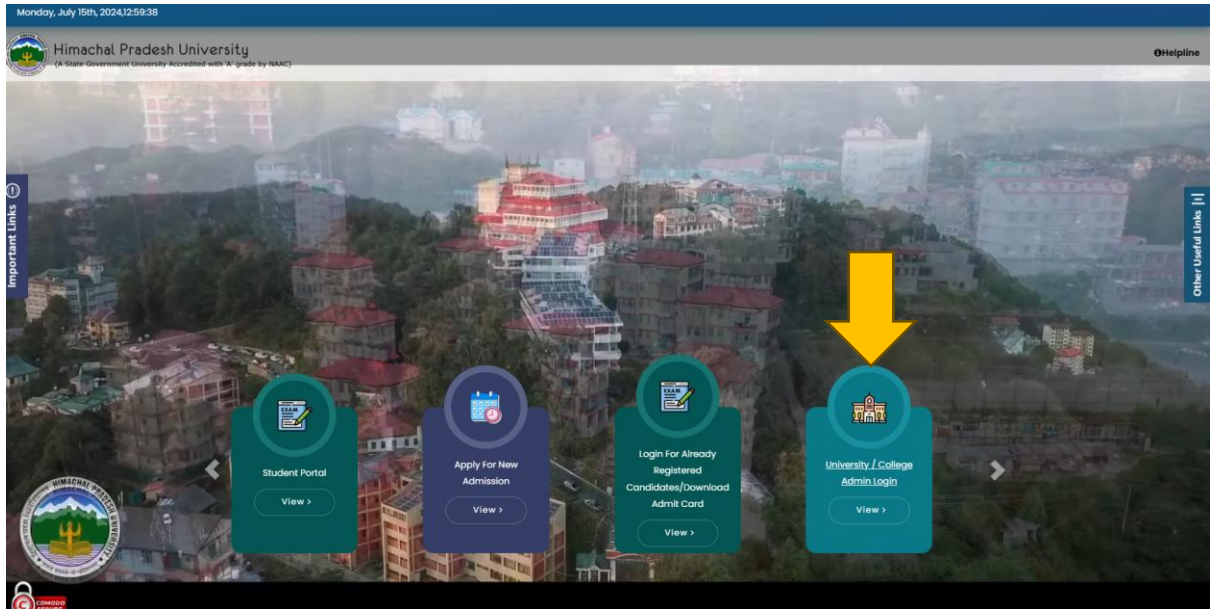


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## How to use pre admission module for admission purpose for the academic session 2024-25 onwards

- 1) Click on <https://nadmissions.hpushimla.in>
- 2) Click on University/ College Admin login



- 3) Drag the mouse cursor on Admission Activity and Click On -> Pre admission approval rejection and fill The All-mandatory fields. After you Filled All mandatory filled click SAERCH FOR ALL CANDIDATE.

The screenshot shows the 'Admission Activity' module interface. The 'Post Admission Activity' tab is active, and the 'Pre admission Approval Rejection' option is selected, indicated by a yellow arrow and the number '1'. Below the navigation tabs, there are several search and filter criteria, including Department, Program/Degree, Subject(s), and Date. At the bottom, the 'SEARCH FOR ALL CANDIDATE' button is highlighted with a yellow arrow and the number '2'. The interface also includes a 'List of Approval Pending Candidate(s)' section with a search bar for 'Candidate Name/Registration No'.

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Approve all candidate with selection of seat type check ok radio button and click on save Button

S.No	Session	Reg No.	Candidate	Father	Mobile No.	Institute	Degree	Subject	Category	Sub Category	Applied Seat Type	Seat Type	Approval Type	View Detail	Download Application Form
1	2024-2025	H24A194247	KAVITA KAUSHAL	ISHWAR DASS	8544739025	HPU Centre	M.A.	History	SCHEDULED CASTE (SC)	Open	Subsidized	Subsidized	Approve	VIEW	DOWNLOAD
2	2024-2025	H24A638317	GARVIT THAPA	ANIL KUMAR	8894205289	HPU Centre	M.A.	History	SCHEDULED TRIBE (ST)	IRDP/Antadoya/BPL	Subsidized	Non-Subsidized	Approve	VIEW	DOWNLOAD
3	2024-2025	H24A854379	MANOJ SHARMA	RAM GOPAL SHARMA	8629071022	HPU Centre	M.A.	History	GENERAL	Un-Reserved	Subsidized	Subsidized	Approve	VIEW	DOWNLOAD
4	2024-2025	H24A296846	VIKRANT	PARKASH CHAND	7876045711	HPU Centre	M.A.	History	SCHEDULED TRIBE (ST)	Open	Subsidized	Subsidized	Approve	VIEW	DOWNLOAD
5	2024-2025	H24A950946	AKASH	RAJ KUMAR	7876104366	HPU Centre	M.A.	History	SCHEDULED TRIBE (ST)	Open	Subsidized	Subsidized	Approve	VIEW	DOWNLOAD
6	2024-2025	H24A818051	RANJNA	KANTHI RAM	8894138683	HPU Centre	M.A.	History	GENERAL	Un-Reserved	Subsidized	Subsidized	Approve	VIEW	DOWNLOAD
7	2024-2025	H24A541386	KISHORI LAL	DOOR SINGH	9015056104	HPU Centre	M.A.	History	GENERAL	Economically Weaker Sections/IRDP/Antadoya/BPL	Subsidized	Subsidized	Approve	VIEW	DOWNLOAD
8	2024-2025	H24A225000	BHAVNA	KANSHI RAM	8629802646	HPU Centre	M.A.	History	GENERAL	Un-Reserved	Subsidized	Subsidized	Approve	VIEW	DOWNLOAD
9	2024-2025	H24A761616	SOM NATH	MASAT RAM	8091144282	HPU Centre	M.A.	History	SCHEDULED CASTE (SC)	IRDP/Antadoya/BPL	Subsidized	Subsidized	Approve	VIEW	DOWNLOAD

