

Important Instructions for Diploma Courses Admission

1.	The Diploma Prospectus is for admission to all Diploma Courses i.e. Diploma Engg., Diploma Engg. Lateral Entry and Diploma Pharmacy for the Academic Year 2023-24. Its contents are subject to change without prior notice.
2.	The list of Govt./ Govt. Aided/ Self Financing Polytechnics along with Branches and Sanctioned Intake for the Session 2023-24 is available at Appendix-IV. Institutions/ Branches/ Sanctioned Intake are subject to change. Updated information would be available on the website www.techadmissionshry.gov.in at the time of counselling.
3.	<p>For the session 2023-24, admissions in various Diploma Courses shall be made through 02 Online Off-Campus counselling on the following basis:</p> <p>I. Admission in Diploma Engg. Course including HGST, KM, MAR, SDB, TFW and EWSs categories shall be made on the basis of merit of Secondary School Examination (Matriculation) or equivalent qualifying examination.</p> <p>II. Admissions in Diploma Engg. Lateral Entry Course including TFW and EWSs category shall be made on the basis of the inter-se-merit of %age of qualifying examination</p> <p>III. Admission for Diploma Pharmacy Course including MAR, TFW and EWSs category shall be made on the basis of inter-se-merit prepared on the basis of %age of qualifying examination</p>
4.	<p>There is no printed application form available/ acceptable. Further, applications for admission in all Diploma Courses (including all categories) shall be invited online at www.techadmissionshry.gov.in as per “Key Dates” given in Appendix-I of Diploma Prospectus.</p> <ul style="list-style-type: none"> • The candidates have to fill the particulars online and also have to upload their coloured photograph (JPG, JPEG File Max. 30KB Size) and signature (JPG, JPEG File Max. 20KB Size). • The particulars of the candidate in the application form must exactly be the same as registered in the qualifying examination • The candidates are advised to provide personal mobile number and email id as the same will be used to communicate any advisory/ notification related to admissions. • The candidates are advised to clearly opt the course i.e. Diploma Engg./ Diploma Engg. Lateral Entry/ Diploma Pharmacy and special category i.e. HGST/ KM/ MAR/ SDB/ TFW/ EWSs. • The candidates should note down the unique application number which will be generated as the candidate signup for the Diploma Courses. The unique application number will be required for future communication. The candidate should keep a copy of application form for his/ her record • During the filling of Online Application Form, a candidate applying for Diploma Engg. including HGST, KM, MAR, SDB, TFW & EWSs categories and Diploma Pharmacy including MAR, TFW and EWSs category shall upload the DMC of the qualifying exam (10th/ 12th/ any others equivalent) along with the proof of category and special category certificate (if applicable) for Verification & Confirmation of Online Filled Application Form by the designated centres as per the notified schedule and instructions (for details refer Chapter-5 of Diploma Prospectus) • Candidates applying for Diploma Engg. Lateral Entry including TFW and EWS categories shall upload the scanned copy of PDF Detailed Marks Certificate (DMC) of 10th (for Date of Birth verification) and DMC of qualifying exam at the time of filling the online application form for Verification & Confirmation of Online Filled Application Form by the designated centres as per the notified schedule and instructions. • After submission of online application form for Diploma Engg., Diploma Pharmacy and Diploma Engg. Lateral Entry course, the candidates are advised to deposit the Registration Fees online. • The candidates are advised to fill all the particulars like name, father name, date of birth,

	<p>category, resident of Haryana, income, economically weaker category etc. in the online application form correctly. If the particulars of any candidate is found wrong at the time of reporting of admission then his/ her admission may be cancelled and the candidate himself/ herself will be responsible for the canceling of the said admission. If any candidate want to correct his/ her particulars after submission of online application form he/ she may contact HSTES on email id onlineadmissionhelp@gmail.com and at the toll free no. 1800-137-3735 before the last date of closing of application form</p> <ul style="list-style-type: none"> • A candidate shall be allowed to change his/ her registration details before submission of the registration fee.
