

# ICOP

## (Integrated Cloud Oriented Platform)



### USER MANUAL

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



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# 1. Introduction

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## 1.1 Purpose

The purpose of this User Manual is to help the college to understand step-by-step procedures to Submit PCA, Edit Submitted PCA, Make Payment and Upload internal marks through ICoP Portal.

## 1.2 Important Points

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

## 2. Steps to Submit PCA Form

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

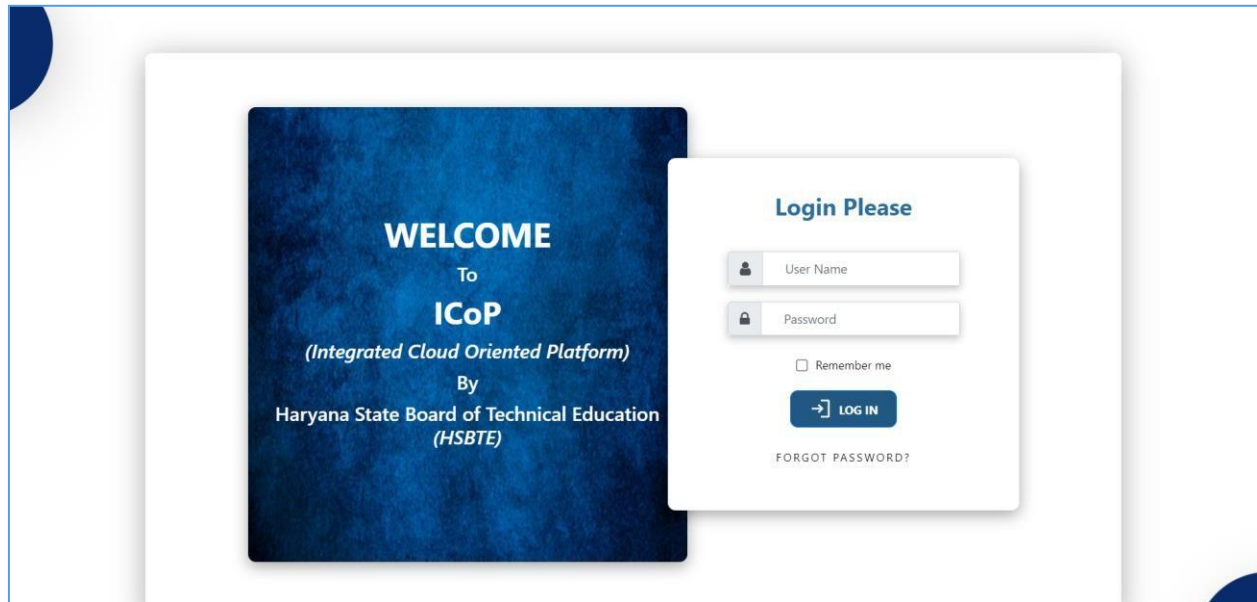


Figure 1 : Login Screen

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

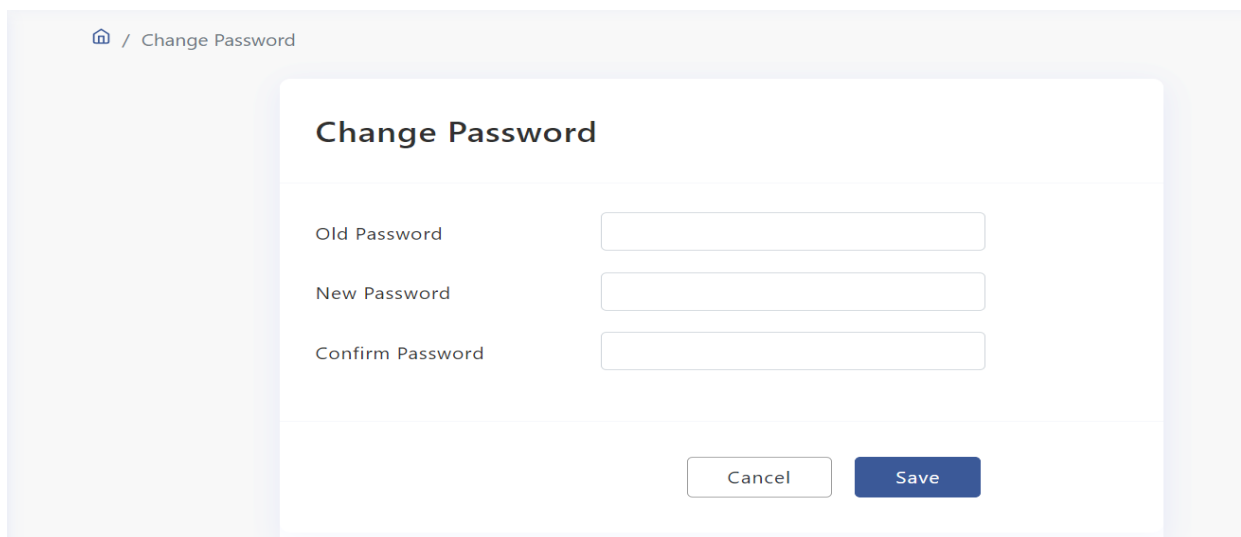


Figure 2 : Change Password Screen

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

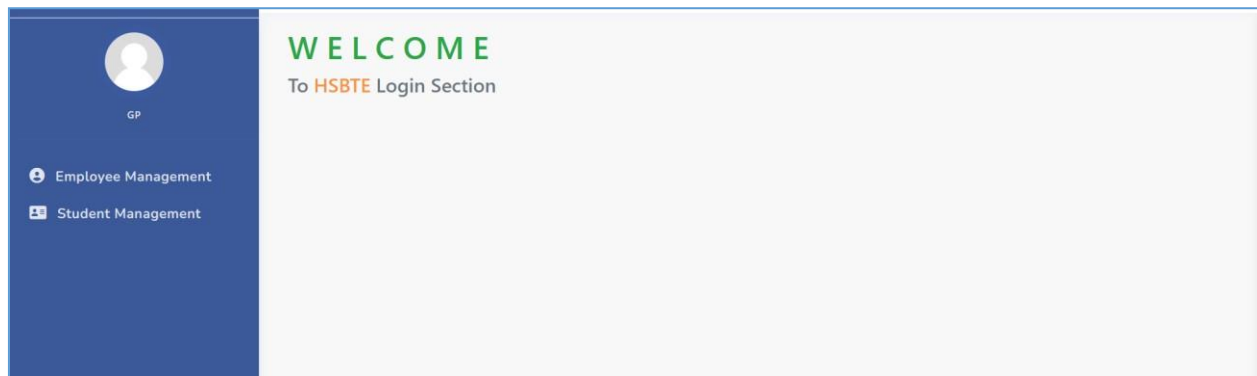


Figure 3 : Welcome screen after login

- Follow path Student Management->Manage student -> Student PCA Form and click on “Student PCA Form” as displayed in the below screenshot:

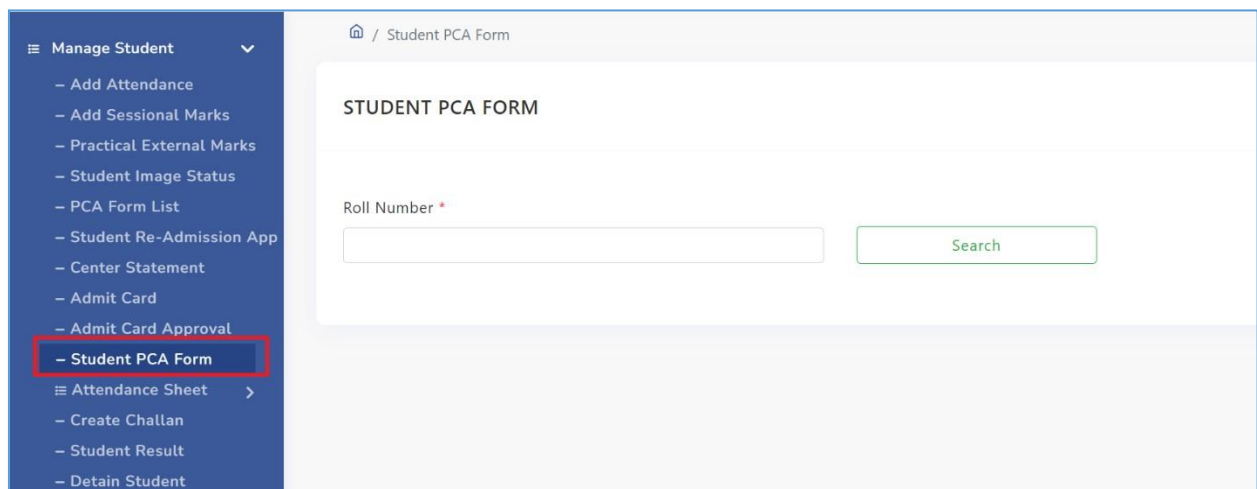


Figure 4 : Path for Student PCA Form

5. College will enter the roll no and details will be displayed.

### STUDENT PCA FORM

Roll Number \*

210010900016

Search

Figure 5 Student PCA Search

6. On search Student details will be displayed, College can upload photo in case of photo not uploaded, College can edit/update Mobile no and Email Id if found empty or wrong as displays in the below screenshots.


