



Ref. No. SVSU/2026/AA/054

Date: 19.06.2026

OFFICE ORDER

Subject: Admission Duties of Faculty/Staff members for reporting for admissions to Diploma Counseling announced by HSTES for Academic Session 2026-27.

It is to inform you that, as per the Tentative Key Dates announced by HSTES for admission to Diploma programs for the academic session 2026-27, the reporting schedule for candidates allotted to the University is tentatively as mentioned below, **excluding Gazetted and National Holidays**. The reporting time will be from 9:30 AM to 5:00 PM.

Tentative Schedule of Diploma 1st Year/ LEET is as below:

Diploma in Mechanical Engineering Diploma in Computer Science and Engineering Diploma in Electrical Engineering Diploma in Civil Engineering	1st Counselling: 22.06.2026 to 24.06.2026 2nd Counselling: 02.07.2026 to 03.07.2026
Diploma in Mechanical Engineering (LEET) Diploma in Computer Science and Engineering (LEET)	2nd Counselling: 26.06.2026 to 30.06.2026

Reporting Venue: Lalit Giri Bhawan (E1) Building of Shri Vishwakarma Skill University Dudhola, Palwal.

For smooth functioning of admission process during the Counseling (as announced by HSTES), various committees of faculty/staff members have been constituted as per following.

Desk for assigned work with Brief Description	Name & Design. of Faculty/ Staff
Desk-1: Admission Helpdesk <ul style="list-style-type: none"> To get marked attendance of students on Attendance Sheet. To issue of Admission File to newly admitted students. To resolve the queries of students w.r.t. admissions (if any), Any other duties assigned from time-to-time 	<ul style="list-style-type: none"> Mr. Upkar Singh, Skill Instructor (SDCMT): 8826134453 Mr. Neeraj Kumar, DEO (SFET): 8076384830
Desk-2, Documents Verification Committee -1 <ul style="list-style-type: none"> Diploma in Mechanical Engineering (60) Diploma in Computer Science and Engineering (60) Diploma in Electrical Engineering (60) Diploma in Civil Engineering (60) 	<ul style="list-style-type: none"> Mr. Vaibhav Raghav, Skill Assistant Professor (SDAS): 9015809792 Mr. Puneet Raghav, Foreman (SDGT): 8010283614 Mr. Ajit Singh, Skill Instructor (SDCS/IT):9729921654
Desk-3 for Fee Collection <ul style="list-style-type: none"> To collect fee and issue payment receipt accordingly 	<ul style="list-style-type: none"> Mr. Mukesh Kumar, Accountant: 9416657455 Mr. Veer Singh, DEO, Accounts: 8000295413

<p>Desk -4 for Online Reporting</p> <ul style="list-style-type: none"> • For Online Reporting on HSTES portal and to generate Admission Slip from the HSTES Portal during Online Reporting • Sign on the HSTES Admission slip. • To Generate / prepare & issue the Admission Letter after getting the signature of Chairperson 	<ul style="list-style-type: none"> • Ms. Deepika Poriye, Skill Assistant Professor (SDCMT): 8708959647 • Ms. Tina Yadav, Skill Instructor (SDCS/IT): 8607878602
<p>Desk-5 for Student's File Collection</p> <ul style="list-style-type: none"> • To collect the students admission files & to arrange the same branch wise/serial-wise/ alphabetically (as per list of admitted students) • Team members will be responsible to hand over all student files to Registration Branch within two days after completion of final counseling (as per list of admitted students) 	<ul style="list-style-type: none"> • Mr. Sunder, DEO (SDAS): 8708040243 • Mr. Bal Gopal, DEO (SDCS/IT): 9671032429 • Mr. Anand, DEO (SDGT): 9717881513
<p>Team Refreshment</p> <p>For distribution of refreshment to all team members twice a day</p>	<ul style="list-style-type: none"> • Mr. Rajveer, Office Boy (SFET): 9813822768 • To be appointed by General Branch

Note:

1. **DR Academics** – Coordination between Central or state Government Admission Authorities /HSTES /DTE /AICTE /UTDs & all other State Government Universities, HSTES web-portal regarding or any certification issues / cancelation of admission before reporting in this University and to provide the training (physically or through online platform) to the all - verification Committee members and other Clerical/Technical staff members deputed on Counselling Duties regarding verification of documents / generation of provisional admission letter
2. **Verification Committees** will verify Original Certificates/Documents/Testimonials along with attested photocopies of documents, as mentioned in the Information Brochure and prepare student file consisting of Application Form, List of enclosures etc. They are requested not to retain any original documents (**Except Migration, Character and Medical Certificates**). Student attendance will be taken by the Verification Committees. After verification, committee will forward the admission file for further process / fee counter
3. **IT-Cell** is requested to kindly provide Internet facility / printers for printing the document (HSTES Reporting Slip) and online reporting of students on HSTES Portal etc. accordingly or the overall process of online reporting smoothly.
4. **Proctor** is requested to depute adequate security staff during the reporting of students, to maintain discipline.
5. **Photocopy facility will be available in the Dean Skill faculty office for the students**
6. **Canteen** will remain open during above counseling dates and may place counter near counselling venue till the admission process is over.
7. **All Chairpersons & HODS** are requested not to sanction any kind of leave, without permission of Director (**Admissions**), to **the** faculty / staff members, who are put on admission duty.

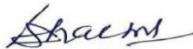
8. **The Chief Account Officer** will depute **staff** members from Accounts Branch to collect Admission Fee from the students.
9. **Mr. Devinder Giri, Assistant, Academics and Mr. Shakeel Ahmed, Superintendent, Academics** will provide the printed Admission Files, Application forms and documents related to admissions and stationery items to admission team members and other duties regarding admissions will be assigned time-to-time (if required on emergency)
10. **SDO Civil/Electrical & General Department** is requested to kindly arrange to provide Air-Conditioning in the Counselling Hall / drinking water and to provide the sufficient housekeeping as per requirement at the venue of the counseling. Power supply and presence of Electrician at the Generator Room till the admission process is over.
11. **Any Faculty/Staff Members are not allowed to leave the Counseling Hall till the completion of counseling for that day. Cooperation of all Faculty/ Staff Members is solicited for smooth conduct of above counseling process for Diploma/Diploma Leet (AICTE) Admissions.**

Cooperation of all staff members is solicited for smooth conduct of above counseling for AICTE Diploma admissions

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Director (Admissions)

A copy is forwarded to the following: -

- PA to Honorable Vice-Chancellor,
- PA to Worthy Registrar
- Dean Academics
- Deans/ Chairperson requested to circulate the duty amongst the faculty & staff members working in their respective departments.
- IT-Cell / Chief Account Officer/ Chief Hostel warden/IDC/ SDO-Elect / SDO-Civil/ DSW / Proctor/ General Branch/ Canteen
- All Faculty / Staff Members through their Deans/ Chairperson


Dr. Lalit Kumar Sharma
(Deputy Registrar)
Shri Vishwakarma Skill
University Dudhola, Palwal

**Deputy Registrar (Academic Affairs)
SVSU Dudhola (Palwal)**