

Institute Level Manual Counseling(s)–2024

For Govt./ Govt. Aided (Aided branches only) Polytechnics

A. Important Information/ Instructions for Institute Level Manual Counseling(s) of Diploma Engg. & Diploma Engg. Lateral Entry Courses only:

1. The concerned institute to advertise widely for Institute Level Manual Counseling including TFW, EWS, HGST, KM, SDB, MAR and HARIHAR categories at their own level.
2. Applications alongwith relevant documents (like qualifying document, sub-category certificate (ESM & FF), income and asset certificate, PPP ID etc.) will be invited at the level of concerned polytechnic.
3. The schedule of Institute Level Manual Counseling should also be displayed on the website of the polytechnic for the information of aspiring candidates.
4. For admissions in **Diploma Engg. & Diploma Engg. Lateral Entry Courses**, Institute Level Manual Counseling shall be conducted on the basis of fresh Inter-se-Merit/ Rank of qualifying examination prepared by the respective concerned polytechnic and Inter-se-Merit/ Rank of qualifying examination declared by HSTES (for centralized online counselings) shall not be considered.
5. The Institute Level Manual Counseling for said courses shall be done as per the information/ instructions mentioned in Diploma Prospectus-2024.
6. The merit of the concerned course should also be hosted online on the website of the polytechnic alongwith the contact no. of the admission making team of polytechnic for resolving the queries.
7. After the declaration of merit the respective fees for admission as mentioned for the course in the Diploma Prospectus will be collected at the level of polytechnics.
8. **Before admitting the already admitted candidates through the institute level manual counseling, the polytechnic shall ensure that the previously allotted seat (if any) during the centralized/ Institute Level Manual Counseling to the such candidates have been cancelled.**
9. After checking of all relevant documents as mentioned in Diploma Prospectus, the polytechnic shall provide the **provisional admission slip** to the candidates and upload the details of the admitted candidates online on the intra portal of HSTES **simultaneously** during the admission process.
10. Institute Level Manual Counseling shall be conducted on the basis of seat matrix of vacant/ leftover seats of the polytechnics as available on intra portal of HSTES and **No internal sliding is allowed in Institute Level Manual Counseling to avoid violation of merit, however, the candidate already admitted can participate in subsequent round of manual counseling to get admission in other branch at the same polytechnic.** The category wise vacant seats (after 2nd centralized counseling) will be available online at www.intrahstes.gov.in on **01.08.2024**.
11. The entire exercise of Institute Level Manual Counseling and admissions have to be completed upto the cut-off date as mentioned in keydates of Diploma Prospectus – 2024.
12. All the admissions shall be uploaded online on intra portal of HSTES upto the cut-off date as mentioned in keydates of Diploma Prospectus – 2024 positively.
13. The principal has to certify that the admissions have been made as per merit. And for any legal/ court case he/ she will be responsible.

B. Procedure to fill seats under Special Categories of Diploma Engg. and Diploma Engg. Lateral Entry courses only:

1. For admissions in TFW Category

The admission/ counseling of TFW quota seats, if vacant, may also be done in Govt./ Govt. Aided Polytechnics by following the previous year practice by filling vacant seats under TFW quota at their level through polytechnic level committee to be constituted by the concerned Principal.

Also, polytechnic shall update their TFW admissions online on “tuition fee waiver” link at institute level admissions on intra portal of HSTES. The date of inviting applications for TFW category shall be fixed by the polytechnics and admissions shall be done accordingly before the last cut-off date for Diploma admissions as mentioned in keydates.

2. For admissions in EWSs Category

The admission/ counseling of EWSs category seats, if vacant, may also be done in Govt./ Govt. Aided Polytechnics by following the instructions as mentioned in Diploma Prospectus – 2024 at their level through polytechnic level committee to be constituted by the concerned Principal.

Also, polytechnic shall update their EWSs admissions online on “economically weaker sections” link at institute level admissions on intra portal of HSTES. The date of inviting applications for EWS category shall be fixed by the polytechnics and admissions shall be done accordingly before the last cut-off date for Diploma admissions as mentioned in keydates.

3. **PM CARES for Children Scheme Category for Diploma Engg. course only:** Under PM CARES for Children Scheme of AICTE, two supernumerary seats per branch shall be available in all institutions approved by AICTE. Admissions shall be made by the institutions during institute level manual counseling through the committee constituted for the purpose of admissions in the vacant supernumerary seats by verifying the documents in a fair and transparent manner as per guidelines as mentioned in Diploma Prospectus – 2024.
4. **“HARIHAR” (Homeless, Abandoned and Surrendered Children Rehabilitation Initiative Haryana) Policy:** If the seats of HARIHAR still remain vacant/ leftover, then, the concerned polytechnics will fill up vacant/ leftover seats at polytechnic level in a fair and transparent manner as per guidelines as mentioned in Diploma Prospectus – 2024. During the institute level admissions at polytechnics, the committee constituted for EWS/ TFW candidates will also make admissions of such candidates after verifying the certificate issued by District Approval Committee as per the merit against the Open/ EWS category seats.
5. **For admissions in HGST and KM Category**
The seats of HGST & KM category shall be get filled on the basis of fresh Inter-se-Merit/ Rank of qualifying examination prepared by the respective concerned polytechnic. However, it is responsibility of the polytechnics to check their eligibility and prepare their merit on the basis of qualifying examination. The date of inviting applications shall also be fixed by the polytechnic and admission shall be done accordingly before the last cut-off date for Diploma admissions as mentioned in keydates.
6. **Admissions in SDB Category at GP, Morni and MAR Category at GP, Uttawar**
If the seats of SDB and MAR still remain vacant/ leftover, then, the concerned polytechnics will fill up vacant/ leftover seats at polytechnic level in a fair and transparent manner as per guidelines as mentioned in Diploma Prospectus – 2024.

C. Schedule of Institute Level Manual Counseling(s) for Diploma Engg. and Diploma Engg. Lateral Entry courses only:

Date	Event
02.08.2024	Declaration of fresh Inter-se-Merit/ Rank for Institute Level Manual Counseling
05.08.2024	Institute Level Manual Counseling for all categories
06.08.2024	Institute Level Manual Counseling without any reservation (by merging all reserved categories)
After Institute Level Manual Counseling as per above schedule, all Govt./ Govt. Aided Polytechnics are also allowed to conduct another round of Institute Level Manual Counseling(s) for filling up of remaining vacant seats (if any) upto the cut-off date as mentioned in keydates of Diploma Prospectus – 2024.	