Roll Number \*

220010800002

Search

---

#### BASIC INFORMATION



Browse...

No file selected.

(Only JPG, JPEG, PNG files are allowed and file size must not be greater than 200 KB)

Update Image

Student Name :	AJAY KUMAR	Roll No :	220010800002
Father's Name :	RAJESH KUMAR	Mother's Name :	SANTOSH DEVI
Date of Birth :	16/11/2000	Gender :	Male
Email Id :	kumarakshay511@gmail.com	Admission Type :	Normal

Figure 6 Upload Photo

PCA For Diploma 2023-July

BASIC INFORMATION



Student Name :	DHARAM PAL	Roll No :	210010900016
Father's Name :	RAKESH KUMAR	Mother's Name :	REENA
Date of Birth :	08/08/2003	Gender :	Male
Email Id :	dheeshacybercafe@gmail.com	Admission Type :	Normal

ADDRESS INFORMATION

Permanent Address

H NO 110, WARD NO 6, SHIV COLONY, NAHAN ROAD, NARAINGA, NARAINGARH, Garhwa, Jharkhand, INDIA, 134203

Present Address

H NO 110, WARD NO 6, SHIV COLONY, NAHAN ROAD, NARAINGA, NARAINGARH

ADMISSION INFORMATION

Date of Admission :	01/06/2021	Institute Name :	GOVT. POLYTECHNIC, AMBALA CITY
Course :	Diploma	Batch :	ELECT. ENGI 2021
Branch :	ELECTRICAL ENGINEERING	Current Semester :	4 <sup>th</sup> SEMESTER

UPDATE CONTACT DETAILS

Email Id : *	Mobile No : *
dheeshacybercafe@gmail.com	9671802108

REGULAR PAPER(S)

7. Regular subjects will be displayed as non-editable as displayed below and all the Re-Appear subjects will be displayed which can be selected by the college as per the student.

