HIMACHAL PRADESH UNIVERSITY

B.ED.

ONLINE

COUNSELLING

COLLEGE LEVEL

USER MANUAL

[Vol 1]

Contents

1   Objective of the Application

The objective of the B.Ed. Counselling Application for Himachal Pradesh University can be articulated as follows:

1. **Streamlined Admission Process:** To provide a streamlined and efficient process for prospective B.Ed. candidates to apply for admission, ensuring transparency and ease of use.

2. **Merit-Based Selection:** To facilitate a merit-based selection process, allowing for fair and equitable opportunities for all applicants based on their academic qualifications and other criteria set by the university.

3. **Information Access:** To offer comprehensive information to applicants regarding the Counselling schedule, seat availability, and course details, enabling informed decision-making.

4. **Documentation and Verification:** To streamline the submission and verification of required documents, ensuring the authenticity and accuracy of applicant information.

5. **Communication and Updates:** To provide a reliable platform for communication between the university and applicants, including updates on Counselling dates, seat allotment results, and other important notifications.

6. **Support and Guidance:** To offer guidance and support throughout the application and Counselling process, helping candidates understand the procedures and requirements.

7. **Efficiency and Accountability:** To enhance the overall efficiency and accountability of the B.Ed. admission process, minimizing delays and ensuring a smooth experience for all stakeholders.

These objectives aim to create a transparent, efficient, and supportive environment for students seeking admission to the B.Ed. program at Himachal Pradesh University.

2 Introduction

This portal serves as the central hub for all counselling activities related to the B.Ed. program. Through this platform, applicants can access important information, complete required forms, and participate in the counselling process, which includes seat allocation, document verification, and other necessary steps for B.Ed. program admission.

To fill out the B.Ed. Counselling form, users must visit the official HPU website.

"https://nadmissions.hpushimla.in"

Filling Counselling Form

College Allotment (Letter)

