

# Online Admissions (2021-22)

## Online Verification Manual for Colleges

### Important:-

- 1) The verifier college must ensure to go through all verification tabs followed by click on 'Final Submit' button or 'submit Objection' Button.
- 2) Once the objection is raised by verifier, the student's name will not appear in merit list towards admission unless and until the objection is removed by student within specified time-frame. Therefore, objection removal is mandatory for student in order to be considered for admission.

### Step by Step Procedure for Online Verification

**Step 1: Login at <https://dheadmissions.nic.in/> . You shall get 'Student Verification' link.**

**Online Admission Portal**  
Department of Higher Education, Haryana

Welcome User : GC Aharwala, Bilaspur (dhecol146)

Search... Search Logout

- College Management**
  - Update College Profile
  - Upload College Prospectus
  - View Seat Matrix
  - Freeze College Data
  - Update Associate University
- Course Management**
  - Add/Update UG Course And Course Seats
  - Add/Update UG Subject Combination, Subject Combination Fee & Subject Combination Seats
- Fee Management**
  - Update UG Courses Fee Details(Common Fee Heads)
- Verification Management**
  - Student Verification
- Reports/Dashboard**
  - Course Wise Application
  - Section Wise Report

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**Step 2: Click on 'Student Verification' link. There are four tabs on L.H.S:-**

- 1) To be Verified
- 2) Objection Removed By Student
- 3) Objection Raised
- 4) Verified Candidates

**Online Admission Portal**  
Department of Higher Education, Haryana

To be Verified +  
Objection Removed By Student +  
Objection Raised +  
Verified Candidates +

**Student Verification**

Action History +

**Step 3: Click on 'To be Verified' link. All students who have applied in your college as first choice shall appear.**

The screenshot shows the 'Student Verification' interface. On the left, there is a sidebar with a 'To be Verified' section containing a table of student records. The table has columns for Sr.No., Registration No., and Name. Below the table are three expandable sections: 'Objection Removed By Student', 'Objection Raised', and 'Verified Candidates'. The main content area on the right is titled 'Student Verification' and contains an 'Action History' section with a plus sign to expand it.

Sr.No.	Registration No.	Name
517	UA212117410321	VIPUL KUMAR
883	UA213021529902	ANUJ
1053	UA213021525672	TANIYA
3492	UA213021525751	UMA
3672	UA213021525914	RANDEEP SINGH
3764	UA213021527129	MADHU
3779	UA191917620041	RAJNESH D

Objection Removed By Student +

Objection Raised +

Verified Candidates +

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**Step 4: Click on  to see the student data.**

The screenshot shows the 'Student Verification' interface with detailed data for a specific student. The header includes the 'Online Admission Portal' logo and the text 'Department of Higher Education, Haryana'. The sidebar on the left shows a list of students, with the student 'NIKHIL' (Registration No. UA213021525970) selected. The main content area is titled 'Student Verification' and displays the selected student's registration number 'UA213021525970'. Below this, there are four expandable sections: 'Personal Details', 'Educational Details', 'Weightage of 12th School Rural Area', and 'Action History'.

Online Admission Portal  
Department of Higher Education, Haryana

To be Verified

6471	UA213021525970	NIKHIL
6678	UA213021525943	TANU SHARMA
6886	UA213021525737	MONIKA
6925	UA213021536717	AMANJEET SINGH
8234	UA213021525662	SHIVAM
8902	UO210002017410806	Mohit Kumar
9079	UB2100017721808	MOHIT
9264	UA213021525607	ANKITA
10214	UB2100017722257	VISHAL

Objection Removed By Student +

Objection Raised +

Verified Candidates +

Student Verification  
UA213021525970

Personal Details +

Educational Details +

Weightage of 12th School Rural Area +

Action History +

**Step 5: Click on + to expand the personal details and get it checked. You can use two buttons: 'Click to Verify' or 'Click to Raise Objection' along with your remarks**

**Note:- Marksheet is provided to you on the left hand side to see the details in 10<sup>th</sup> DMC. At some places, Date of Birth is auto verified by Haryana Board.**