REGULAR PAPER(S)

	Subject Code	Subject Name
<input checked="" type="checkbox"/>	180945	Digital Electronics
<input checked="" type="checkbox"/>	180944	Electrical Engineering Design & Drawing-II
<input checked="" type="checkbox"/>	180941	Electrical Machines-I
<input checked="" type="checkbox"/>	180942	Electrical Measuring Instruments and Instrumentation
<input checked="" type="checkbox"/>	180943	Installation and Maintenance of Electrical Equipment

REAPPEAR PAPER(S)

	Semester	Subject Code	Subject Name
<input type="checkbox"/>	1 <sup>st</sup> Year	180014	Applied Chemistry
<input type="checkbox"/>	3 <sup>rd</sup> SEMESTER	180933	Electronics - II

Figure 7 Subject list display

8. Fees will be calculated by the system automatically as per the rule of HSBTE as displayed in the below screenshot:

FEE INFORMATION		
Semester/Year	Total Paper	Fees
2 <sup>nd</sup> SEMESTER	7	600
1 <sup>st</sup> SEMESTER	1	600
<b>Total</b>	<b>8</b>	<b>₹ 1200</b>

Submit

Figure 8 Fees Display


9. On submit below PCA form below mentioned screen will appear where user can take print out or edit PCA if some correction is there (Only can edit before approval).

Roll Number \*  
210010900016

Search

Print

**GOVT. POLYTECHNIC, AMBALA CITY**  
Examination Form-PCA

Roll No.	210010900016	
Course	Diploma	
Branch	ELECTRICAL ENGINEERING	
Semester	4 <sup>th</sup> SEMESTER	
Student Name	DHARAM PAL	
Father's Name	RAKESH KUMAR	
Mother's Name	REENA	
Gender	Male	
Category	BC A	DOB 08/08/2003
Email	dheeshacybercafe@gmail.com	Mobile No. 9671802108
Address	H NO 110, WARD NO 6, SHIV COLONY, NAHAN ROAD, NARAINGA, NARAINGARH, Garhwa, Jharkhand, INDIA, 134203	

Regular Paper(s)

Edit

Figure 9 PCA Print and Edit



10. After submitting PCA, then College will move to Manage Student -> PCA Form list as display below to approve or reject PCA.

PCA FORM LIST

Course \* Diploma Exam \* PCA For Diploma 2023-July Branch \* CIVIL ENGINEERING

Batch Year \* --Select-- Year/Semester \* --Select-- Form Status --Select--

Fee Status --Select-- Search Reset

Figure 10 PCA Form List

11. All the PCA submitted are display in the grid, college will click on the Approve/Reject button display in the Action column.

Course *	Exam *	Branch *
Diploma	PCA For Diploma 2023-July	COMPUTER ENGINEERING
Batch Year *	Year/Semester *	Form Status
2022	2	--Select--
Fee Status		
--Select--	Search	Reset

Roll Number	Student Name	Father Name	Phone No.	Exam	College	Date	Form Status	Verified By	Remarks	Verified Date	Fees Status	Action
220010800003	ANMOL JOSHI	RAJNISH KUMAR	9728720995	PCA For Diploma 2023-July	GOVT. POLYTECHNIC, AMBALA CITY	12/05/2023	Created		-	12/05/2023	Unpaid	Approve/Reject
220010800007	BHUMI	RAJESH KUMAR	9034124695	PCA For Diploma 2023-July	GOVT. POLYTECHNIC, AMBALA CITY	12/05/2023	Created		-	12/05/2023	Unpaid	Approve/Reject

Figure 11 PCA Form list display

12. On click on Approve/Reject button below screen will appear and college will select the status and enter remarks and Submit it.

**Approve Reject Form**

Form Status \*

Approve

Reject

Drop

Save

Close

Roll Number	Student Name	Father Name	Phone No.	Exam	College	Date	Form Status	Verified By	Remarks	Verified Date	Fees Status	Action
220010800003	ANMOL JOSHI	RAJNISH KUMAR	9728720995	PCA For Diploma 2023-July	GOVT. POLYTECHNIC, AMBALA CITY	12/05/2023	Created	-		12/05/2023	Unpaid	Approve/Reject
220010800007	BHUMI	RAJESH KUMAR	9034124695	PCA For Diploma 2023-July	GOVT. POLYTECHNIC, AMBALA CITY	12/05/2023	Created	-		12/05/2023	Unpaid	Approve/Reject

Figure 12 Approve/Reject screen.

13. After submit below status wise report will be prepared college can generate status wise report by selecting Form Status parameters.