Payment
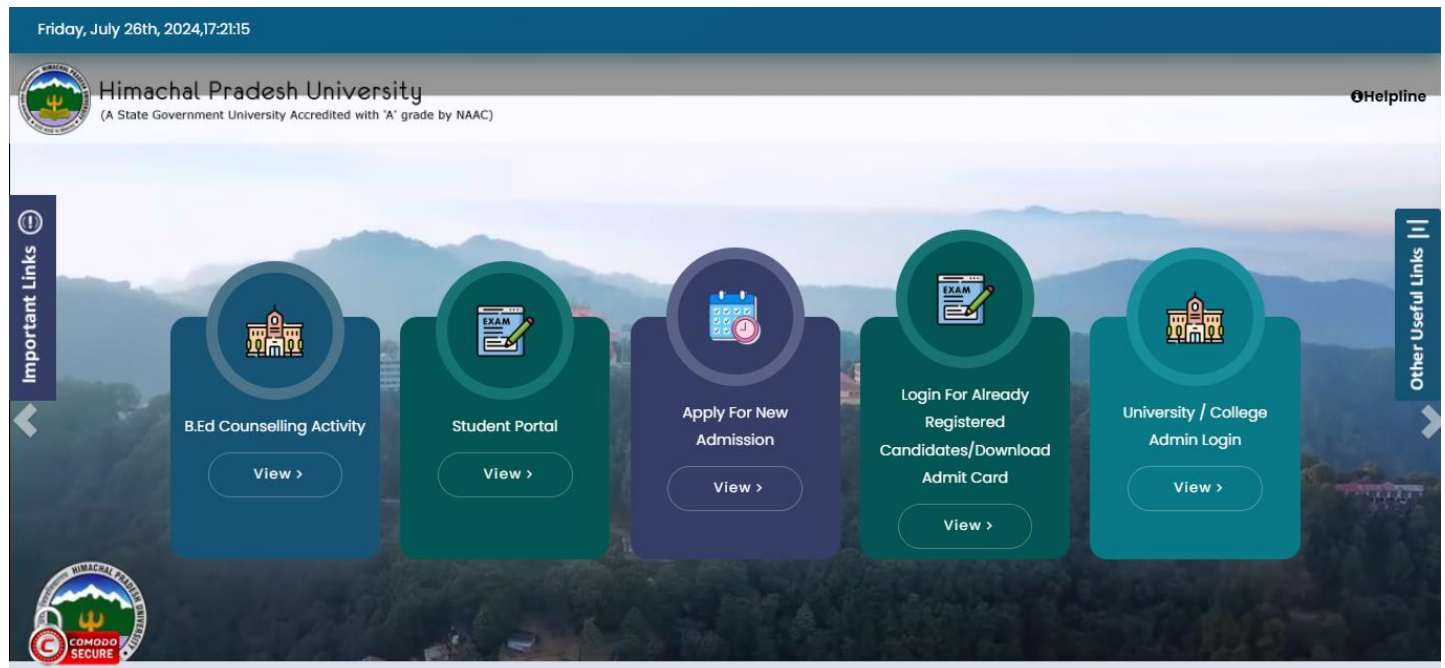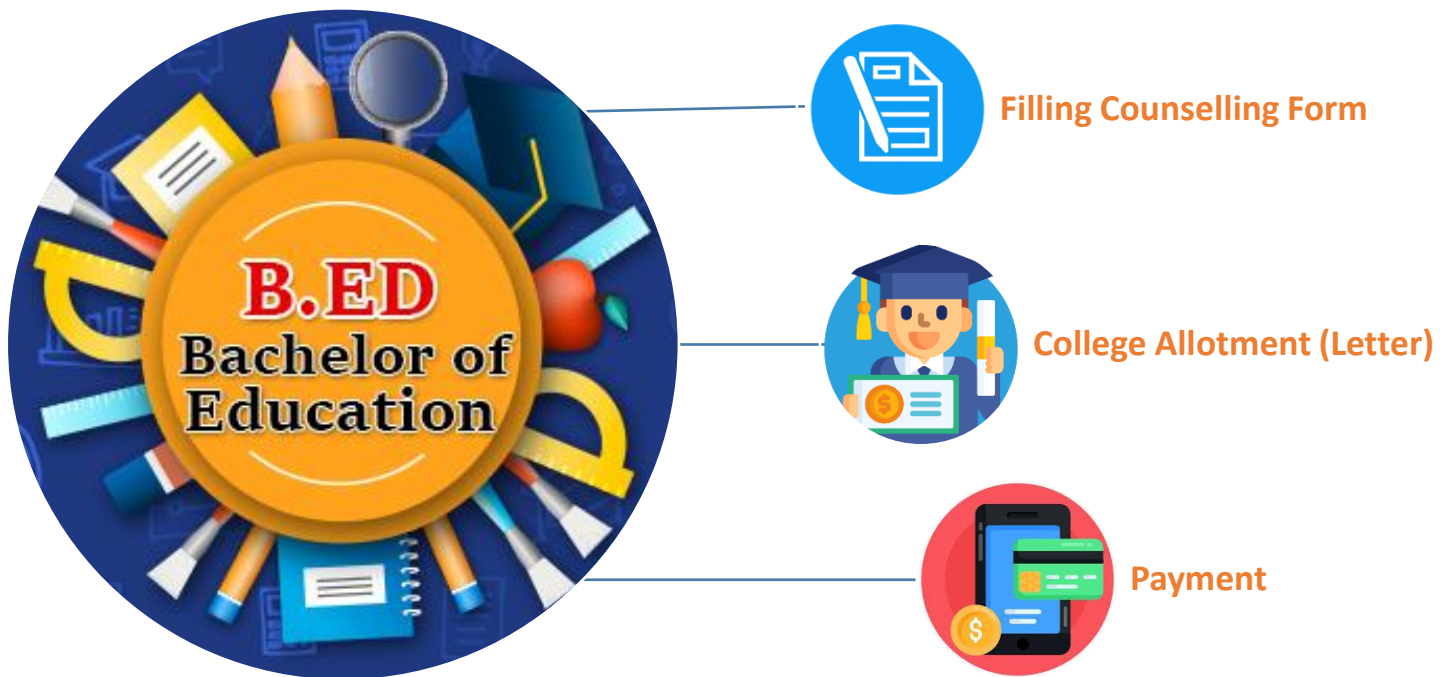
2.1 Diagram of B.Ed. Counselling process

