User Manual

for Verification of Student Admission Form by the College

1. Verifier Login:

Figure -1

1.Visit the website at admissions.highereduhry.ac.in and click the "**College/Verifier Login**" on the top right corner of the web page, as shown in the FIGURE1.

2. A login window shall appear (Figure-2)
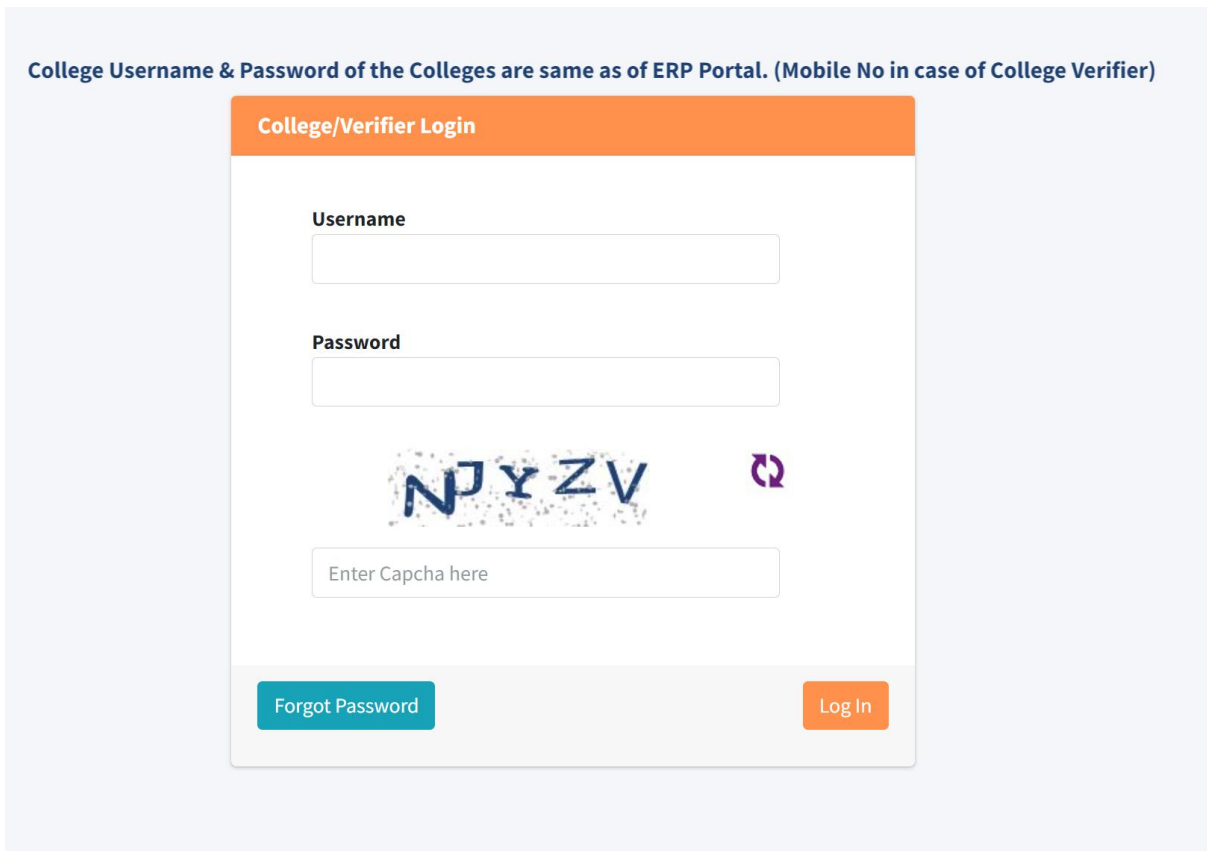

Figure-2

3. Enter the username and password to login.

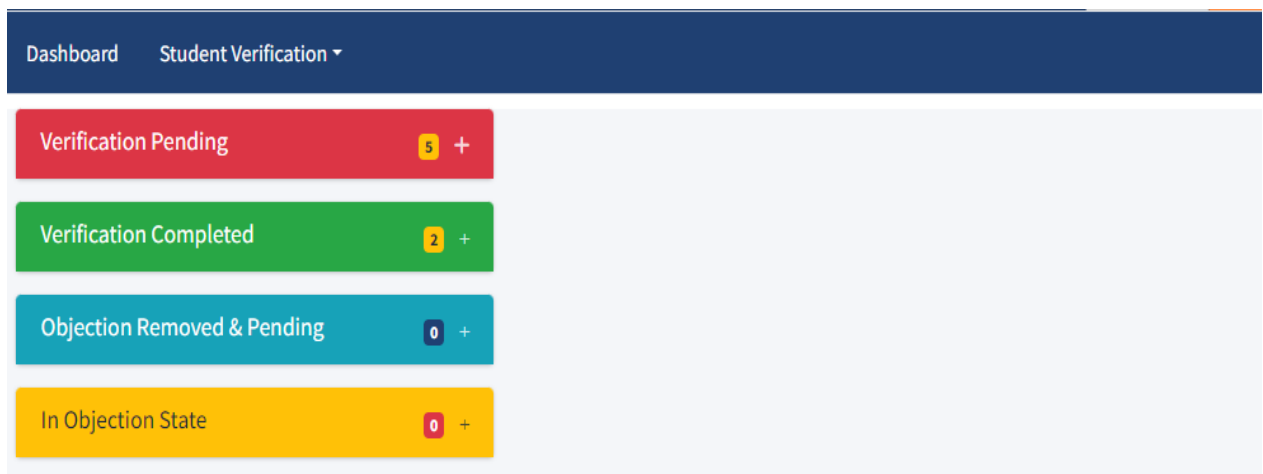4. After Login Click on **Student Verification** from Menu.

Figure-4

5. A dashboard, on the left panel of the page (FIGURE4), with four tabs will:

    a. "Verification Pending",

    b. "Verification Completed",

    c. "Objection Removed & Pending", and

    d. "In Objection State".

2. Verification Pending tab:

Click on the "+" sign on the tab **"Verification Pending"**, to check the list of the candidates with pending document verification.

a. **Personal Details:** Click the arrow given in front of the Candidate's name, to open his/her Personal information and documents. Click on the link (highlighted in Blue colour) to view the document.

Dashboard	Student Verification ▾		Welcome - GO

Verification Pending `5` **—**

Enter Registration Id or Applicant Name	Search

1	ANUSHKA PANCHAL (136148) - Bachelor of Commerce	➜
2	HEMA RANI (106661) - Bachelor of Commerce	➜

Verification Completed `2` **+**

Objection Removed & Pending `0` **+**

Personal Details (Registration Id : 136148)