Course \*  
Diploma

Exam \*  
PCA For Diploma 2023-July

Branch \*  
COMPUTER ENGINEERING

Batch Year \*  
2021

Year/Semester \*  
4

Form Status  
--Select--

Fee Status  
--Select--

Search Reset

Roll Number	Student Name	Father Name	Phone No.	Exam	College	Date	Form Status	Verified By	Remarks	Verified Date	Fees Status	Action
210010800004	ADITYA GAUTAM	ASHOK KUMAR	8529509460	PCA For Diploma 2023-July	GOVT. POLYTECHNIC, AMBALA CITY	08/05/2023	Approved	GP Ambala	-	08/05/2023	Unpaid	--
210010800005	AMAN	GURDEV	9877981837	PCA For Diploma 2023-July	GOVT. POLYTECHNIC, AMBALA CITY	08/05/2023	Rejected	GP Ambala	jhfgdcn	08/05/2023	Unpaid	--



16. College can generate Summary PCA Status Report at any time from the reports section as display in the screenshot. College will select parameters and search report as per the requirement.

Figure 16 Summary PCA status report

17. On search below output report will be displayed.

**SUMMARY PCA STATUS REPORT**

Course \* Diploma Exam \* PCA For Diploma 2023-July Branch COMPUTER ENGINEERING

Batch Year \* 2021 Year/Semester -- Select --

Search Export Reset

Showing 1 Record(s)

Inst. Name	Branch Name	Total Students	PCA Filled	Fees	Approve	Admit Card Generated
GPA (001)	Comp. Engi. (08)	75	2	--	1	--