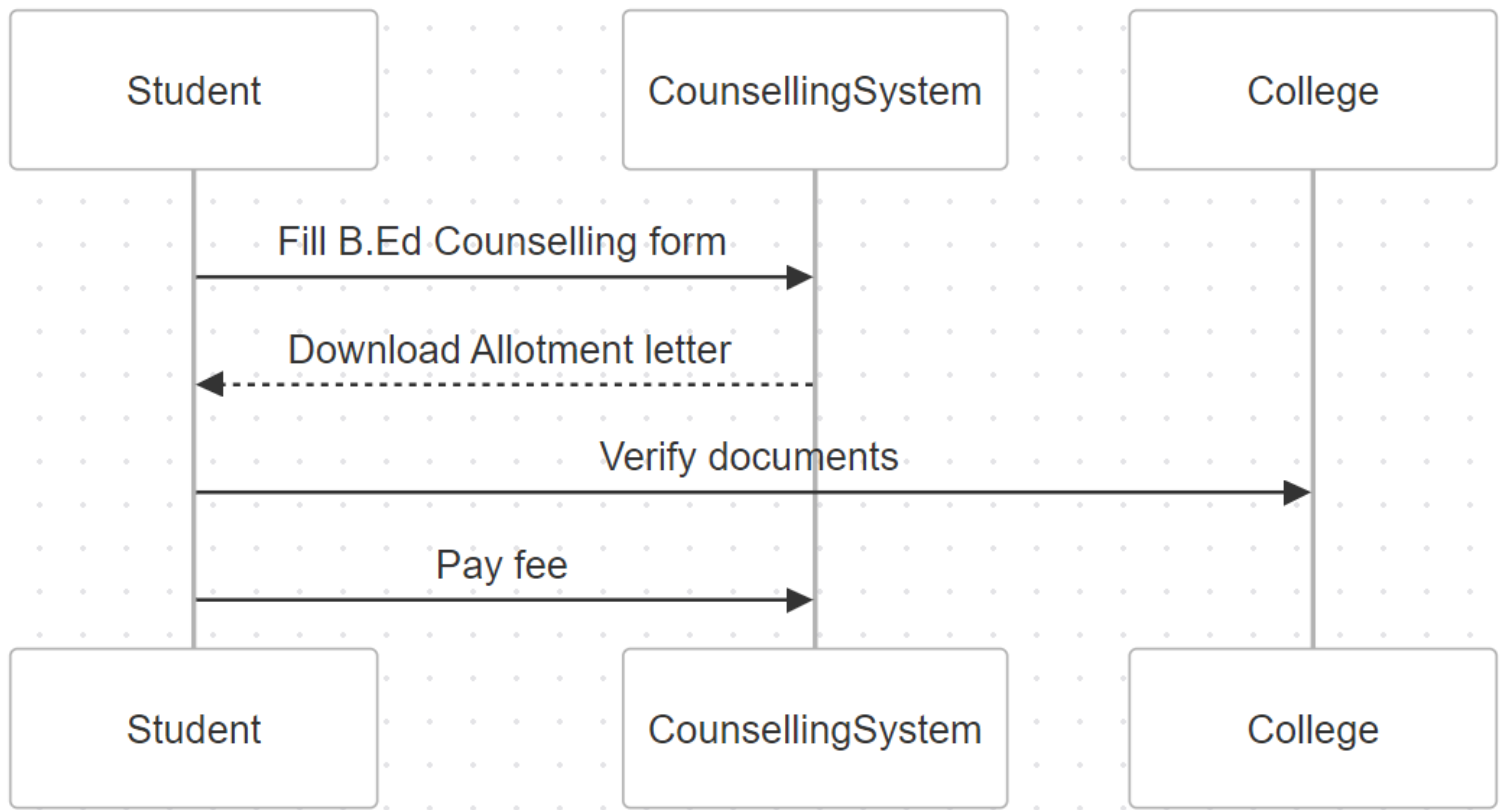# 3 Need of B.Ed. Counselling Process

The need for a structured B.Ed. counselling process at Himachal Pradesh University (HPU) is essential for several key reasons:

1. Guided Admission Process: The B.Ed. counselling process provides a clear and systematic approach to admissions, ensuring that all applicants understand the requirements, deadlines, and procedures. This helps prevent confusion and ensures that candidates complete each step accurately and on time.

2. Fair Seat Allocation: With a limited number of seats available in the B.Ed. program, the counselling process helps in the fair and transparent allocation of seats based on merit, reservation policies, and preferences of the candidates. This ensures that the most deserving candidates are admitted.

3. Verification of Credentials: The counselling process includes a thorough verification of academic qualifications and other necessary documents. This step is crucial to maintain the integrity of the admission process and to ensure that all admitted students meet the necessary eligibility criteria.

4. Personalized Guidance: Counselling sessions provide an opportunity for candidates to receive personalized guidance and support. This includes information about course selection, career prospects, and other academic advice that can help students make informed decisions about their education.

5. Efficient Resource Management: By organizing the admission process through counselling, HPU can efficiently manage its resources, including faculty, infrastructure, and administrative services. This helps in planning and delivering a high-quality educational experience to all students.

6. Addressing Queries and Concerns: The counselling process also serves as a platform for addressing any queries or concerns that applicants may have regarding the admission process, course structure, or university policies. This helps in building trust and confidence among prospective students.