**Online Admission Portal**  
Department of Higher Education, Haryana

**Student Verification**  
UA213021525970

**Personal Details**

**10th Marksheet**

Date of Birth Verified by Haryana Board

Family ID: ZZRH0633  
Member ID: TXL09073  
Candidate Name: NIKHIL  
Mother Name: NISHA  
Father Name: RAM KUMAR  
Gender: Male  
Date of Birth: 16/03/2002  
Permanent Address: H. No.95, Street 5 RIVER SIDE, LAMBHAK V.P.O. AZIZPUR KALAN, DISTRICT YAMUNANAGAR, BILASPUR BL., YAMUNANAGAR, HARYANA, 133206  
Correspondence Address: H. No.95, Street 5 RIVER SIDE, LAMBHAK V.P.O. AZIZPUR KALAN, DISTRICT YAMUNANAGAR, BILASPUR BL., YAMUNANAGAR, HARYANA, 133206  
Mobile: 9807519369  
Email: nikhilpoishet6@gmail.com

Verifier Remarks: enter your remarks  
Click to Verify | Click to Raise Objection

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**Step 6: Click on + to expand the Educational Details and get it checked. You can again use two buttons: 'Click to Verify' or 'Click to Raise Objection' along with your remarks.**

**Note:- Marksheet is provided to you on the left hand side to see the details in 12<sup>th</sup> DMC.**

**Student Verification**  
UA213021525970

**Educational Details**

**12th / Diploma Marksheet**

**Educational Details (NIKHIL)**

Board Name: Haryana Board of School Education  
School Name: SARASWATI SR. SEC. SCHOOL, BILASPUR,V.P.O. BILASPUR, TEHSIL BILASPUR, YAMUNA NAGAR  
12th Roll No.: 3021525970  
Passing Year: 2021

**Subjectwise Marks**

Subject Name	Max Marks	Marks Obtained
ENGLISH CORE	100	85
HINDI CORE	100	85
BUSINESS STUDIES	100	85
ACCOUNTANCY	100	85
ECONOMICS	100	80
<b>TOTAL</b>	<b>500</b>	<b>430</b>

Total Percentage: 86.00% | Marks :430/500  
Best of 5 Percentage: 86.00% | Marks :430/500  
Result: PASS  
12th / Diploma Stream: **Not Verified** Commerce  
Eligibility Verification for Courses Applied: KUK.(Bachelor of Commerce (B.Com))  
**Not Verified**

Verifier Remarks: enter your remarks  
Click to Verify | Click to Raise Objection

Weightage of 12th School Rural Area  
Action History

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**Note: Verifier Remarks Are Mandatory**

**Step 7: Click on + to expand the Weightage of 12th School Rural Area and get it checked. You can again use three buttons: 'Accept Weightage', 'Reject Weightage' and 'Raise Objection' along with your remarks.**

**Note: Verifier Remarks Are Mandatory**

The screenshot shows the 'Online Admission Portal' for the Department of Higher Education, Haryana. The main section is titled 'Student Verification' with the ID 'UA213021525970'. On the left, there is a navigation menu with four items: 'To be Verified', 'Objection Removed By Student', 'Objection Raised', and 'Verified Candidates', each with a plus sign. The main content area is divided into sections: 'Personal Details', 'Educational Details', and 'Weightage of 12th School Rural Area'. The 'Educational Details (NIKHIL)' section is expanded, showing fields for 'Board Name' (Haryana Board of School Education), 'School Name' (SARASWATI SR SEC SCHOOL, BILASPUR, V.P.O. BILASPUR, TEHSIL, BILASPUR, YAMUNA NAGAR), and two verification questions: 'Is 12th School in Haryana?' (Verified: Yes) and 'Is 12th School in Rural Area?' (Not Verified: Yes). At the bottom, there is a 'Verifier Remarks' field with a placeholder 'enter your remarks' and three buttons: 'Accept Weightage' (green), 'Reject Weightage' (red), and 'Raise Objection' (red). An 'Action History' section is visible at the bottom right with a plus sign. The footer contains the text 'Site is technically designed, hosted and maintained by National Informatics Centre, Haryana' and the NIC logo.

**Note:- Action History just shows the details of actions taken till date on the online admission portal.**

**There are three more tabs on L.H.S which are self explanatory**

- **Objection Removed By Student**
- **Objection Raised**
- **Verified Candidates**

### **Objection Removed By Student**

This tab will contain the data w.r.t all those applicants who have removed their objections and the verifier college will have to again do online verification by following above-mentioned step by step procedure.

### **Objection Raised**

This tab will contain the data w.r.t all those applicants against which objection has been raised by verifier college.

### **Verified Candidates**

This tab will contain the data w.r.t all those applicants whose documents have been successfully verified by the college and these applicants will be considered towards merit lists for admissions.