even

Dated Panchkula the 06.09.2020

A copy of the above is forwarded to the Registrars of all the State Universities of Haryana and Sh. Ramesh Gupta, ASIO, NIC for information and necessary action.

Deputy Director Coordination for Director General Higher Education, Haryana, Panchkula
1. Visit the website at dheadmissions.nic.in and click the “Official Login” on the top right corner of the web page, as shown in the FIGURE1.

3. Enter the username and password to login.

FIGURE3

4. A web page with four tabs shall appear, with various options, as shown in FIGURE3. Click on the option “Student Verification”, given under “Verification Management”.

FIGURE4
5. A dashboard, on the left margin of the page (FIGURE4), with four tabs shall appear on the next webpage, namely “To be Verified”, “Objection Removed by Student”, “Objection Raised”, and “Verified Candidates”.

6. Click on the “+” sign on the tab “To be Verified”, to check the list of the candidates with pending document verification.

   FIGURE5

7. A list of candidates shall appear, as shown in FIGURE5, in the dashboard, itself. Click the arrow given in front of the Candidate’s name, to open his/her documents.

   FIGURE6
8. (FIGURE6) A set of documents shall appear on the web page, categorized under various tabs.

9. Click the “+” option, in the front of any tab, to open concerned documents.

10. A number of documents shall appear on the page, from the category that has been opened.

FIGURE7
11. If the documents have already been verified by the “System Verified Data”, then the College does not need to verify those documents (FIGURE 7). But, if System Verified Data is not given in the particular document, then the College shall have to verify them before confirming.

12. In the category “Educational Details”, the College needs to verify, if the candidate has completed his/ her 12th from a Government School in Rural Area. For this purpose, the College verifiers can click on “View List of Govt. Schools in Rural Area”, to generate the list (FIGURE 8).

13. If the College Verifiers, find all the documentation up-to-date and consistent with the data filled by the candidates, then click on the “Click to Verify” tab, as shown in FIGURE 8. A “V” sign shall appear in front of the category, as shown in FIGURE 6.

14. If the College Verifiers find any discrepancy in the given documents, then they shall have to give their remarks in the box in front of “Verifier Remarks” and click on the tab “Click to Raise Objection”, as shown in FIGURE 8.
15. An “O” sign shall appear in front of the category, as shown in FIGURE9.

**FIGURE10**

16. The tab for “Final Submit” shall appear, once the College Verifer seeped through all the categories and has either verified or raised objections on any of them, as shown in FIGURE10.

17. Click on the “Final Submit” tab.
Note: An SMS and an E-mail shall be sent, automatically to the candidate for uploading correct documents, only after the Verifier clicks on the “Final Submit”, if any discrepancy is found.

FIGURE11

18. The candidates with discrepancy in their documents, shall appear in the “Objection Raised” tab of the dashboard. (FIGURE11)

FIGURE12
19. After the concerned document(s) is re-uploaded by the candidate, his/her name shall appear in the “Objection Removed by Student” tab on the dashboard (FIGURE12)

20. The names of the candidates, whose documentation is fully verified shall appear in the “Verified Candidates” tab on the dashboard. (FIGURE13)

21. The College Verifier can toggle between any of the tabs at any given time.
Online Centralised Admission Process

The link for the website directly opens the Online Admission Portal for the Department of Higher Education, Haryana. Click on dheadmissions.nic.in to open the portal for registration and/or log in page to the admission form. The online portal shall direct the applicant to an integrated admission form, available to all who want to apply in any College/University of Haryana.

Procedure:

1. Click on the “New Registration” tab for a new registration, if you are a new user, as shown in FIGURE-1.
2. A web page containing the Online Registration Form will open, with "Candidate Details" on top, with a series of information required for the registration process of the admission, shown in FIGURE-2.

NOTE: The details of applicants shall be autofilled, who have completed their class 12th from CBSE and Haryana Board of Education. Others shall have to manually fill their details.

The applicants can register in either Hindi or English.

3. Fill all fields with the correct details. The fields marked (*) are mandatory.
NOTE: The mobile number shall be unique for every registration, which means that same mobile number cannot be used for registration for more than one admission form. The mobile number used for registration of one applicant shall remain exclusive to his/her admission form, only.

4. Fill all the details in the given web page, and then click on “REGISTER”.

5. A pop-up dialogue box will appear on the web page to confirm that the applicant has registered successfully and shall contain the registration ID and password of the applicant. The registration ID shall be sent to the registered mobile number via an SMS also.
   (Note the registration ID and password for future communication.)

   FIGURE-3

6. Click on the “applicant Login” tab to fill the complete admission form, as shown in FIGURE-3.

   FIGURE-4
7. Login with the Registration ID as username, the password, and then the given captcha, as shown in FIGURE-4.
8. A dashboard with 7 tabs will appear on the web page after logging in, as shown in FIGURE-5.

9. Click on “PERSONAL DETAILS” to fill the same.

10. The details filled in the registration form will be pre-filled in the personal details section, and can be changed, if required*.

* Any information or details can be changed before the final submission at any point of time, if necessary.

11. After filling all the fields correctly the applicant shall click on the “Save” tab.

FIGURE-6
12. The tab for “EDUCATIONAL QUALIFICATIONS” will open directly, as shown in FIGURE-6.