4) Post admissions activity → Click on admission renewal fee configuration

5) Select challan date mandatory

6) Apply fee type to all (subsidized/non-subsidized/PWD all) And Click Apply Admission Fee.

Note point: From this session onward apply fee to PWD candidates if any and challan of Fee Rs 0 will be downloaded from their student portal.

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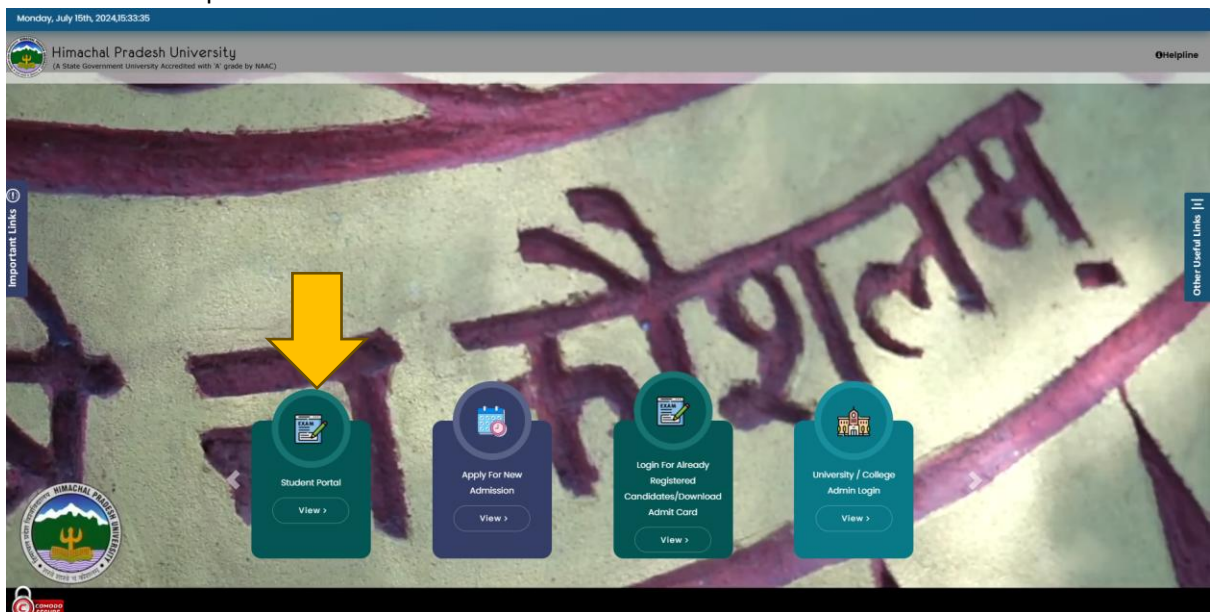
## 7) Admission Activity → Pre admission approval rejection

Live on student portal (A message will be send to all candidates on click **LIVE ON STUDENT PORTAL**)



