

ICOP

(Integrated Cloud Oriented Platform)



Manual to Generate Admit Card



Haryana State Board of Technical Education
Govt. Polytechnic Campus, Sector-26, Panchkula, Pin-134116



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1. Introduction

1.1 Purpose

The purpose of this User Manual is to help the college to guide how to generate Admit Card

1.2 Important Points

The URL to be used <https://hsbtehy.in>

2. Steps to Generate Admit Card

1. On accessing the URL <https://hsbtehy.in> below mentioned login screen will be displayed:

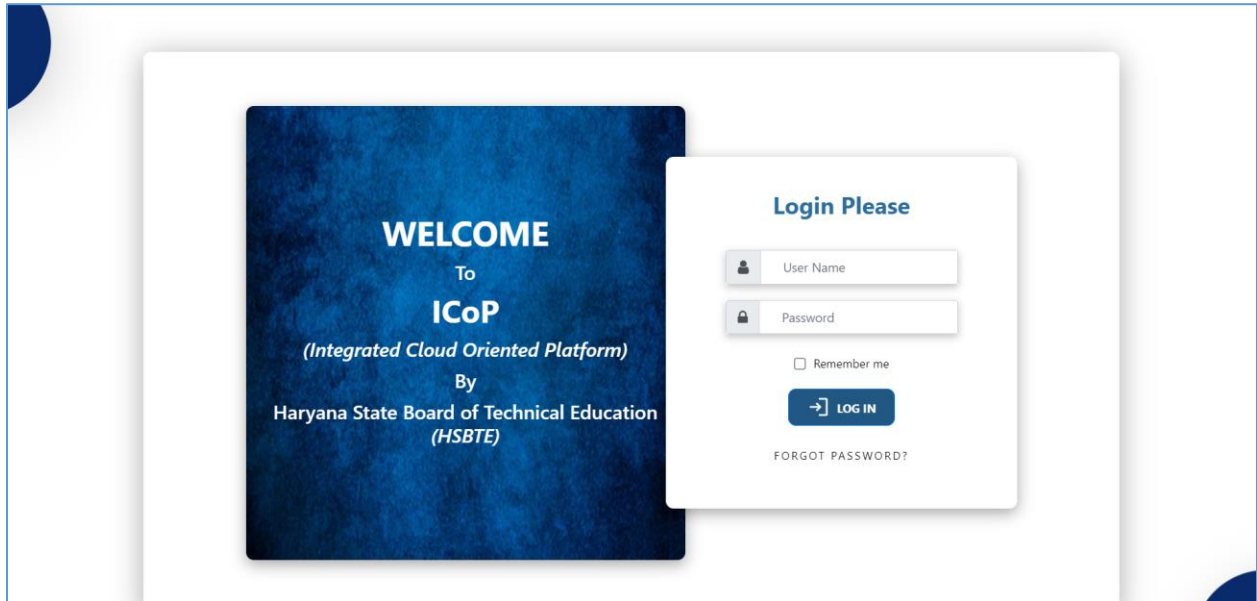


Figure 1 : Login Screen

2. College will enter the username and password (Default password as shared by Board) and below mentioned welcome screen will be displayed.