13. The applicant shall fill their stream, that they selected in class 12.

14. He/She shall, then fill his/her results of class 10 and class 12.

**NOTE:** If the applicant received grades in class 10, then he/she will fill his/her CGPA, instead of marks and percentage.
15. The details shall be autofilled for the applicants who have pursued their class 12 from CBSE or Haryana Board of Education. In any other case, the students shall have to fill their details in the form.

16. The applicants who pursued Diploma, instead of class 12 can choose “12th or equivalent” in the drop down menu after class 10 details and fill the details, accordingly.

17. Click on “SAVE AND NEXT”, to get directed to the next tab, i.e. “WEIGHTAGE DETAILS” (FIGURE-7)

18. This tab is important for the procedure of admission, as the fields will affect the weightage in the merit list.

19. The applicant can click on “YES” or “NO”, according to the options mentioned in the form, (See “Weightage” in the Joint Prospectus for further details).

20. Fill in the “Reservation Category”, “Caste Category” and “Caste” and the next series of questions.
21. He/she shall have to produce supporting documents if they apply for weightage/reservation under any given category.

**NOTE:** The maximum weightage given to the applicants is 10%.

22. Click on “SAVE”.

![FIGURE-8](image.png)

23. The tab for “DOCUMENT UPLOAD” shall open, as shown in **FIGURE-8**. The applicant shall have to upload all the required documents in this tab.

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

24. Follow the instructions mentioned in the web page, as shown in **FIGURE-8**, and upload scanned copies of the required documents, including the scanned copy of your original photograph and signature.
25. Click on “Save and Next” after uploading all the documents.

26. The next tab that opens will be “CHOICE OF COURSES”, as shown in FIGURE-9, in which the applicants can select the college of their preference and the best suited subject combinations for them.

27. Select the ‘District’, ‘College’, ‘College Course’ AND ‘Course Section’ (main subject). Finally select the subject combination provided by the college.

28. The applicant can click the tab “Add To List”, to add to the list of your choice of colleges and courses.

NOTE: The applicants can apply in 5 Colleges, simultaneously and upto 5 different courses. There is no limit in choosing subject combinations (important for merit list).
29. The tab “LOCK PREFERENCES” shall appear, as shown in FIGURE-10.

30. Here, the applicants can arrange all the courses they opted for in the order of their preferences.

31. After arranging in the order of their choice, click on “Save and Next”.

FIGURE-11
Personal Information

Candidate Name: VAISHNAV
Date of Birth: 15/07/2004
Gender: Female
Blood Group: A+
Marital Status: Unmarried
Aadhaar No.: 3000000S400
Mother's Name: KALPANA
Father's Name: AJIT SINGH
Mobile No.: 9898888888
Mother Occupation: Agricultural labour
Father Occupation: Farmer
Permanent Address: Test, Karnal, KARNAL, HARYANA, 134011
Correspondence Address: Test, Karnal, KARNAL, HARYANA, 134011
Telephone No.: ...

Education Qualification

Stream: Commerce

<table>
<thead>
<tr>
<th>Exam Passed</th>
<th>Univ /Board</th>
<th>School /College</th>
<th>Roll no</th>
<th>Result Status</th>
<th>Passing Year</th>
<th>Marks Obt/ CGPA</th>
<th>Max. Marks</th>
<th>Subjects</th>
<th>%age</th>
</tr>
</thead>
<tbody>
<tr>
<td>10th</td>
<td>Haryana Board of School Education</td>
<td>tfr</td>
<td>123</td>
<td>Pass</td>
<td>2016</td>
<td>347</td>
<td>500</td>
<td>ALL</td>
<td>69.4</td>
</tr>
<tr>
<td>12th</td>
<td>Haryana Board of School Education</td>
<td>GOVT SR SEC SCHODI AKHYA</td>
<td>30201003</td>
<td>COMPARTMENT</td>
<td>3020</td>
<td>458</td>
<td>500</td>
<td>ALL</td>
<td>91.6</td>
</tr>
</tbody>
</table>

Subject Wise Marks Detail of 12th

<table>
<thead>
<tr>
<th>Subject Name</th>
<th>Marks Obtained</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTANCY</td>
<td>96</td>
<td>100</td>
</tr>
<tr>
<td>HINDI COREI</td>
<td>93</td>
<td>100</td>
</tr>
<tr>
<td>BUSINESS STUDIES</td>
<td>63</td>
<td>100</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>63</td>
<td>100</td>
</tr>
<tr>
<td>ENGLISH COREI</td>
<td>94</td>
<td>100</td>
</tr>
</tbody>
</table>

Weightage Detail

1. Recipients of National Talent Award from the NCERT
   No

2. N.G.C Cadets who possess the 'B' Certificate
   OR
   Holders of Bharat Scouts & Guides Certificate awarded by the President of India for admission to undergraduate course only
   OR
   Sports Weightage for Admission to the UG Courses including Law-3 year
   No

3. Have You Passed your 10+2 from a Rural Area of Haryana
   No

Reservation Detail

Reservation Category: General
Caste Category: General
Caste: General
32. The last tab “DECLARATION” shall include all the details filled in by the applicant, as shown in the FIGURE-11.

33. A declaration, at the end of the web page shall be present. Check the box on the left margin, before the declaration to complete the last step of filling the admission form.

34. Click on “CONFIRM AND SUBMIT”, for the final submission of the form.

NOTE:
- No changes can be made after Final Submission of the admission form.
- The admission fee has been waived off for the session 2020-21, but the tuition fee shall be charged during admission.
- All the uploaded documents shall be verified by the colleges at the time of admission.