7. Compliance with Regulatory Requirements: Adhering to a structured counselling process ensures compliance with university regulations and government policies related to higher education admissions. This is crucial for maintaining the university's reputation and legal standing.

Overall, the B.Ed. counselling process at HPU is vital for ensuring a smooth, transparent, and efficient admission process that benefits both the university and the applicants. It plays a critical role in maintaining the academic standards and overall quality of the education provided by the university.

4 <u>Indicative Workflow of B.Ed. Counselling Process</u>

4.1   Diagram of B.Ed. Counselling process workflow

5 Explanation of Indicative Workflow of Registration

The explanation of indicate workflow diagram outlining the B.Ed. counselling and admission process at Himachal Pradesh University. Here's an overview of the steps depicted:

1. Filing B.Ed. Counselling Form:

   - The process begins with the student submitting the B.Ed. counselling form through the Counselling System.

2. Downloading the Allotment Letter:

   - After the counselling process, students can download their allotment letter from the Counselling System. This letter specifies the college to which they have been assigned.

3. Document Verification:

   - The student must visit the allotted college to present their documents for verification. The Counselling System verifies the documents submitted by the student, and the verified documents are sent to the college.

4. Fee Payment:

   - Once document verification is completed and the seat is confirmed, the student proceeds to pay the required fees through the Counselling System.

5. Completion of Admission:

   - The process concludes with the student's admission to the college, as confirmed through the Counselling System.