5.	<p>The Registration Fees shall be deposited by the candidate Online through Debit Card/ Credit Card/ Net Banking by using online payment gateway during filling the online application form.</p> <ul style="list-style-type: none"> • The Registration Fees once paid will not be refunded (full or partial) under any circumstances. • Registration Fees: <ul style="list-style-type: none"> Rs. 1000/- for General Category Rs. 700/- for All Reserved Categories (SC/ SCD/BC/PH/FF/ESM/KM/Haryana Resident Girls)
6.	<p>The verification of application forms will be done for those candidates only who have deposited the Online Registration Fees.</p>
7.	<p>The candidates can visit nearby Common Service Centers (CSC) or nearby Government Polytechnics/ HSTES for filling the online application form/ deposit of fees/ filling choices for counselling etc. (Common Service Centres are physical facilities for delivering Government of India e-Services to rural and remote locations where availability of computers and Internet was negligible or mostly absent)</p>
8.	<p>After submission of Registration Fee, candidate have to login with Unique Application No. & Password. Upon login, candidate will be able to fill choices online. A candidate who has selected special category, will be able to fill choices for different Roll No"s i.e. General Roll No. & Special Category Roll No. through same login.</p> <p>For Example: A Candidate namely "SUMIT" has registered for Diploma Engg. Course and got the Unique Application: 100005. Upon Registration, Sumit has applied for Special Category as well i.e. TFW. Now, while filling the Choices Online, Sumit will be able to Fill Choices for 2 different Roll No."s i.e. General Roll No. (DE100005) & TFW Special Category Roll No. (WE100005).</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Candidates are advised to fill choices from their own home and SHOULD NOT go to any cyber cafe or any outside unauthorized persons for the same, as they may mislead or misguide the candidates. However, in any case if the candidate registers from Cyber Cafe/ unauthorized venue, he/ she must ensure that the password is created by himself/ herself only in a secret manner. Candidates should strictly keep record of the password for their own use only and not to disclose this to others. In the event of sharing of password, candidate will be solely responsible for the change of registration details, choices etc., if any. • Designated Centres shall be allowed to change candidate's registration details during the verification of marks & documents till the application form is not verified by them HSTES. • In case any candidate changes registration details after submission of choices, but before locking, all choices filled earlier will be omitted and all choices will be required to be filled in again within that counselling period. • Locking of submitted choices is advisable. However, last filled choices would be considered as final if not locked by the candidate.

9.	The Choices filled by the candidate are subject to change as per the Final List of Participating Institutes and Branches with Intake as provided by the concerned Board/ University/ PCI.
10.	Candidates are advised to keep a check on the Institutes & Branches (Added or Deleted) before the submission of last cut-off date of choice filling as per the Key dates.
