

# User Guide

## Uttarakhand State Higher Education Admission Portal

A comprehensive user guide for students for the Uttarakhand State Higher Education Department admission process.

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## **Introduction**

### **Website Walkthrough**

The admission portal for Uttarakhand HED. It contains information to help applicants choose the programmes of their choice. Menu items in the admission portal are as follows:

- **Home**
- **Notice**
- **Universities**
- **Programme Information**
- **FAQ**
- **Contact Us**
- **New Registration**
- **Login**

#### **Home**

The home button takes the user back to the home page. It is the landing page of the portal. The home button is useful for applicants who want to quickly return to the home page while navigating to other pages in the portal.

#### **Notice**

Notices are announcements that are made about upcoming events or changes in laws or regulations. They are important for applicants to be aware of. It typically includes notices, ordinances, permits, and other important announcements.

#### **Universities**

The 'Universities' section provides detailed information about the participating Universities. Applicants can access the prospectus to review the colleges within each University and explore the programmes they offer. This resource is particularly valuable for applicants seeking to familiarize themselves with the university prior to submitting their admission application.

## Programme Information

The programme information section displays a comprehensive list of admission registration programs. Within this section, applicants can explore Universities and colleges that offer their desired programs, specifically within the designated colleges of those Universities.

## FAQ

The FAQ (Frequently Asked Questions) section is a helpful resource that provides answers to commonly asked questions regarding a particular topic or subject. It is designed to address the most common queries or concerns that applicants may have, offering clear and concise explanations. The FAQ section aims to provide applicants with quick access to relevant information, saving them time and effort in searching for answers.

## Contact Us

The Contact Us section provides University contact details, which applicants can visit if they have any queries relevant to those particular Universities.

## The Admission Process

The admission process is divided into 4 steps. The applicant is required to register in the portal and complete their profile, select the programme, and then submit the registration fees to complete the admission process

To start the admission process, the applicant needs to register and log in to the portal. Registration for admission is a one-time process and every applicant needs to register. The registration process is mentioned below:

## Registration

Applicants who are new to the portal need to register to process their application for admission. Registration is a must to ensure the portal that applicants want to apply for University programmes.

To register on the admission portal:

**Click on the New Registration tab.**

There are two sections on the 'new registration' page.

**Read the Important Instruction section** before registering on the portal

**The student registration form requires correct details.**

**Add the Full Name of the Applicant** in Applicant's Full Name

**Add Date of Birth in the format of Day, Month, and Year**

**Mobile Number of Applicant** in Enter Mobile Number

**Set your account password** in Enter Password

**Enter Captcha for verification**

**Click on Register**

**An OTP will be sent to the registered mobile number. Enter the OTP.**

**After this the account has been successfully registered.**

## **Applicant Dashboard**

The applicant dashboard gives the applicant a personalized space to check their application status, edit/update their profile, track the status of their fee submission and apply to multiple programmes added by the University accordingly. This makes it easier to manage multiple applications in one place.

To access the dashboard, the applicant needs to complete the registration process, after which login will lead to the admission process.

## **Login**

The 'Login' section is the starting point for applicants to apply for the programme.

To login into the portal, the applicant needs to click on the login button followed by:

**Enter your registered mobile number.**

**Enter the password**

**Enter the captcha for verification in the type text box.**

**Click on login to enter the portal**

**(Note: if you forget your password click on the 'forget password' link which will redirect the applicant to the Request Password Page, for which the applicant needs to add the registered Email id. Enter the Captcha for verification and click send. A new password will be sent to the applicant's registered email id).**

After successful login, the applicant can start their application process for admission. **Profile Details**

Applicants are required to fill in their profile details in the profile section. To complete the profile, click on **Complete Profile and Pay Registration Fees** button in the dashboard.

