

STANDARD OPERATING PROCEDURE (SOP

*For Admission Counseling – Online/Offline Blended Mode

*SIASTE, Jhajjar, Haryana

*Session: 2026-27

1. DURATION OF COUNSELING

Start Date: 01/08/2026

End Date: 21/08/2026 time: 12:00 noon

Timings for Document Verification: 9:30 AM to 2:00 PM, or as per requirement of document verification committees.

Note: Counseling will continue till 21/08/2026 if seats remain vacant.

2. MODE OF COUNSELING

Blended Mode – Both Online and Offline applications will be accepted.

3. SEAT ALLOTMENT PRINCIPLE

1. First Come First Serve Basis
2. No Reservation Rules – Counseling is open to all candidates
3. Open Till Seats are Filled – Counseling will close immediately once all sanctioned seats are filled.

4. PROCEDURE FOR ADMISSION

A. DOCUMENT VERIFICATION

1. Offline Reporting: Candidate must report physically at SIASTE, Jhajjar between 9:30 AM to 2:00 PM with original documents + 2 sets of photocopies + fees.
2. Online Reporting: Candidates must submit scanned documents + admission form + fee screenshot on the email within counseling hours.

B. PRIORITY RULE

1. If Online Response Received First: Online candidates will be given priority over physically reported candidates.
2. If Physical Reporting Done First: If a candidate reports in the institute first as compared to online responses received, then a physically reported candidate will be treated first.
3. Timestamp will be considered as proof for "First Come First Serve".

C. SEAT ALLOTMENT & FEE

1. After document verification, the seat will be allotted immediately and the candidates must pay the amount of the fees (22650/-) on the same day of the counselling failing which the committee has right to offer the same seat to the next eligible candidate in the queue.
2. Admission is confirmed only after full fee deposition.

5. CLOSURE & RE-OPENING OF COUNSELING

1. Once all seats are filled, counseling will be declared CLOSED.
2. If any seat gets vacant due to admission withdrawal/cancellation, counseling will be RESTARTED and notice will be issued on the website/notice board.

6. REQUIRED DOCUMENTS

1. 10th, 12th, Mark Sheets, minimum 50% marks in 12th exam.
2. NCET Scorecard 2026
3. Character Certificate, Migration Certificate
4. Aadhar Card, 3 Passport size photos
5. Anti ragging affidavit
6. Undertaking of pending documents
7. Affidavit of gap year, maximum two years of the gap is acceptable.

8. Medical certificate

9. Admission Fee as per institute norms

7. RESPONSIBILITIES

-1.Document verification Committee*: Verify documents, maintain merit register with date & time stamp, will help in sending mail and put phone calls to selected candidates .

2. Merit list preparation committee: prepare merit list of the eligible candidates as per list prepared by document verification committees

3. Seat allotment committee: The committee will offer seats to eligible candidates according to the merit and vacancy of seats in the particular streams.

4. Fee Submission: Help the selected candidates to pay the amount and issuing the receipt of payment of fees.

8. IMPORTANT NOTES

1. No claim for admission will be entertained after seats are filled.

2. The institute reserves the right to modify dates if required. Notice will be displayed.

3. For updates visit: [siaste.ac.in] / College Notice Board

Dr. Rishi Goel

Director

SIASTE, Jhajjar, Haryana

Date: 30/07/2026