11.	<p>Two Online Counselling's will be conducted for admission to all Diploma Courses for all the seats of Govt. / Govt. Aided and 75% seats of Self Financing Institutes only (for details about Counselling refer Chapter-6 of prospectus). The details are as follows:</p> <p>1st Counseling - shall be done for all categories namely AIC, HOGC, HGST, SC, SC-D, BC-A, BC-B, PH, ESM (with all priorities) and FF of all categories with 25% Horizontal Female reservation.</p> <p>2nd Counseling - shall be done for all categories namely AIC, HOGC, HGST, SC (by merging SC and SC-D in SC), BC (by merging BCA and BCB in BC), PH, ESM (by merging all priorities) and FF with 25% Horizontal Female reservation</p> <p>For the supernumerary seats i.e. KM (J&K seats), TFW and EWS seats will be filled separately on the basis of Inter-se-merit of qualifying exam.</p> <p>After 2nd online counseling, admission at Institute-wise open online Counseling shall be made according to the following procedure:</p> <p>For Diploma Engg., Diploma Pharmacy & Diploma Engg. Lateral Entry: For conducting then Institute-wise open online Counseling, applications of the candidates shall be invited through official email id / website / personally to the institute as per the schedule notified and advertised by the concerned institute. Fresh Inter-se-Merit/ Rank of the candidates who have applied for Institute-wise open online Counseling shall be prepared (hosted on the website of the institute) by the respective institute according to the prescribed criteria of preparation of Inter-se-Merit/ Rank of qualifying examination as mentioned in Chapter-3 of Diploma Prospectus. The Institute-wise open online Counseling shall be conducted after merging the sub categories (including female) of a particular reserved category into the main reserved category. In the event of seats remaining vacant/ unfilled, if any, same shall be filled up before final cut-off date of admissions without any reservation.</p> <p>NOTE: 1. For filling up the supernumerary seats in TFW/ EWS category for all Diploma courses a committee shall be constituted at institute level. Separate merit shall be displayed after giving the advertisement at institute level. Further, the supernumerary TFW admissions shall be done through institute-wise open online counseling in an institution where a minimum of 50% seats of approved intake are filled up in last academic year</p>
12.	While displaying the status of availability of seats, the number of seats available in a specific branch of an institution will be displayed as per eligibility/ category. The non-availability of the seats in a branch of an institution and the seats/institution for which a candidate is not eligible will not be shown to him/ her
13.	The candidates must upload scanned copy of PDF of the original certificates at the time of registration of application form for online verification of the category/ domicile/ income etc. up

	<p>to the last date of document verification by the designated centre. The online verification of these documents shall be done online by the designated institutes as per the schedule mentioned in Key Dates. The candidates are advised to online upload the following documents in PDF format during the registration process:</p> <ul style="list-style-type: none"> • Haryana Residence Certificate (In case candidate has not passed qualifying exam from the School situated in Haryana). • Category Certificate i.e. SC/ SCD/ BCA/ BCB/ ESM/ FF/PH etc., if applicable. • Annual Parental Income Certificate from all sources, in case of BCA, BCB and TFW Categories. • Income and Asset certificate for EWSs category as per Annexure-XX of Diploma Prospectus, if applicable • In case of Kashmiri Migrants, supporting certificates and original certificate of migration duly signed by the competent authority or Relief Commissioner should be uploaded • In case of HGST category in Diploma Engg., candidates shall produce a certificate in the support of their claim from the Principal/ Headmaster of the Govt. School of which the candidate is topper clearly stating the strength of class (attach the attested form available at Annexure –XIII of Diploma Prospectus)
14.	<p>After declaration of the result of first counseling, the candidate shall report in the allotted institute as per schedule mentioned in the provisional seat allotment letter generated from the website for admission against the allotted seat along with all requisite documents/ certificates/ testimonials in original, photograph as mentioned in Chapter-7 and password. The candidates are allowed to submit the self-attested certificates at the time of reporting for admission. The candidate shall deposit one semester fee in the allotted institute. On verification of credentials and deposition of the admission fee the details of the candidate shall be updated on HSTES website by the institute. The candidate MUST get the Provisional Admission Slip from the allotted institute dully signed by the admission coordinator of the institute and the candidate himself/ herself.</p>
