

User Manual

for Verification of Student Application By the College



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)

The image shows a login form titled 'College/Verifier Login' with an orange header. The form has three input fields: 'Username (Mobile No. in case of College Verifier)', 'Password', and a captcha field with the text 'T3 HUP' and a refresh icon. At the bottom, there are two buttons: 'Forgot Password' (teal) and 'Log In' (orange). The form is set against a light blue background with the text 'College Username & Password of the Colleges a' at the top.

Figure-2

3. Enter the username and password to login.

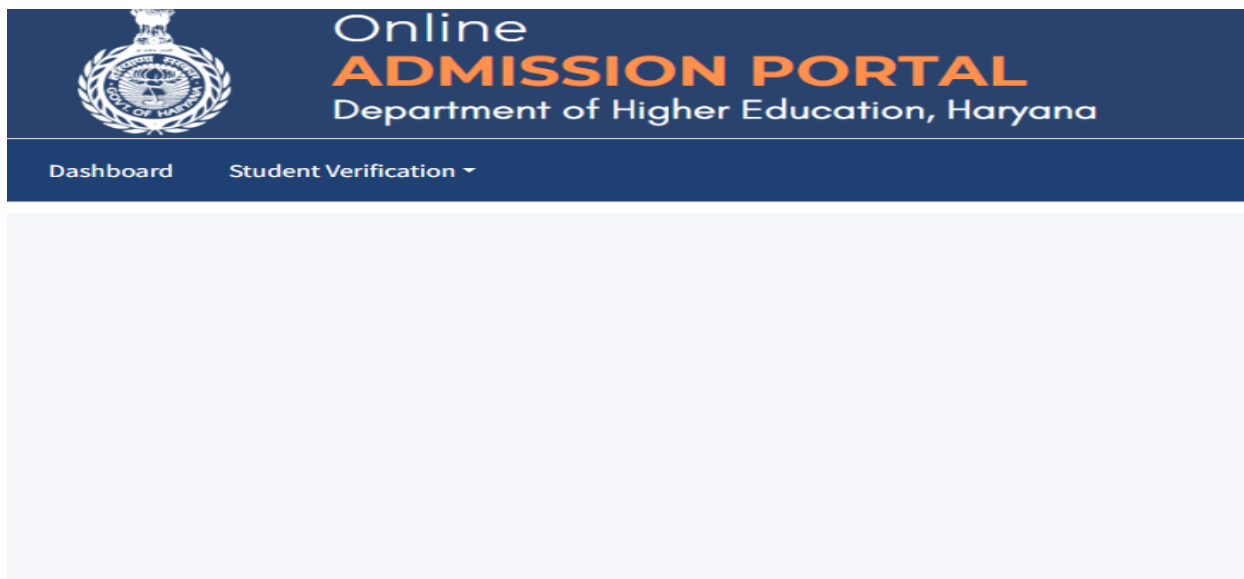


Figure-3

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

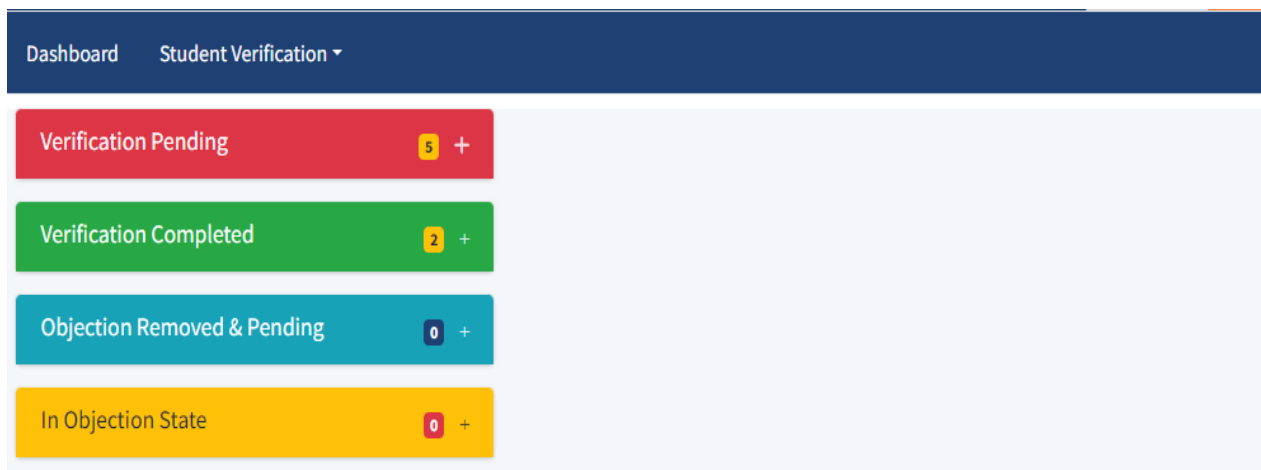


Figure-4

5. A dashboard, on the left panel of the page (FIGURE4), with four tabs shall appear on the webpage, namely "Verification Pending", "Verification Completed", "Objection Removed & Pending", and "In Objection State".

