

Subject: Instruction regarding online reporting of the allotted candidates for Diploma Courses.

In this regard, it is informed that the reporting of allotted candidates after the 1st and 2nd online-off-campus counselling will be done online due to Covid-19 situation as already informed through the admission brochure of Diploma courses.

In this connection, kindly follow the following instructions for online reporting:

1. Instructions issued by Government regarding COVID-19 should be adhered strictly during the process of online reporting.

2. All the allotted candidates should be contacted and admitted within the reporting period as per rules. Further, if any candidate is debarred from admission due to reason of charging more fees then institute shall only be responsible for the complaint. And the list of such institutions would be forwarded to State Government/ Admission & Fee Regulatory Committee (A&FRC)/ HSBTE for strict action against such institutes.

3. For online reporting the institute have to login intra module then select the respective course.

After this follow the steps as mentioned:

Admission → Centralised Counseling → Online Counseling
Document Verification → Enter allotted student *Roll. No. → Status of candidate opened for checking (copy of screen shot of last year practice is attached herewith for reference).

*(For list of Roll No: Reports → Centralized counseling → Institute wise result).

4. Application Fee or counselling Fee if not deposited, shall be deposited by the candidates at the time of online reporting as per the notified schedule on **techadmissionshry.gov.in** (copy of screen shot of last year practice is attached herewith for reference).

5. The token fee (admission & tuition fee) as mentioned in the Chapter -7 of Diploma Prospectus shall be deposited by the candidate through his/ her login on **techadmissionshry.gov.in** (copy of screen shot of last year practice is attached herewith for reference).

6. The institute shall check and verify all the columns mentioned in the status of candidate during the online reporting process before admitting the allotted candidates.

7. The allotted candidates shall be contacted during the online reporting

period if the online status of candidate is found incomplete upto the last day of reporting.

8. The institute shall check the uploaded documents (like relevant category certificate, income certificate, Haryana domicile certificate etc.) during the online reporting process as per instructions mentioned in the diploma prospectus – 2021.
9. If the documents uploaded by the candidates are found incomplete during the online reporting process the institute may seek the relevant documents from the candidates and same can be uploaded (under admission menu on intra module) through the admin of the institute till the last the day of online reporting.
10. During the online uploading of documents through the admin of the institute it is suggested to download the previous uploaded documents first then combine with the pending documents in one PDF file and then upload the PDF again (as the software will replace the previous PDF with the new PDF while uploading).
11. A new notification regarding SC Deprived has been received (copy attached). Vide the said notification it is informed that SC Deprived category is applicable in Govt, Govt. Aided (for aided branches only). Accordingly, categories shall be verified as per the List mentioned in Annexure of Diploma prospectus- 2021.
For Self Financing institutions, Aided institutions (for unaided branches) the above said notification is not applicable. After the result of 2nd counseling the institutes are advised to make the candidates aware whose admission has been cancelled in their institute due to up gradation of seat in 2nd counselling to minimize the cases of restoration.
12. Both the provisions i.e. online and offline for deposition of token fees have been created in the online reporting module of HSTES.
13. If the token fees is collected at the level of the institute then the slip of the receipt should be uploaded online during the process of online reporting period. Also, all the entries (Counseling Fees and Token Fees) collected should be informed to this office in excel format after the completion of the centralised counselling. Further, total amount collected for counselling fees should be deposited in the account of HSTES.

Note: It is strictly informed that to charge the fees as prescribed by the State Fee Committee and as mentioned in Diploma Prospectus – 2021.

This is for your kind information and further necessary action please.