## STUDENT LOGIN

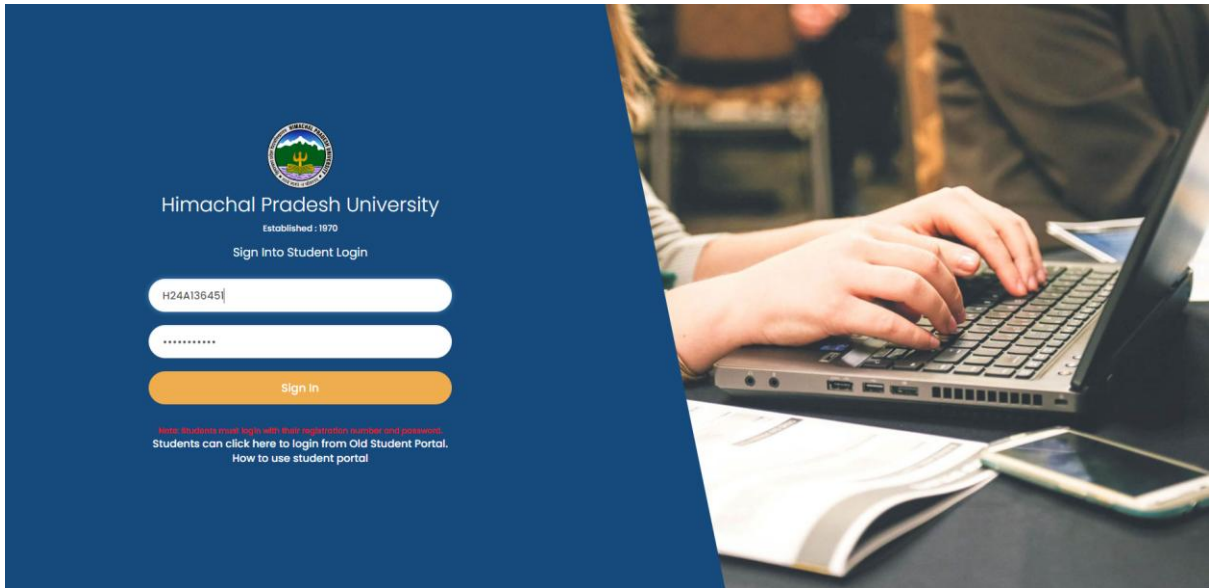
Click on Student portal



Login through: Registration No. starts form H24A.....

Password: Set by candidates while filling the registration form

# USER MANNUAL FOR DEPARTMENT

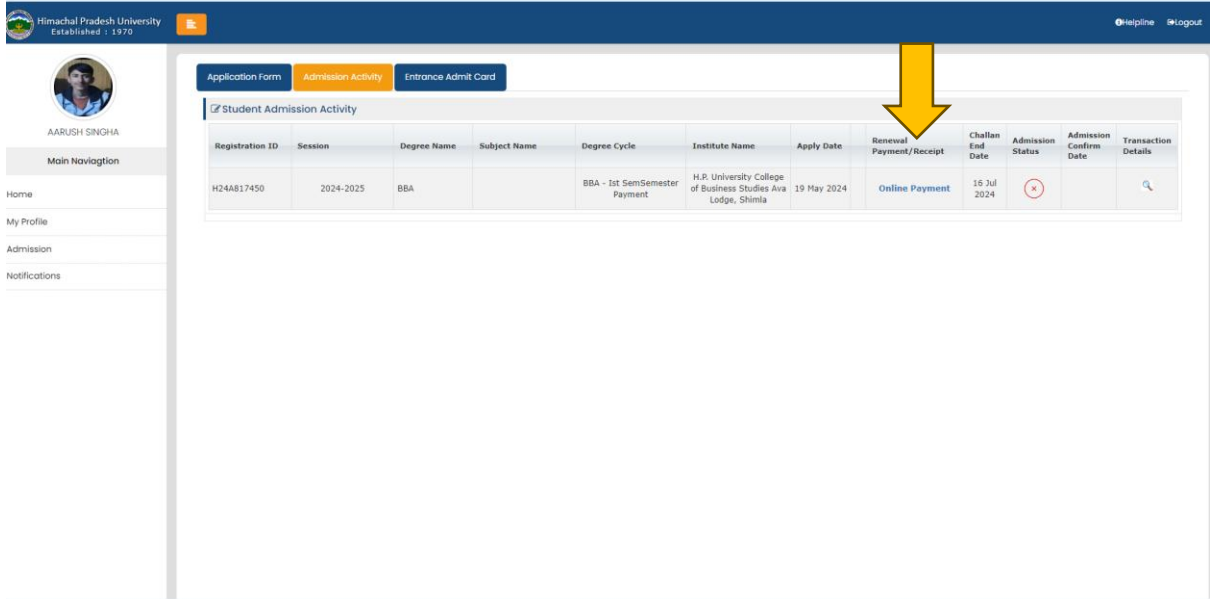


Click on admission Button li

Registration ID	Degree Name	Subject Name	Institute Name	Apply Date	Approve Date	Admission Status	Payment	Application Form	Transaction Details
H24A136451	BALLB		University Institute of Legal Studies, Chaara Haldan, Shimla	26 Apr 2024	19 Jun 2024	✓	Payment Receipt	ApplicationForm	

Click on admission activity to pay the online admission fee Click on Online Payment

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8) Once the fee is submitted by candidates please continue/confirm all candidates from Post admission Activity-→Challan configuration applied-→ Continue/Discontinue → Check the radio button

SUCCESS	06/18/24 3:44:54 PM	continue	<input type="checkbox"/>
SUCCESS	07/08/24 12:42:00 PM	--select--	<input type="checkbox"/>
SUCCESS	06/18/24 3:44:54 PM	continue discontinue	<input type="checkbox"/>
SUCCESS	07/11/24 12:33:59 PM	--select--	<input type="checkbox"/>
SUCCESS	06/26/24 11:17:40 AM	--select--	<input type="checkbox"/>

9) Click On Save Button