Name : ANUSHKA PANCHAL   **Father Name :** SATISH KUMAR   **Gender :** Female

Mobile No. : 9034383875   **Email Id :** deepakburia1999@gmail.com   **Nationality :** India

Haryana Resident Certificate : Yes   **Parivar Pehchan Patra:** 2EJM7084-YZIV8395   **Date of Birth :** 04/09/2006

Reservation Category : Backward Class   **Caste Category :** Backward Class-A   **Name of Caste :** Panchal-Brahman

Family Income : 100000   **12th or Equivalent from Haryana:** Yes

◯ Verified   ◯ Objection

Type Remarks ...

b. **12th or equivalent Qualification Details:** In 12th Qualification Details, Verify the Student Name, Roll No., Result etc.

12th or equivalent Qualification Details

Class : 12th or Equivalent   **Year of Passing :** 2023   **Roll No. :** ▓▓▓▓▓▓▓   **Board/University :** Haryana Board of School Education, Bhiwani

Result Mode : Percentage   **Stream :** Commerce   **Institute Name & Address :** ARYA KANYA SR SEC SCHOOL

Result : Pass   **GAP Year :** 0

Sr.No	Subjects	Max Marks	Marks Obtained
1	ENGLISH	100	78
2	HINDI	100	69
3	ACCOUNTANCY	100	75
4	MATHEMATICS	100	47
5	PUNJABI	100	48
	Total	**500**	**317**

◯ Verified   ◯ Objection

Type Remarks ...

c. **Weightage Details**: If the College Verifiers find any discrepancy in the given documents/information, then they shall have to choose the "Objection" radio button and enter the reason/remarks of objection in the textbox.