15.	<p>Admission Data Management Fees (Rs. 200/- per admission) shall be charged one time by HSTES in respect of all admissions (Centralized Admissions and Institute Level Management Quota Admissions) in Self Financing Institutions including un-aided branches of Aided Institutions from the academic session 2016-17. The said Fees be charged from the admitted students by the concerned institute and be credited/ deposited in HSTES account.</p>
16.	<p>To participate in 2nd and subsequent counselling, candidates will have to fill the choices again in the order of priority on the website www.techadmissionshry.gov.in without depositing further, registration fees. In case seat is allotted in 2nd or subsequent counseling, the earlier allotted/ reported seat will be cancelled automatically and the candidate will have to report online again in the institute allotted in 2nd or subsequent counseling. Thus candidates are advised to fill the choices in order of priority <u>only to upgrade</u>.</p>
17.	<p>The candidates who wish to retain the reported seat are advised not to opt for subsequent counselling. However, if at all, the candidate participates in the 2nd Counseling and after filling the choices he/ she feels that he/ she should not have opted for 2nd counseling then at this stage he/ she should delete all the choices filled by him/ her to retain the seat reported through 1st counseling.</p>
18.	<p>Fulfilling eligibility for Diploma Engg./ Diploma Engg. Lateral Entry/ Diploma Pharmacy courses w.r.t. qualification shall be proved by the candidate before reporting at allotted institute. A candidate may not be eligible on the 1st day of counseling but may be eligible on subsequent days of counseling due to the reasons, whatsoever. The candidate may seek admission at his/ her own risk and cost and if he/ she is found ineligible at the time of reporting, his/ her admission shall be cancelled for which he/ she shall have no claim, whatsoever.</p>
19.	<p>Any candidate who has been disqualified or debarred by the University or Board or any other Statutory Board shall not be eligible for admission to the polytechnics of Haryana State for the period he/ she has been debarred.</p>
20.	<p>If a candidate is admitted on the basis of the information submitted by him/ her, which is found to be incorrect or false later on, his/ her admission shall be cancelled and all fees and other dues paid by him/her shall be forfeited. The HSTES/ institute may also take further action, as deemed</p>

	fit, against the candidate and his/ her parent/ guardian in accordance with law
21.	The Principal of the concerned Polytechnic/ Institute shall satisfy himself/ herself regarding the authenticity of all certificates submitted online by the candidates for the purpose of their admission in the Polytechnic and shall be verified online by the institution from the issuing authority of the certificates. Principal should also ascertain the identity of the candidate by verifying his photo from photo available at www.techadmissionshry.gov.in . The Principal of the Polytechnic shall be held responsible for any ineligible admission made in the Polytechnic
22.	If the Principal of the Polytechnic/ Institute is not satisfied with the character, past behaviour or antecedents of a candidate, in such case the admission to the candidate may be denied in the Polytechnic to maintain academic ambience of the institution.
23.	Under no circumstances the original certificates of the candidate should be retained by the institute, ever. The candidate seeking admission may submit 2 sets of his documents along with 2 latest coloured photograph/ certificates/ testimonials duly self-attested, if later asked by the institute. Anyhow, if HSBTE, so desires, the original certificates from the candidate can be demanded through the institute in which he/ she is admitted
24.	For the guidance of candidates, List of Institutes along with branches and Intakes thereof is provided at Appendix-IV of Diploma Prospectus. Candidates should go through the same for preparation of his/ her mind set for selection of preferences of choices of institutions/ branches to be filled by the candidate during online counselling
25.	The fees structure of various self-financing technical institutions is available at Appendix-V and on website www.techeduhry.gov.in . Candidates are advised in their own interest to see the fees structure of institutes on the website www.techeduhry.gov.in before filling the choices of branches and institutes, during online counselling
26.	The result of all institutions for August, 2021 is available at Appendix-VI of Diploma Prospectus. Candidates are advised in their own interest to see the same before filling the choices of branches and institute, during online counseling.
27.	For the guidance of candidates, Institute-wise, branch-wise first and last ranks of admission status of the previous session 2021-22 is available on website www.techadmissionshry.gov.in
28.	Internal sliding (change in branch) is not allowed by any Govt./ Govt. Aided/ Self Financing Polytechnic after counselling.