Figure 18 Summary PCA status report output

### 3. Steps to Submit Fee/Payment

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

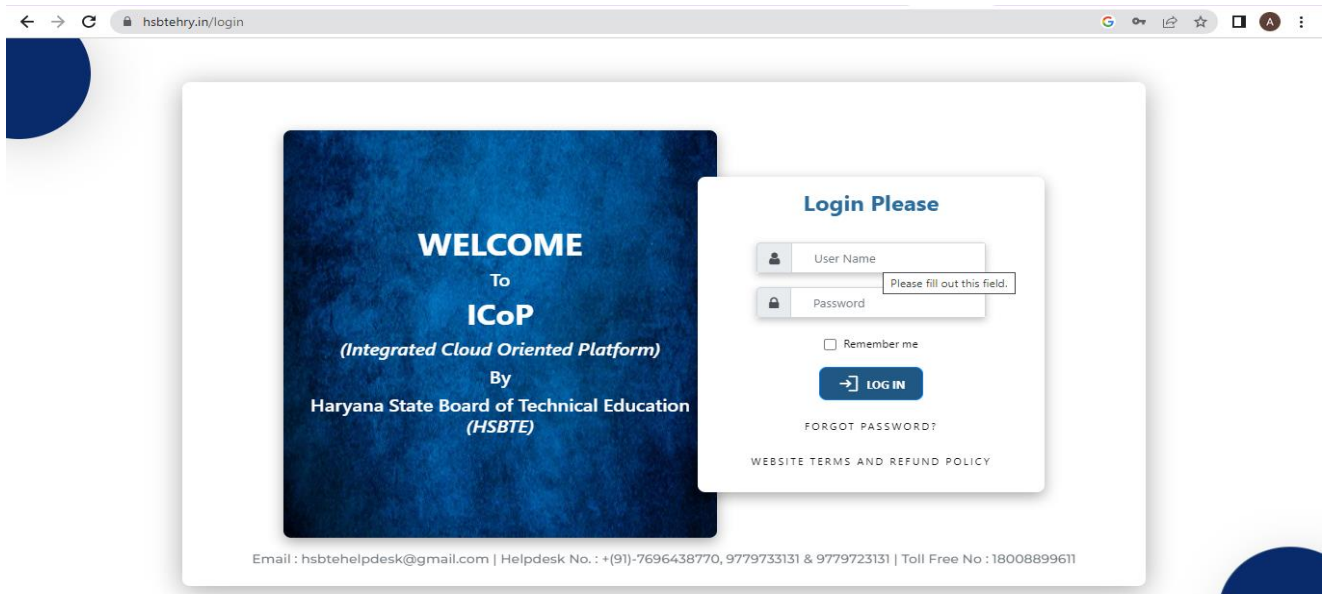


Figure 1 : Login Screen

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

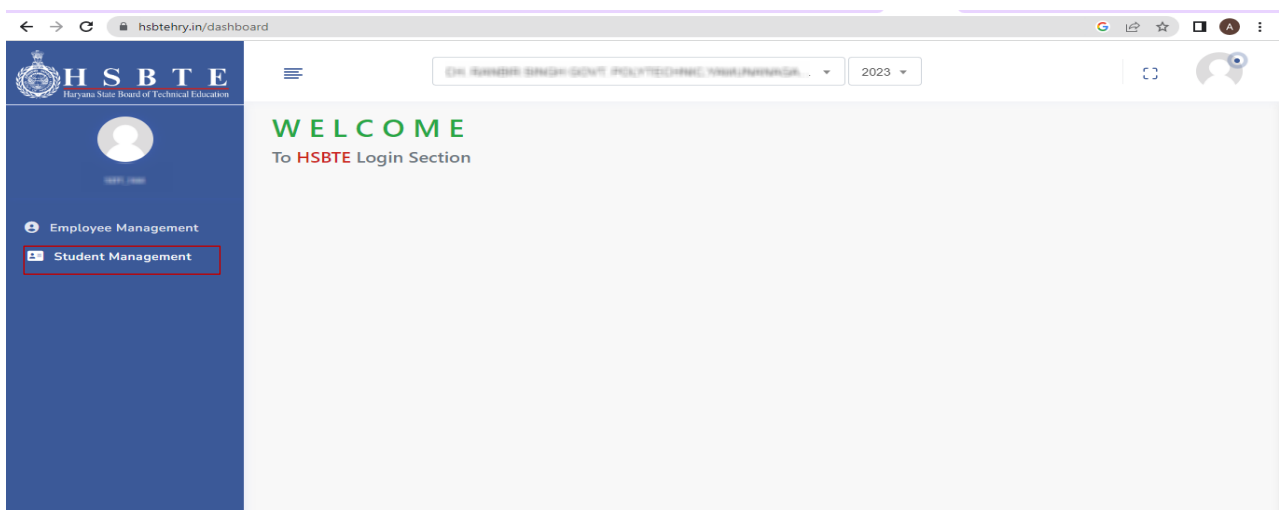


Figure 2 : Welcome screen after login

3. Follow path Student Management->Manage student -> Make Payment and click on “Make Payment” as displayed in the below screenshot:

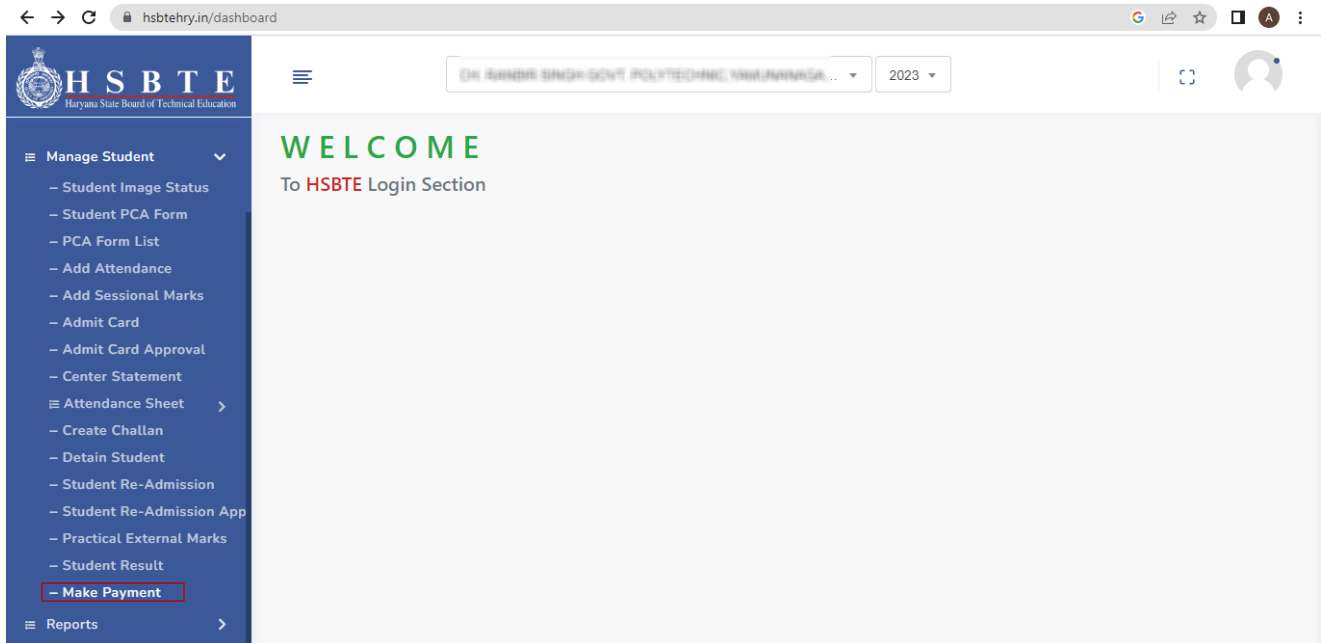


Figure 3 : Path for “Make Payment” option

4. After selecting “Make Payment” option, College/Institute will get the screen where they will select Course, Exam and Branch from drop down as shown in below image.

HSBTE  
Haryana State Board of Technical Education

Make Payment

MAKE PAYMENT

Course \*  
Diploma  
-- Select Course--  
MSIL  
DVOC  
Diploma  
DIPLOMA Yearly  
Pharmacy

Exam \*  
-- Select --

Branch \*  
--Select Branch--

Search Reset

Manage Student  
- Student Image Status  
- Student PCA Form  
- PCA Form List  
- Add Attendance  
- Add Sessional Marks  
- Admit Card  
- Admit Card Approval  
- Center Statement  
Attendance Sheet  
- Create Challan  
- Detain Student  
- Student Re-Admission  
- Student Re-Admission App  
- Practical External Marks  
- Student Result  
- Make Payment  
Reports

Figure 4: Selection of Course, Exam and Branch

- After selecting the mandatory fields, the details of the student will be displayed by clicking on search as shown below and the details will be visible only for those students whose PCA has been approved.