The profile section is divided into five sections:

- Personal Details
- Family Details
- University Registration details (if any)
- Other Category/Quota
- Address

Please fill in all these details to complete your profile mentioned below:

Table 1

Section Name	Information required fields	Corresponding Sub-field	Field Type	Default Values	Placeholder	Description
<b>Personal Details</b>						
	Full Name of the applicant		Text			
	Applicant's Gender		Selection	Male / Female / Transgender		
	Applicant's Date of Birth		Calendar	DD-MM-YYYY		
	Age as on July 1, 2023.				Automatically calculates with DOB	
	if Social category is other than General selected		Selection	General / OBC (Central list, Non-Creamy) / SC / ST / EWS		if OBC (Central list, Non-Creamy) / SC / ST / EWS category selected certificate details is required

	Certificate details required	Category Certificate No.	Text		Enter number	
		Category Certificate issuing date	Selection		Calendar selection	
		Annual Family Income	Text		Enter income	if EWS selected
	Applicant's Registered Email		Text		Enter email	
	Alternate Email		Text		Enter email	

	Registered Mobile Number		Text		Enter mobile number	
	Alternate mobile number		Text		Enter Parent/Guardian	
	Blood Group		Selection	O- / O+ / A- / A+ / A- / B- / B+ / AB- / AB+		
	Are you a Domicile of Uttarakhand state? [Domicile upload required]		Selection	Yes / No		
	Are you a citizen of India		Selection	Yes / No		If selected No (Add countries from the given list)
		Nationality (Other than Indian)	Selection		All Countries list	

	Religion		Selection	Hinduism / Islam / Christianity / Sikhism / Buddhism / Jainism / Zoroastrianism / Judaism / Other		if other selected
		Other Religion	Text		Enter religion name	
	if any ID proof selected		Selection	Voter ID Card / Pan Card / Ration Card / Indian Passport / Overseas Citizenship of India / Driving license in India		Selected Id proof number required
		ID Proof No.	Text			

## Family Details

	Mother's name		Text		Enter name	
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	Mother's Occupation		Selection	Not applicable / Agriculture / Business / Government Service / Home Maker / Other / Private Sector / Professional / Retired / Self-Employed / Unemployed		
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	Mother's Qualification		Selection	Post-graduation / Graduation / Non-graduate / None		
	Mother's office address		Text		Enter office address	
	Mother's mobile number		Text		Enter mobile number	
	Fathers Name		Text		Enter name	
	Father's Occupation		Selection	Not applicable / Agriculture / Business / Government Service / Home Maker / Other / Private Sector / Professional / Retired / Self-Employed / Unemployed		
	Father's qualification		Selection	Post-graduation / Graduation / Non-graduate / None		
	Father's office address		Text		Enter office address	
	Father's mobile number		Text		Enter mobile number	
	Emergency Contact Number		Text		Enter contact number	



	Combined Family Income		Selection	Not applicable / Less than 1,00,000 / Upto 2,00,000 to 8,00,000 / More than 8,00,000		
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### University registration details (if applicable)

	Have you enrolled in a University before?		Selection	No / Yes		if yes selected
	If 'Yes' then	Enter registration number	Text			
		Name of School/Department /Faculty/College	Text			
		Programme registered in	Text			
		Years of Registration	Selection	Select year from current year to 1857 range		

### Other Category/Quota

	Person with Benchmark Disabilities (PwBD) Category		Selection	Not applicable / Physical / Visual / Hearing / Any other as defined by Govt of India		
	If selected, any kind of disability	Disability Percentage	Text		Enter number	If any disability selected

	Kashmiri Migrant		Selection	Not applicable / Yes		
	Prime Minister's Special Scholarship Scheme for J&K Students		Selection	Not applicable / Yes		
	Do you belong to ward of Ex-service Man?		Selection	Yes / No		
	Are you dependent of a Freedom Fighter?		Selection	Yes / No		
	Single Girl Child Quota		Selection	Not applicable / Yes		

## Address

Correspondence address	Address		Text		Enter address	
	District		Text		Enter district	
	Country		Selection	India and other countries		
	State		Selection	Select your state		
	City		Text		Enter city name	
	Pincode		Text		Enter pincode	

Permanent address (Check box provided if same as correspondence address)						
	Address		Text		Enter address	
	District		Text		Enter district	
	Country		Selection	India and other countries		
	State		Selection	Select your state		
	City		Text		Enter city name	
	Pincode		Text		Enter pincode	

After filling all the given details, click on **Save and Next** button to proceed to the next section.