This organized sequence ensures that the admission process is transparent and efficient, guiding students through each necessary step.
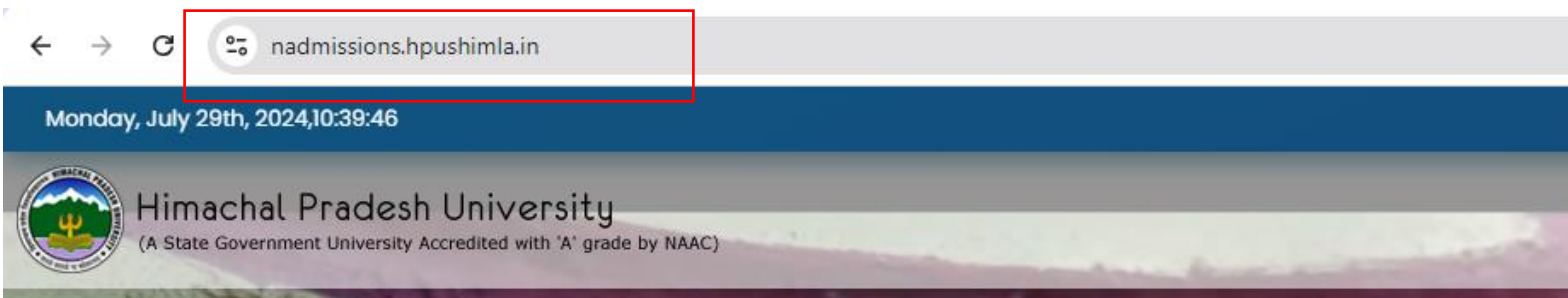
6 B.Ed. Counselling College Level Activities

The "B.Ed. counselling college level" colleges can process B.Ed. counselling activity and admission procedure for the Bachelor of Education (B.Ed.) program at Himachal Pradesh University. Here's a detailed outline of the process:
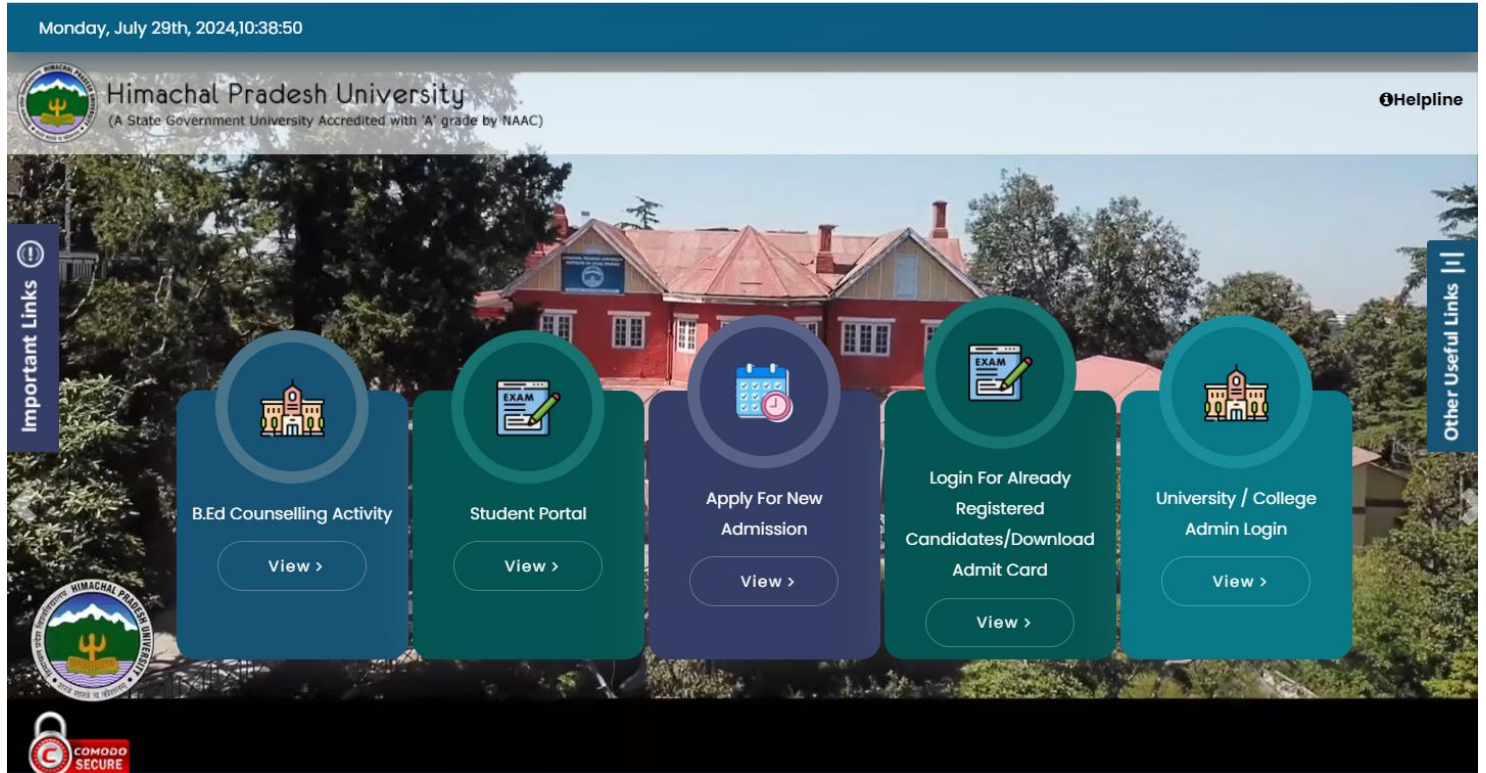
Open HPU Admission official site on your browser