HSBTE  
Haryana State Board of Technical Education

Make Payment

MAKE PAYMENT

Course \*  
Diploma

Exam \*  
PCA For Diploma 2023-July

Branch \*  
MECHANICAL ENGINEERING

Search Reset

Total Students - 9

	Roll Number	Student Name	Father Name	Phone No.	Fees
<input type="checkbox"/>	2274407700001	ANAND	SHYAM SINGH	9876543210	1000
<input type="checkbox"/>	2274407700002	ANAND	SHYAM	9876543210	1000
<input type="checkbox"/>	2274407700003	ANAND	SHYAM	9876543210	1000
<input type="checkbox"/>	2274407700004	ANAND	SHYAM	9876543210	1000
<input type="checkbox"/>	2274407700005	ANAND	SHYAM	9876543210	1000
<input type="checkbox"/>	2274407700006	ANAND	SHYAM	9876543210	1000
<input type="checkbox"/>	2274407700007	ANAND	SHYAM	9876543210	1000
<input type="checkbox"/>	2274407700008	ANAND	SHYAM	9876543210	1000
<input type="checkbox"/>	2274407700009	ANAND	SHYAM	9876543210	1000

Manage Student  
- Student Image Status  
- Student PCA Form  
- PCA Form List  
- Add Attendance  
- Add Sessional Marks  
- Admit Card  
- Admit Card Approval  
- Center Statement  
Attendance Sheet  
- Create Challan  
- Detain Student  
- Student Re-Admission  
- Student Re-Admission App  
- Practical External Marks  
- Student Result  
- Make Payment  
Reports

Figure 5: Student Details

6. Now, college can select individual student to make payment or can also select all students in one click by ticking the checkbox on the header as shown below. After selecting the students, the fee/payment will be automatically calculated and the college will make the payment by selecting \*Pay Now\*.

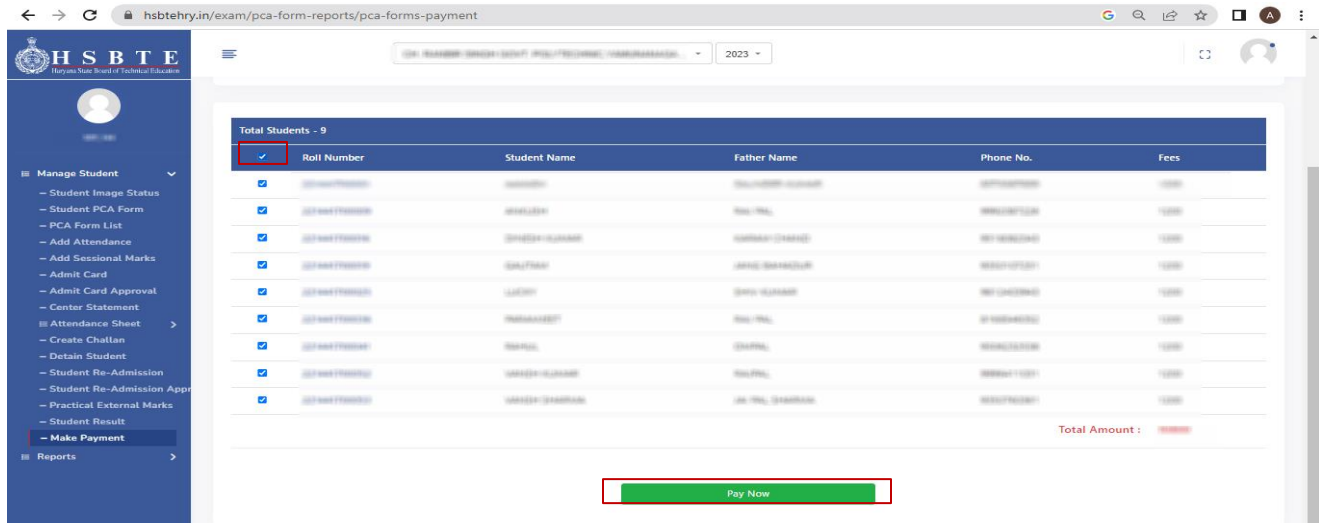


Figure 6: Selection of Students

7. After selecting \*PAY NOW\*, the college will be redirected to the payment page as shown in the picture below and can make the payment through any of the given payment methods.