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 ⓘ **OR** NSS Merit Certificate Holder in 12th Class	No	
3	Does your institute situated in Rural Area of Haryana from where you passed the 12th/Equivalent Diploma **(List of Sr. Sec. Schools for reference only)**	Yes	✔ Verified ◯ Rejected

Figure-7

d. **Eligibility Verification in the Course Applied by the Applicant**: Verifier needs to check the eligibility of the choices filled by the candidate as per the university norms. Verifier can mark the preferences/choices as Eligible and Not Eligible.

Eligibility Verification in the Course Applied by the Applicant (% in 12th or Equivalent Exam: *71.0000*%, Result: *Pass*)

1	Bachelor of Arts in XXXX College affiliated to *Kurukshetra University, Kurukshetra.*	Economics,Hindi,Music (Instrumental)	✔ Eligible ◯ Not Eligible
2	Bachelor of Arts in XXXX College affiliated to *Kurukshetra University, Kurukshetra.*	Economics,Hindi,Political Science	✔ Eligible ◯ Not Eligible
3	Bachelor of Arts in XXXX College affiliated to *Kurukshetra University, Kurukshetra.*	Hindi,History,Music (Instrumental)	✔ Eligible ◯ Not Eligible

Save

e. Click on the **Save** button to complete the verification.

3. Verification Completed tab:

The names of the candidates, whose application is fully verified shall appear in the "Verification Completed" tab on the dashboard.
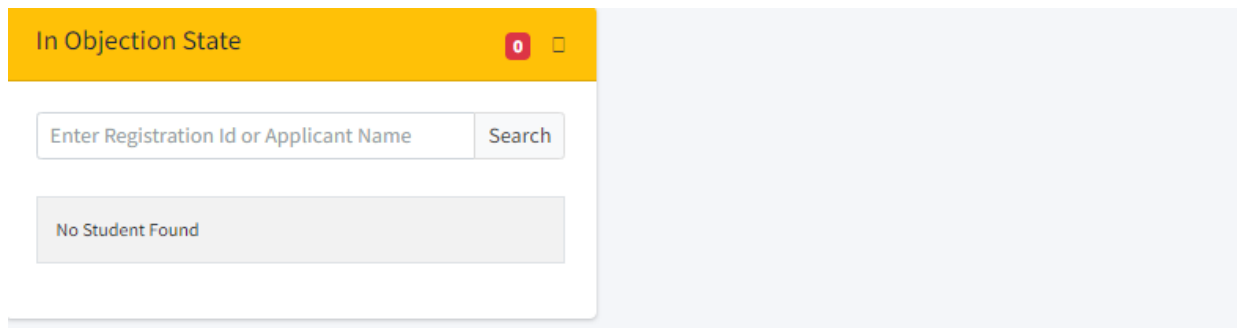

4. Objection Removed & Pending tab:

Application on which college has raised the objection previously and same were removed by the candidate and resubmitted the admission form again, will appear under this section. College needs to reverify the admission form again.

5. In Objection State tab:

Application on which objections were raised by the college verifier and are not removed by the student, will appear under this section.

NOTE:

1. All the particulars/ documents pertaining to merit list generation and eligibility shall be verified by the college verifiers as per the past practices viz. Marks in Qualifying exam, Weightage (including NSS weightage w.e.f 2023-24), Reservation Category etc.
2. Principal are required to make verifier preferably from the teaching staff.
3. Besides the visibility of UG Multidisciplinary Programmes Major Courses/groups chosen by the candidate shall also be shown during online verification. Verifiers are required to ensure the eligibility of the student in a particular group as per the affiliating university norms.