"https:/nadmissions.hpushimla.in/"

To proceed, select "B.Ed. Counselling Activity" for B.Ed. Counselling activity. After clicking on "B.Ed. Counselling Activity" user will be navigated to the "B.Ed. Counselling activity" page, as shown in the screen below.

Click here to College login for B.Ed. Counselling activity

After that user will be redirected to login page as below screen show

Note: Colleges must log in using the User ID and password that they already use for Registration (RME) and exam activities.

After successfully logging in, users will be redirected to the college dashboard, as shown in the screen below.

MODULES ASSIGNED

Administrative Modules

Examination & Results
View Module Detail
View >

Hostel Management
View Module Detail
View >

Pre-Admission
View Module Detail
View >

RME
View Module Detail
View >

Click here

College Portal
View Module Detail
View >

After that, the user will be directed to the following screen:

| Configuration & Mapping | Merit Activity | Reports | B.Ed Activity | Admission Activity | Post Admission Activity |

Click here
B.Ed. Activity

After clicking on the B.Ed. Activity Tab, the user can view all the B.Ed. features as shown in the screen below.

| Configuration & Mapping | Merit Activity | Reports | B.Ed Activity | Admission Activity | Post Admission Activity |

B.Ed. College Document Verification

6.1 B.Ed. College Document Verification

In the "B.Ed. College Document Verification" feature, colleges can verify student documents. To do so, click on the "B.Ed. College Document Verification" feature.

Note: Colleges must first physically verify the student documents carefully. Afterward, they can confirm the verification in the "B.Ed. College Document Verification" feature.

After that, the user will be navigated to the "B.Ed. College Document Verification" feature, as shown in the screen below.

Label Control Id	Label Name	Description	Mandatory	Input Type
1	College	Select college name	Yes	Selection from Drop Down
2	Academic Session	Select Academic session	Yes	Selection from Drop Down
3	Degree Name	Select Degree name	Yes	Selection from Drop Down
4	Counselling No	Select Counselling number	Yes	Selection from Drop Down
5	Stream	Select the Stream	Yes	Selection from Drop Down
6	Registration No/ Roll No	Enter student registration number or entrance roll number	No	Alphanumeric
7	SEARCH	The 'Search' button displays all student records.	Yes	N/A
8	☐	Click here to select student	Yes	Mark/Unmarks
9	Verify	The 'Verify' button, verify student.	Yes(if want verify)	N/A
10	Verify multiple Records	The 'Verify multiple records' button, verify multiple student.	Yes (if want to verify multiple record)	N/A

To verify a student's documents, the user must select all the required fields and click the search button. A list of student grid will be appear as shown below.