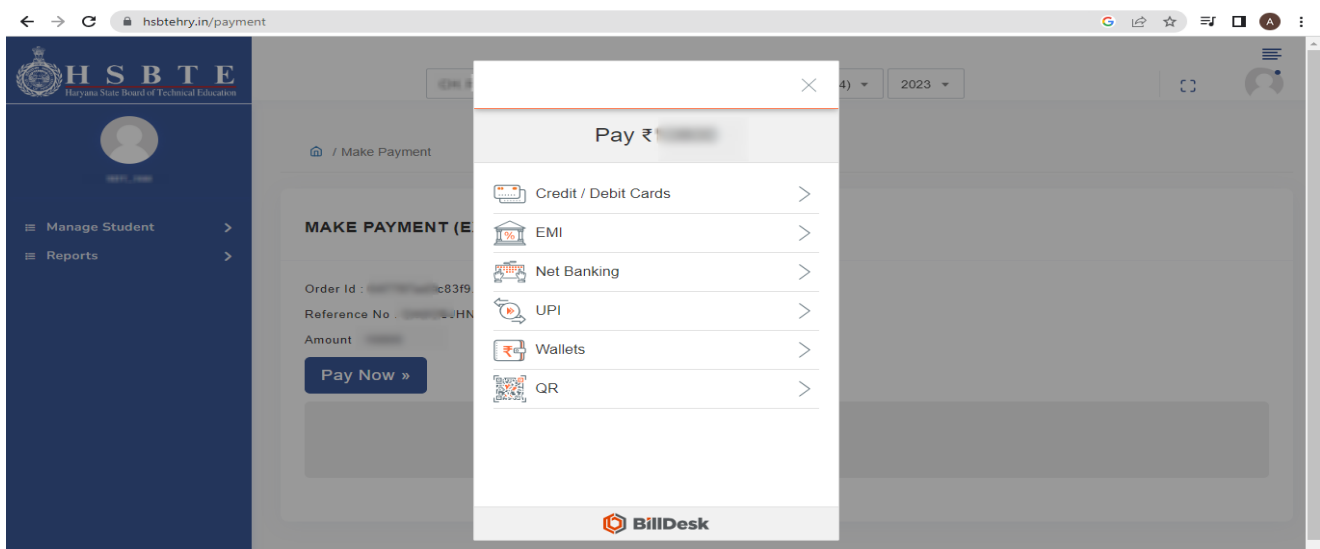


Figure 7: Payment Gateway



8. After the successful transaction, the payment receipt will be automatically generated as shown below.

PAYMENT RECEIPT						
Order Id	9788251		Reference No	5D9		
College			Payment Type	EXAM FEES		
Exam	PCA FOR DIPLOMA 2023-JULY		Date	2023-05-30 18:31:34		
Amount	10.00		Status	SUCCESS		
Response Code	0300		Response Message	TRANSACTION SUCCESSFUL		
Transaction Id	XHMP117		Bank Id	HMP		
Payment Mode	CARD					
Payment Details (1)						
S No	Roll No	Name	Branch	Batch	Level	Amount
1		DEEPA	CIVIL ENGINEERING	CIVIL ENGR 2020	B	10