The applicant is required to verify all details for which the portal provides a preview page before the applicant starts filling the 'Other Details' section. If the applicant finds any wrong input or any issues in the form, they can easily edit or update their profile section before proceeding to the next section.

To edit/update any details:

Click on the **Update Details** button to update.

The applicant's profile will be saved. Before proceeding to the next section, please preview the filled-in details by checking all the form details and click on **Proceed to Next** button to proceed to the next section.

## Other Details

Applicants are required to fill in this section. Click on the **Other Details** button after saving profile details at the top section bar or click on **Proceed to Next** button from the preview section.

Please fill in all these details to complete your profile mentioned below:

Table 2

<b>Other Details</b>						
Section Name	Information required fields	Corresponding Sub-field	Field Type	Default Values	Placeholder	Description
	Do you have any illness which requires continuous or emergency medical attention?		Selection	Yes / No		
		Nature of illness	Text	Describe illness	Enter text	If <b>Yes</b> selected
	What area do you belong to?		Selection	Urban / Rural / Semi-Urban / Metropolitan		
	Are you a ward of a University/College employee?		Selection	Yes / No		
	Do you have Migration Certificate?		Selection	Yes / No		
	Ward of transferred Employee.		Selection	Yes / No		
	Do you have a Transfer Certificate?		Selection	Yes / No		
	Certified that I have passed my qualifying		Selection	Yes / No		
	exam from Uttarakhand.					
<b>Additional Information</b>						

	Candidate with a 'NCC B' or 'C' certificate		Check button	Yes / No		
	Participated in special camps under the National Service Scheme (minimum duration of seven days)		Check button	Yes / No		
	Serving or retired personnel of the defense forces or their children/spouse/sibling		Check button	Yes / No		
	Children/spouse/sibling of ex-servicemen deployed in Jammu and Kashmir or displaced from Jammu and Kashmir		Check button	Yes / No		
	Participated in recognized sports at the international level		Check button	Yes / No		
	Won medals at the inter-university/state/national level		Check button	Yes / No		
	Participated at the national level organized by the Government/sports federation		Check button	Yes / No		
	Participated in recognized sports at the State/inter-University level		Check button	Yes / No		
	Participated at the inter-University level		Check button	Yes / No		
	Winners or runners-up at the inter-college level		Check button	Yes / No		

	Certificate issued by the District Education Officer/Competent Authority based on participation at the district/mandal level		Check button	Yes / No		
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	competitions					
	Being a member of a team representing the college/institution in an inter-college competition		Check button	Yes / No		
<b>Language Proficiency (Reading/Writing/Speaking)</b>						
	English		Radio button			
		Reading	Check box			
		Writing	Check box			
		Speaking	Check box			
	Hindi		Radio button			
		Reading	Check box			
		Writing	Check box			
		Speaking	Check box			
	Other language 1		Radio button			

		Reading	Check box			
		Writing	Check box			
		Speaking	Check box			
	Other language 2		Radio button			
		Reading	Check box			
		Writing	Check box			
		Speaking	Check			
			box			

## Uploads

The 'Uploads' section asks for relevant documents which have been mentioned by the applicant in their profile and other details.

To upload documents:

**Click** on the **uploads section** or **click** on **Proceed to Next** button on the other details page at the bottom.

**(Note: Please read the instruction carefully before uploading your documents)**

### **Instruction for Uploading Image/Photo of Document, Certificate, Marksheet, and Signature**

- Digital photos and signatures are required in .jpg or .jpeg image format.
- File size of the digital photo must be within 10kb to 500.00 KB limit.
- Document/Certificate/Marksheet related size of the digital photo must be within 10kb to 500.00 KB limit.