29.	For refund of semester/ admission fees deposited in the institute, in case of admission cancellation, candidate has to give application for refund to the concerned institute well within time as per AICTE academic calendar and get a receipt of the same from them. In case, Institute doesn't provide the same, the Refund Intimation can also be given to HSTES well before Last Date for Cancellation of Seats for Technical Courses with FULL Fee Refund as per AICTE academic calendar. Remember to apply for refund in case you don't want admission in allotted institute before last cut-off date of admissions. The ultimate responsibility of fees refund lies with the institute. In case the institute does not refund candidate's fees, the candidate can complain to the HSTES and AICTE for further action. (Refund direction/ Policy are issued by the AICTE, as per AICTE public notice Advt. No. AICTE/DPG/06(02)/2009)
30.	The admissions made by private institutes at their own level as per prescribed procedure will be open for supervision and monitoring by Directorate of Technical Education, Haryana; Haryana State Technical Education Society; Haryana State Board of Technical Education and State Admission Committee constituted by the State Govt. in pursuance of the judgment dated 14.08.2003 of Honble Supreme Court of India in Writ Petition (Civil) No. 350 of 1993 (Islamic Academy & Anr. vs. State of Karnataka & Ors.)
31.	The decision of the Haryana State Technical Education Society (HSTES) in all matters relating to the admissions shall be final. All disputes pertaining to counseling for making admissions to all Diploma Courses for the session 2023-24 are subject to the jurisdiction of Panchkula only. The Haryana State Technical Education Society (HSTES) shall be the legal authority in whose name

	the State may sue or may be sued for this purpose. No suit, prosecution or other legal proceedings shall lie against the State of Haryana or any officer of the State Govt. or the NIC or Haryana State Technical Education Society, for anything which is in good faith done or intended to be done for the purpose of on-line off-campus counseling.
32.	Candidates seeking admission in private unaided institutions are advised to ensure that they are lawfully admitted failing which, they shall not be authenticated by HSTES and shall not be registered by the Haryana State Board of Technical Education, Panchkula and they themselves shall be responsible for any such lapse
33.	Always quote your online generated unique Application Form No./ Roll No while making correspondence regarding admission to Diploma Courses.
34.	The candidates may contact any Government/ Govt.-Aided Polytechnic or HSTES at 1800-137-3735 (Toll Free) or onlineadmissionhelp@gmail.com for any enquiry/ help regarding applying online, counseling etc.
35.	If the admissions in any branch in Govt./Govt Society/ Govt.aided polytechnics are less than 25% in Diploma Engg. and Diploma Pharmacy Course, the students of that branch will be shifted to other polytechnics or branches, as per the vacancies by the Haryana State Board of Technical Education (HSBTE), Panchkula on the basis of directions issued by the Directorate of Technical Education, Haryana. The admissions in Diploma Engg. Lateral Entry course for those branches where there was no admissions due to shifting of students in previous year may not be done in the current year.
36.	The Institution applied for Closure (if the same is under process/ approved for Progressive Closure) are eligible for admission to the Lateral Entry in the current Academic Year, as Extension of Approval was issued in the previous Academic Year and students were admitted during that year
37.	The Institutions where "No Admission" have been issued for the current Academic Year are eligible for admission to the Lateral Entry in the current Academic Year, as Extension of Approval was issued in the previous Academic Year and students were admitted during that year. However, in the Institutions where "No Admission" have been issued for the previous Academic Year are not eligible for admission to the Lateral Entry in the current Academic Year.
38.	EWS vacant seats of previous academic year shall be considered for the Lateral Entry to Second Year Course in the current academic year with the same reservation policy for admission.
39.	Under “HARIHAR” (Homeless, Abandoned and Surrendered Children Rehabilitation Initiative Haryana) policy the Children seeking the benefit of admission under HARIHAR policy shall be Abandoned and Surrendered Children who have completed the age of 18 years from the Child Care Institutions of the State and were abandoned before the age of 05 years or surrendered before the age of 1 year. Such candidates having Economically Weaker Section (EWS) status shall also be considered under Open/ EWS category for admission in all Diploma Courses at Government and Government-Aided Polytechnics under the ambit of Technical Education Department
40.	The institute shall submit one set of documents self-attested by the admitted candidates (whose details uploaded on HSTES portal up to cut-off date) and duly authenticated by Institute to the concerned affiliating University /Board for authentication and registration purpose. The concerned affiliating University/ Board will further authenticate the documents of the admitted students submitted by the institute as per their schedule for registration of the students