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

Dashboard Student Verification Welcome - GC

Verification Pending 5 -

Enter Registration Id or Applicant Name

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

Figure-5

7. 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.

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

Figure-6

8. In 12th Qualification Details, Verify the Student Name, Roll No., Result etc.

9. 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 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	No

Eligibility Verification in the Course Applied by the Applicant (% in 12th or Equivalent Exam: **63.4000%**, Result: **Pass**)

1	Bachelor of Commerce in XXXX College affiliated to <i>Kurukshetra University, Kurukshetra.</i>	<input type="radio"/> Eligible <input type="radio"/> Not Eligible
---	--	---

Figure-7

10. In the Weightage Detail Section, verify the weightage claimed by candidate, if any, as shown in (Figure-7)

Verification Completed 2

1	SukhmanDeep Singh (██████) - Bachelor of Commerce	➔
2	CHAVI (██████) - Bachelor of Commerce	➔

Name : SukhmanDeep Singh **Father Name :** Bhagat Singh **Gender :** Male

Mobile No. : ██████████ **Email Id :** hs135005@gmail.com **Nationality :** India

Haryana Resident Certificate : Yes **Parivar Pehchan Patra :** 9PHW0600-SDQZ4111 **Date of Birth :** 03/03/2005

Reservation Category : Backward Class **Caste Category :** Backward Class-A **Name of Caste :** Thathera

Family Income : 75000 **12th or Equivalent from Haryana :** Yes

Figure-8

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

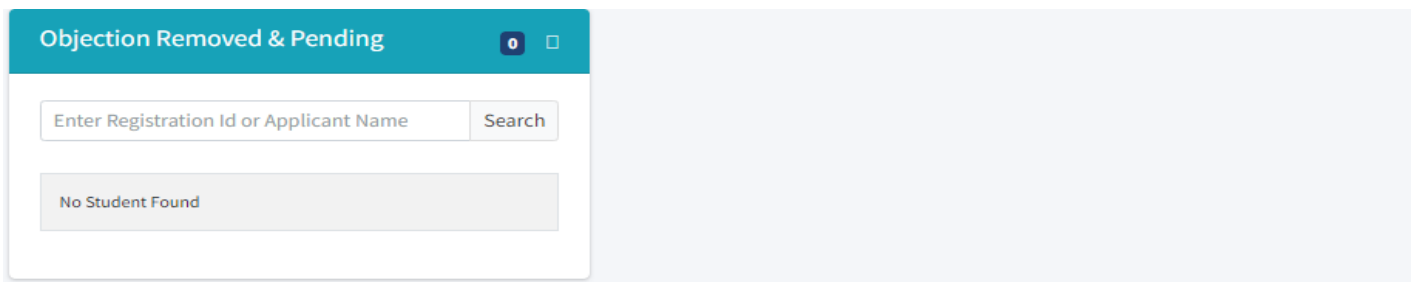


Figure – 9

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

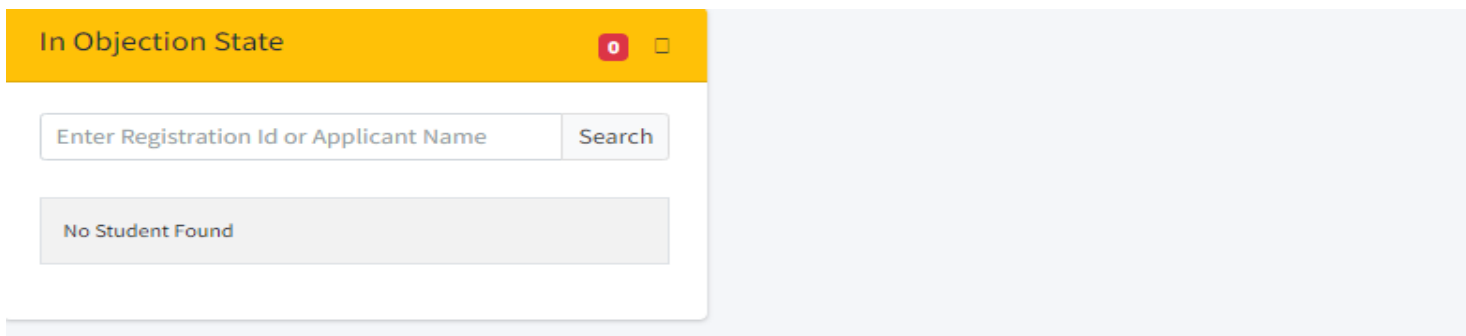


Figure – 10

The candidates with discrepancy in their documents, shall appear in the “In Objection State” tab of the dashboard.

NOTE: 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.