From

Director General Higher Education, Haryana
Shiksha Sadan, Sector – 5, Panchkula

To

All the Principals of Govt Colleges in Haryana
All the Principals of Aided Colleges in Haryana
All the Principals of Self Finance Colleges in Haryana

Memo No.- 010001/10/2020 - Coord   Dated 18/08/2020

Sub: Regarding Mock Testing of Online Admission Portal.

As you are aware, the Department of Higher Education, Haryana has launched online admissions plan for the First Year Admissions in Undergraduate Courses for the academic session 2020-2021. The Department has commissioned an Admissions Portal so as to efficiently and effectively handle the entire admissions process online, and make it simple and easy for the students to apply for admissions in the various institutes of Higher Education in the state.

In order to test the portal for any follies, and to brace the colleges to operate and manage the admissions through the portal, a 'Mock Drill for Admissions' will be carried out by the Department. Under the exercise, colleges will 'test' the portal by filing in various entries in the admissions portal with the student data already available with the college.
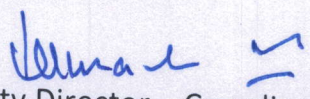
The Mock Drill will be carried out from 09:00 am on August 19, 2020 to 05:00 pm on August 20, 2020. The detailed instructions about the mock drill for admissions are also attached with this letter.

The login credentials for the Admissions Portal for each college have also been attached with this letter. You shall be required to change and set your password after the first log-in.

You may also visit the link below to access a short instructional video tutorial about the process.

https://www.youtube.com/watch?v=QaYQXwpJHpQ

All Principals are requested to ensure sincere Mock Testing, to crease out any last minute issues. Please comply!

Deputy Director – Coordination
for Director General Higher Education
Haryana

INSTRUCTIONS TO COLLEGES

FOR MOCK TESTING

1. URL for the Mock-drill of Online Admissions (UG First Year only) is https://dheadmissions.nic.in/index.html

2. This online admission testing portal will be used only for MOCK testing. Hence, this URL must not be shared on public domain in order to avoid any kind of confusion in the mind of applicants/students.

3. Before starting the testing, the college must login to their College account. Login credentials have been shared separately. Complete the "College Profile" section by filling all the mandatory details.

4. The college must also validate that all the streams/courses and subject combinations are displayed correctly on the online admission testing portal.

5. The college must ensure to do the MOCK testing of at least 50 students. Dummy data like 10th, 10+2 results, category certificates etc of the students will be arranged by the College only and they can also use previous year data. They must ensure the following scenarios while MOCK testing:

   a. Testing should be done for CBSE board, Haryana Board, ICSE board and other boards mentioned on the portal. Data w.r.t CBSE board and Haryana Board is auto-fetched.

   b. Testing should be done with respect to all streams/courses.

   c. Testing should be done for each and every subject combinations which a student can opt.

6. In case of CGPA, convert it into marks/percentage as per the norms of Board.

7. The testing should cover various parameters like weightage, reservation, documents uploading, photo uploading, signature uploading, online document verification w.r.t. various certificates like Category, Haryana Resident Certificate etc.

8. The testing should also cover bonafide residents of Haryana and non-bonafide residents of Haryana.

9. Principal must ensure that the testing of at least 50 students must be completed by 05:00 PM on 19.08.2020, by including the faculty members from all the streams.

10. In case of any bug/query the same be intimated through email to admissions2021@highereduhry.com

11. Helpdesk numbers: 7419800562, 7419800563, 7419800564, 7419800565

12. Please refer the video tutorial (user manual) shared with the colleges at https://www.youtube.com/watch?v=QaYQXwpJHpQ