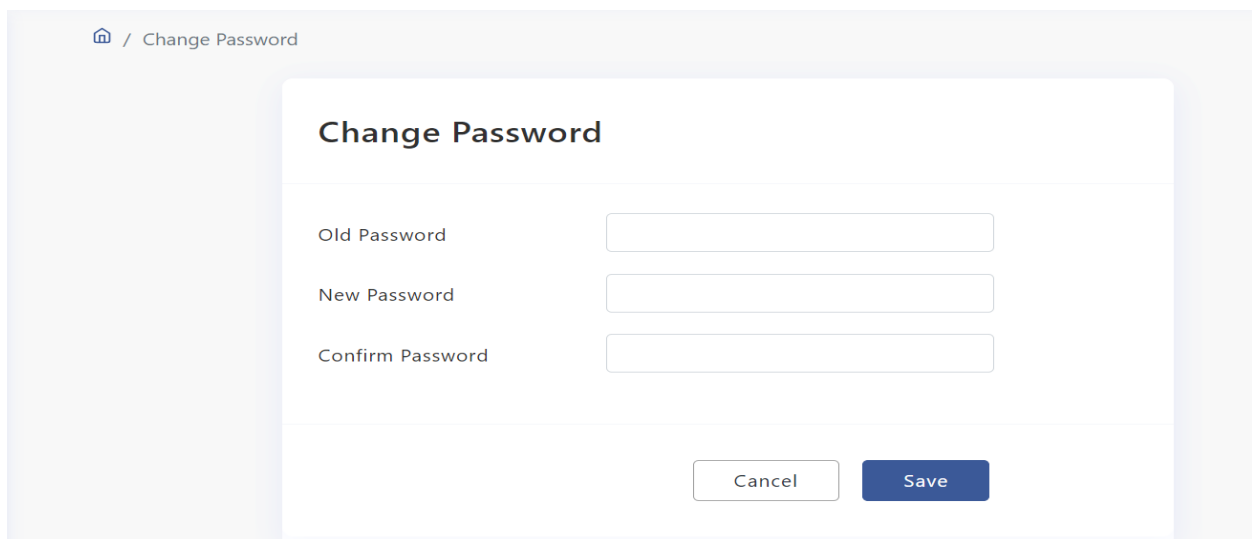


Figure 2 : Change Password Screen

3. Below welcome screen will be appeared where college will click on “Student Management”.

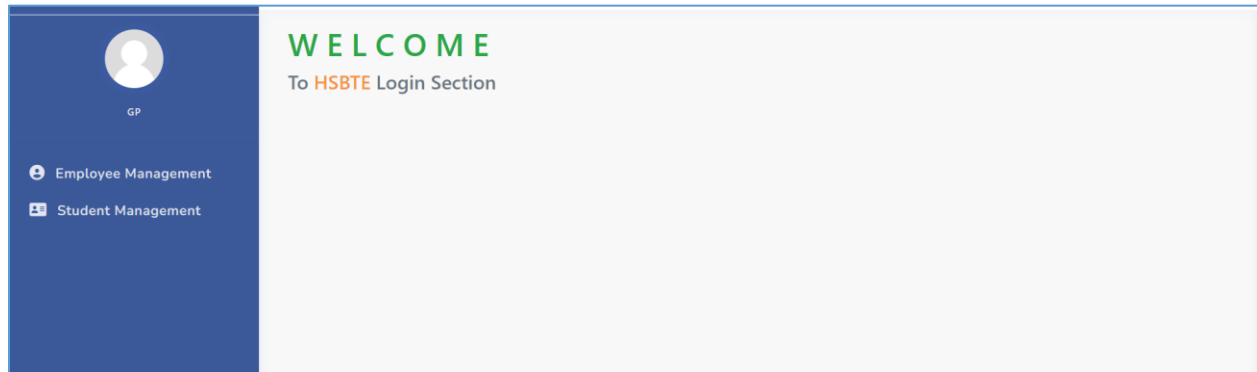


Figure 3 : Welcome screen after login

4. Before generating any admit card first Institute needs to approve from the Admit Card Approval link:
Student management -> Admit Card Approval

Institutes who have generated admit card before 03rd July will have to regenerate the same. All the admit cards generated before 03rd July are invalid.

Home / Admit Card Approval - Form

ADMIT CARD APPROVAL - FORM

Course * Exam * Branch *

-- Select Course-- -- Select -- --Select Branch--

Batch Year * Year/Semester *

--Select Batch year-- --Select Year/Semester-- Search Reset

5. Institute needs to select Course, Branch, Batch Year, Year/semester and click on search.
6. On Search all the Roll no who have filled PCA are displayed in the list as display in the below Screenshot.

Conditions: -

- 1) Few of the students are displayed in red color and they are all unselected.
- 2) Reason of Red color will be displayed in front of Roll no as displayed in below screenshot. Reason may be:

- a) **Due to FIS (Fail in internal marks)**
- b) **Detained**

- 3) If institute, select the red color students then only Re-appear subjects will be displayed whether student is detained or FIS.
- 4) Institute needs to un-select the student for which admit card needs to block:

<input type="checkbox"/>	210150800161	VANSH	VIJAY KUMAR	Internal M	
<input type="checkbox"/>	210150800162	VANSH SHARMA	RAJESH	Internal M	
<input type="checkbox"/>	210150800163	VARUN KUMAR	RAJINDER KUMAR	Internal M	
<input checked="" type="checkbox"/>	210150822002	HARSH KAMBOJ	SURJEET SINGH	No Block I	

7. Once Admit card approved, Institute have to click on Admit card Link (Student Management -> Admit Card)
8. On Click on Admit Card below screen will be displayed:

[Home](#) / Admit Card

Admit Card

<p>Course *</p> <input type="text" value="-- Select Course--"/>	<p>Exam *</p> <input type="text" value="-- Select --"/>	<p>Branch</p> <input type="text" value="--Select Program--"/>
<p>Batch Year</p> <input type="text" value="--Select Batch year--"/>	<p>Semester/Year</p> <input type="text" value="--Select Level--"/>	<p>Roll Number</p> <input type="text" value="Roll Number"/>
<input type="button" value="Search"/>		<input type="button" value="Reset"/>

9. After Selecting all the search parameters, Admit card of all the students will be displayed and can be printed.

For any Support or found any discrepancy you can contact:

Mail id: hsbtehelpdesk@gmail.com