After uploading the required documentation according to the given format, click on **Preview and Pay** button to proceed to the next section.

## Preview

The preview section provides a final reviewing process for the applicant's application form. Here the applicant can check their full application form and verify it before submitting the fee for their admission application.

Applicants can also edit their form by clicking on the **Edit** button if they find any wrong input or issues.

**(Note: After verifying all the details, the applicant needs to check the declaration box proclaiming that all the information given is correct.)**

After checking the box, click the **Confirm Details and Pay Registration Fee** button to confirm and proceed to the payment portal.

## Registration Payment

The payment section allows the applicant to submit their application form by processing and submitting the required fee.

Click on the **Click Here for Payment** button. The button will redirect to the payment portal page.

Fill in all the details required to complete the payment.

Applicants can pay their application fee through various payment methods through the payment gateway. As soon as payment gets confirmed, the applicant will be redirected to their dashboard.

## Programme Selection

As soon as the application fee payment is successful, the user will be able to select the programmes added by the University.

**(Note: Before applying for any programmes, applicants can check the University and college through the Programme Information page).**

To select the programme, click on **Apply in College** on the dashboard.

**Select** the **University** from the list.

**Select** the **Colleges** from the list affiliated with the selected University.

**Select** the **Programme** level from the list.

**Select** the **Programme** from the list.



After selecting the desired programme, the applicant is required to select courses according to the group mapped by the University according to programmes.

**Select Any Group from Own Faculty** which consists of a **Major1 Subject**.

**Select Any Group from Own Faculty** which consists of a **Major2 Subject**.

The last (**Major3-Elective**) is a choice-based group and selection where the applicant can choose a subject from their own faculty or any other faculty depending on selected programmes. **Select** the **Faculty** from the list, add the **group** and select the **subject**.

After selecting the groups and subjects for their selected programme, the applicant needs to provide their academic details.

## Academic Details

The academic details sections need to be filled by the applicant according to their academic details which require qualification details of Secondary and Senior Secondary from the applicant.

**Please fill in all the details mentioned below in Table 3:**

Information required fields	Field Type	Default Values	Placeholder
<b>Qualification Details - X or Equivalent</b>			
Class X Year of Passing	Selection	Year selection from 1925 - till date,	Select
Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)	Text		Enter in numbers
Class X Division	Selection	First division / Second division / Third division	Select
Class X Name of the Institution/School	Text		Enter name
Class X Board/University	Selection	All the Govt. recognised board of education	Select
X Subject Combination	Text		Enter subject name

<b>Qualification Details - XII or Equivalent</b>			
Class XII Qualification Status	Selection	Passed / Result Awaited //Appearing	Select
Class XII Year of Passing	Selection	Year selection from 1925 - till date	Select
Class XII Stream	Selection	Arts / Commerce / Science	Select
XII Maximum Marks (Total Maximum Marks of all subjects)	Text		Enter in numbers
XII Marks Obtained (Total in all subjects)	Text		Enter in numbers
Class XII Division	Selection	First division / Second division / Third division	Select
Class XII Board/University	Selection	All the Govt. recognised Board of Education	Select
Class XII Roll/Registration Number	Text		Enter in numbers
Class XII Name of the Institution/School	Text		Enter name
Class XII Subject Combination	Text		Enter subject name

## **Other Details**

The applicant needs to verify the “Other Details” section which is pre-filled according to the details entered at the time of Profile Completion.

Click “Next” to proceed to the “Confirmation” Page.

## **Confirmation & Submit Application**

On this Page, the applicants needs to verify the details as entered by them by clicking all the checkboxes. After verification, the “Submit Application” Button is activated and the applicants can submit their application for the selected programme.