

Fwd: For Institute LLevel Admissions

1 message

Rep
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Haryana State Technical Education Society Panchkula <ugpg@hstes.org.in> Fri, Oct 22, 2021 at 10:14 AM
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Respected Sir/Madam,

Please find attached herewith the Important Points/ steps to be considered by the each Institute for updating the details of their admitted students on IntraPortal i.e. www.intrahstes.gov.in at Institute Level for the session 2021-22 upto last cut off date of uploading the admissions as per Key-dates. All the Universities/ Institutes shall ensure that the details of admitted candidates should be correct without any mistake including their course name and 1st year course or 2nd year course.

This is for your information and necessary action please.

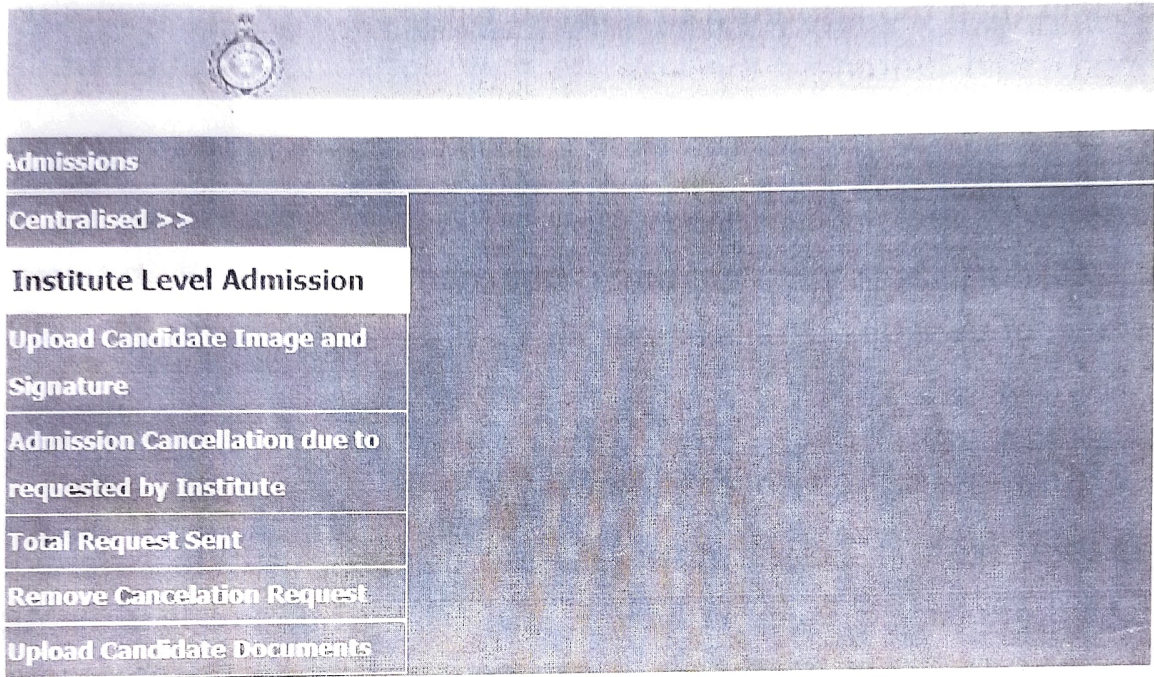
With regards,

Deputy Director,
Haryana State Technical Education Society
Panchkula, Haryana.
Toll Free No. 1800-137-3735.

gu.org, Vyas
pankaj Vyas
@gmail.com
"Dr. Vikas

Important Points to be considered by Institute for updating details of admitted students on IntraPortal at Institute Level:

- Kindly opt the option of Institute Level Admission under the module Admissions.