In the grid, the user needs to click on the checkbox and then click the "Verify" button. If the user wants to approve multiple students at once, they should select multiple checkboxes and click the "Verify Multiple Students" button. Once this is done, the students' documents will be verified.

After document verification at the student level, the payment option will be available only for students with verified documents by colleges.

6.2 B.Ed. College Payment Verification

In the "B.Ed. College Payment Verification" feature, colleges can verify student payment. To do so, click on the "B.Ed. College payment verification" feature.

Note: Only students whose documents have been verified by the colleges will be shown in this feature.

Label Control Id	Label Name	Description	Mandatory	Input Type
1	College	Select college name	Yes	Selection from Drop Down
2	Academic Session	Select Academic session	Yes	Selection from Drop Down
3	Degree Name	Select Degree name	Yes	Selection from Drop Down
4	Counselling No	Select Counselling number	Yes	Selection from Drop Down
5	Stream	Select the Stream	Yes	Selection from Drop Down
6	Registration No/ Roll No	Enter student registration number or entrance roll number	No	Alphanumeric
7	SEARCH	The 'Search' button displays all student records.	Yes	N/A
8	☐	Click here to select student	Yes	Mark/Unmarks
9	Verify	The 'Verify' button, verify student.	Yes(if want verify)	N/A
10	Verify multiple Records	The 'Verify multiple records' button, verify multiple student.	Yes (if want to verify multiple record)	N/A

To verify a student's payment, the user must fill in all the required fields and click the search button. A list of students will appear in a grid, as shown below. In the grid, the user should select the checkbox next to the student's name and then click the "Verify" button. To approve multiple students at once, the user can select multiple checkboxes and click the "Verify Multiple Students" button. Once this is completed, the students' payments will be verified.

After payment verification, the student's admission will be confirmed, allowing them to proceed with all further activities.

6.3 B.Ed. Admission Report

In the "B.Ed. Admission Report" feature, colleges can download the admission report counselling round wise and stream wise. For download report, click on the "B.Ed. admission Report" feature.

Note: It is mandatory for all college to download the admission report after each counselling round.

Label Control Id	Label Name	Description	Mandatory	Input Type
1	College	Select college name	Yes	Selection from Drop Down
2	Academic Session	Select Academic session	Yes	Selection from Drop Down
3	Degree Name	Select Degree name	Yes	Selection from Drop Down
4	Counselling No	Select Counselling number	Yes	Selection from Drop Down
5	Stream	Select the Stream	Yes	Selection from Drop Down
6	Registration No/ Roll No	Enter student registration number or entrance roll number	No	Alphanumeric
7	Report Format Type	Select report format type like: PDF/Excel/word	Yes	N/A
8	Admission Reports	The 'Admission reports' button, download the vacancy report.	Yes	

Report:

HIMACHAL PRADESH UNIVERSITY, SHIMLA - 171005.