- **After opting Institute Level Admission, Please enter the Roll No. of the candidate if candidate participated in Centralised Counseling. If not, then please click “No” and proceed.**

Select 'YES' if candidate has appeared in entrance exam or participated in centralized counseling or has Roll No. provided by HSTES, or want to modify/delete already admitted candidate details in their Institute only otherwise Select 'NO' if & only if, enrolled candidate has not appeared in any of the entrance exams/ tests, and hence not participate in online centralised merit list, only in those cases, Institute should allot Roll No at Institute level only. Institute level Roll No should be of the format C0010044 where C denotes Institute Level admission, 001 is Institute code & 0044 is running Serial No. For Kashmiri Students Admission, Enter Roll No. starting with 'KS' followed by candidate ID as mentioned on AICTE allotment letter of Candidate.

Institute Code: 008

Institute Name: Govt. Polytechnic, Manesar, District Gurgaon (008) v

If candidate has appeared in entrance exam or participated in centralized counseling or has Roll No. provided by HSTES, then select Yes otherwise
No Yes No

Roll No

- **In case of Roll No. condition is 'yes'**

Fill out the details as per the form and admit the candidate. After admitting the candidate, option of PPP ID registration and admission slip is enabled. If in case student is interested to provide otp and mobile no. registered with PPP id is with the student then the institute can proceed with PPP id registration after opting the "Yes" radio button or the institute may opt for the option of "No" and download the Admission slip accordingly.

Note: uploading photo and signature is non mandatory and institute may skip at the time of updating details on portal.

- **In case of Roll No. condition is 'No'**

Please enter the Roll as C0010044 where C denotes Institute Level admission, 001 is Institute code & 0044 is running Serial No. (Institute code is mentioned on intraportal) and fill out the details as per the form and admit the candidate. For PPP id follow same procedure as mentioned above.

- **For updating details of already admitted candidate**

For updating details of already admitted candidate kindly enter the Roll No (either admitted through Centralised Counseling or through Institute level admission) and update the details in form and finally click on Update button to confirm the updation.

Same step can be used to delete the admission details of the candidate if admission details are updated inadvertently.

- **If in case candidate is admitted in another institute (say A institute) and wish to take admission at (B Institute)**


In this case, after entering the Roll No, message will be displayed that candidate with "Candidate with entered Roll No has already been admitted in **A Institute**,

Branch Electronics and Communication Engg. through Centralised/Institute level counselling”

After clicking ok, form will be opened like following:

Candidate is already admitted in mentioned institute. You can admit this candidate, ones admission has been canceled from other institute.

Matching case of Centralised Level Admission

Roll No	Admission Mode	Counselling No.	Name	F/H Name	Admitted Institute	Admitted Branch	Candidate Category	Admitted Category	Photo	Upload Admission Slip as a proof of earlier admission(pdf file only)	Request Institute for Admission Cancellation
LD200870	Institute Level		SAMANDEEP KALU RAM		Govt. Polytechnic, Sirsa	Electronics and Communication Engg	BC A	AIC		Choose File No file chosen	Send Request

Institute has to upload the admission slip of institute ‘A’ where he got admission previously and then send the request.

Note: Institute ‘B’ will be able to confirm the admission until unless request for cancellation of admission is not cancelled by institute ‘A’.

- **Reprint of Admission Slip of already admitted candidate**

For reprint of admission slip, institute has to enter the Roll No, after clicking yes and at the end of the page option of PPP ID and print admission slip button is available to reprint. Institute can take reprint of centralised as well institute level admitted candidates.

- **For updation of admission under Supernumerary Quota (KM, TFW & EWS only)**

Under this condition institute has to select admission type as (Tuition Fee Waiver Scheme for TFW, Economically weaker sections for EWS & Kashmiri Migrant for KM)

Left Over/ Unfilled	▼
--Select--	
Economically Weaker Sections	
Haryana Govt. School Topper	
Kashmiri Migrant	
Left Over/ Unfilled	
Location Specific	
Management	
Tuition Fee Waiver Scheme	

- **For updation of admission under Prime Minister's Special Scholarship Scheme (PMSSS) abbreviated as 'KS- Kashmiri Students':**

For Kashmiri Students Admission, Enter Roll No. starting with 'KS' followed by candidate ID/ Student ID as mentioned on AICTE allotment letter of Candidate