B.Ed Admission Online Counselling Report
2024-2025

College Name	S.No	Roll Number	Registration No	Name	Father's Name	Total Marks	Stream	Total Admission Fee	Student Category	Allotted seat category	Counselling Round	Seat Type
A ... College of ...	1						Medical	7056.00	SCHEDULED CASTE (SC)-Open	UN-RESERVED (UR)-Open	First Round	HP Quota
	2					72	Medical	7056.00	SCHEDULED TRIBE (ST)-Ex Servicemen/Wives /Ward Of Ex-Servicemen/Wives /Widows/Wards of Defence Personnel	UN-RESERVED (UR)-Open	First Round	HP Quota
	3						Medical	7056.00	SCHEDULED CASTE (SC)-Open	UN-RESERVED (UR)-Open	First Round	HP Quota
	4	5...					Medical	7056.00	OTHER BACKWARD CLASS (OBC)-Open	UN-RESERVED (UR)-Open	First Round	HP Quota
	5						Medical	7056.00	OTHER BACKWARD CLASS (OBC)-Open	OTHER BACKWARD CLASS (OBC)-Open	First Round	HP Quota
	6						Medical	7056.00	OTHER BACKWARD CLASS (OBC)-Open	OTHER BACKWARD CLASS (OBC)-Open	First Round	HP Quota
	7		H20VVS6288				Non-Medical	7056.00	UN-RESERVED (UR)-Open	UN-RESERVED (UR)-Open	First Round	HP Quota
	8						Non-Medical	7056.00	SCHEDULED CASTE (SC)-Open	UN-RESERVED (UR)-Open	First Round	HP Quota
	9					72	Non-Medical	7056.00	SCHEDULED CASTE (SC)-Open	SCHEDULED CASTE (SC)-Open	First Round	HP Quota
	10				RAJPAL		Non-Medical	7056.00	SCHEDULED CASTE (SC)-Open	SCHEDULED CASTE (SC)-Open	First Round	HP Quota

6.4 B.Ed. Vacancy Report

In the "B.Ed. Vacancy Report" feature, colleges can download the vacancy report counselling round wise and stream wise. For download report, click on the "B.Ed. Vacancy Report" feature.

Note: It is mandatory for all college to download the vacancy report after each counselling round.

Label Control Id	Label Name	Description	Mandatory	Input Type
1	College	Select college name	Yes	Selection from Drop Down
2	Academic Session	Select Academic session	Yes	Selection from Drop Down
3	Degree Name	Select Degree name	Yes	Selection from Drop Down
4	Counselling No	Select Counselling number	Yes	Selection from Drop Down
5	Stream	Select the Stream	Yes	Selection from Drop Down
6	Registration No/ Roll No	Enter student registration number or entrance roll number	No	Alphanumeric
7	Report Format Type	Select report format type like: PDF/Excel/word	Yes	N/A
8	Vacancy Reports	The 'vacancy reports' button, download the vacancy report.	Yes	

Report:

HIMACHAL PRADESH UNIVERSITY, SHIMLA - 171005.

B.Ed. College-wise Vacant Tentative Seat Details
2024-2025

Quota	Category	Medical	Non Medical	Arts & Commerce
Other State	UN-RESERVED (UR)-Open	3	4	8
HP Quota	UN-RESERVED (UR)-Open	2	4	8
	UN-RESERVED (UR)-Person with Disability (PwD)			1
	UN-RESERVED (UR)-IRDP/Antadoya/BPL			2
	UN-RESERVED (UR)-Ward Of Freedom Fighter			1
	UN-RESERVED (UR)-Cultural	2	2	1
	UN-RESERVED (UR)-Ex Servicemen/Wives/Ward Of Ex-Servicemen/Wives/Widows/Wards of Defence Personnel	1	1	3
	ECONOMICALLY WEAKER SECTION (EWS)-Open	1	1	1
	ECONOMICALLY WEAKER SECTION (EWS)-Person with Disability (PwD)	1	1	
	ECONOMICALLY WEAKER SECTION (EWS)-Ex Servicemen/Wives/Ward Of Ex-Servicemen/Wives/Widows/Wards of Defence Personnel			1
	OTHER BACKWARD CLASS (OBC)-Open		2	1
	OTHER BACKWARD CLASS (OBC)-IRDP/Antadoya/BPL			1
	OTHER BACKWARD CLASS (OBC)-Sports			1
	OTHER BACKWARD CLASS (OBC)-Ex Servicemen/Wives/Ward Of Ex-Servicemen/Wives/Widows/Wards of Defence Personnel	1	1	1
	SCHEDULED CASTE (SC)-Open	2		4
	SCHEDULED CASTE (SC)-IRDP/Antadoya/BPL	1	1	
	SCHEDULED CASTE (SC)-Cultural			1

THANK YOU