Figure 8: Payment Receipt

## 4. Steps to Upload Internal/Sessional Marks

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

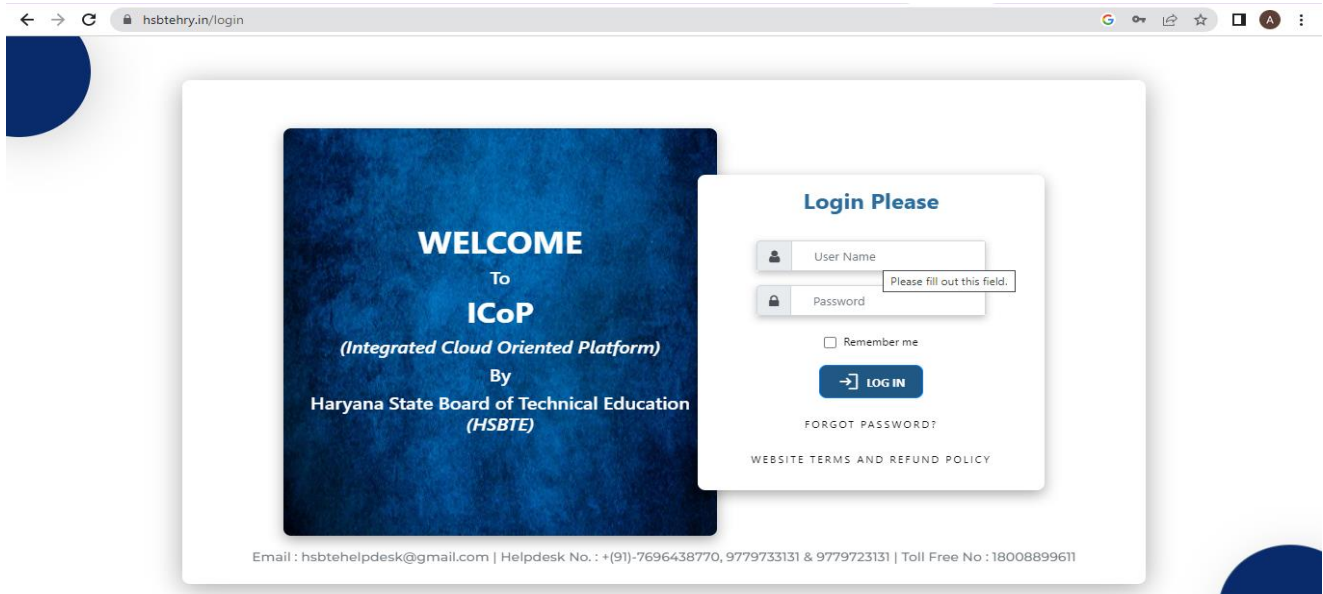


Figure 1 : Login Screen

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

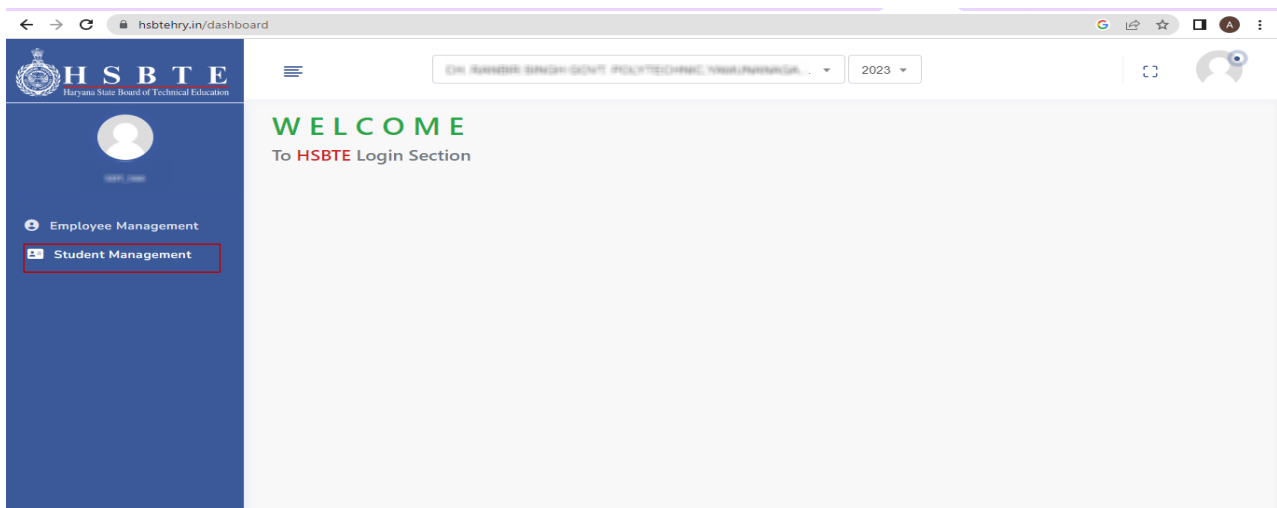


Figure 2 : Welcome screen after login

- Follow path Student Management->Manage student -> Add Sessional Marks and click on “Add Sessional Marks” as displayed in the below screenshot:

The screenshot shows the HSBTE web portal interface. On the left, a sidebar menu lists various options under 'Manage Student', with 'Add Sessional Marks' highlighted. The main content area is titled 'MASTER / Add Sessional Marks' and contains a form titled 'ADD SESSIONAL MARKS'. The form includes several dropdown menus for selecting Course, Exam, Branch, Batch Year, Year/Semester, Subject, Subject Detail, and Exam Type. There is also a text field for Roll Number. At the bottom right of the form are 'Search' and 'Reset' buttons.

Figure 3 : Path for “Add Sessional Marks”.

- After selecting “Add Sessional Marks” option, College/Institute will get the screen where they will select all the mandatory field such as Course, Exam, Branch, Batch year, year/semester, Subject and Exam Type from drop down as shown in below image.

This screenshot shows the same 'ADD SESSIONAL MARKS' form as Figure 3, but with several fields populated. The 'Course' dropdown is set to 'Diploma'. The 'Exam' dropdown is set to 'PCA For Diploma 2023-July'. The 'Branch' dropdown is set to 'PCA For Diploma (Yearly) 2023-July'. The 'Batch Year' dropdown is set to '2023'. The 'Subject' dropdown is set to 'PCA For Diploma (Yearly) 2023-July'. The 'Exam Type' dropdown is set to 'PCA For Diploma (Yearly) 2023-July'. The 'Roll Number' field is empty. The 'Search' and 'Reset' buttons are still present at the bottom right.

Figure 4

- After selecting the mandatory fields, the details of the student will be displayed by clicking on search as shown below, where college can enter the marks under the “Marks Obtained” section.

hsbtehy.in/exam/sessional\_marks

MASTER / Add Sessional Marks

ADD SESSIONAL MARKS

Course: Diploma Exam: PCA For Diploma 2023-July Branch: COMPUTER ENGINEERING (08)

Batch Year: 2022 Year/Semester: 2 Subject: Applied Physics - II (220023/212823)

Subject Detail: Select Exam Type: Regular Roll Number: Roll Number

Search Reset

Last Date of Marks Entry: 15/07/2023

Total Students - 58

S.No	Roll Number	Student Name	Father Name	Marks Obtained
				Practical Internal Min: Max:40 Theory Internal Min: Max:40
1				Present Present
2				Present Present
3				Present Present
4				Present Present

Figure 5: Sessional Marks Entry

**Note: Entered Marks will be AutoSaved.**

- College can update the individual students' marks by entering Roll No. of the Student and also, they can select “**Subject details**” to fill the marks of Practical and Theory subjects individually/separately, after selecting the all field (Mandatory and Non-Mandatory) college will get the screen as shown below.

hsbtehy.in/exam/sessional\_marks

MASTER / Add Sessional Marks

ADD SESSIONAL MARKS

Course: Diploma Exam: PCA For Diploma 2023-July Branch: COMPUTER ENGINEERING (08)

Batch Year: 2022 Year/Semester: 2 Subject: Applied Physics - II (220023/212823)

Subject Detail: Practical Internal Exam Type: Regular Roll Number: Roll Number

Search Reset

Last Date of Marks Entry: 15/07/2023

Total Students - 1

S.No	Roll Number	Student Name	Father Name	Marks Obtained
				Practical Internal Min: Max:40 Theory Internal Min: Max:40
1				Present Present

Figure 6: Individual Student marks entry

7. After uploading sessional marks, college now can check and download the Internal marks report in Reports Section by following path: -

**Student Management-> Reports ->Pre Exam Reports -> and click on “Internal Marks Reports” as displayed in the below screenshot:**

hsbtehy.in/exam/internal\_marks\_report/index

2023

Internal Marks Report

COURSE \* Exam \* Branch \*

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

BATCH YEAR \* Year/Semester \*

--Select Batch year-- --Select Year/Semester--

Search Reset

Figure 7: PRE Exam Report

8. In “Internal Marks Reports”, after selecting all fields from drop down, on search college will get the “Student Internal Marks Report” as shown below.

HSBTE

Harayana State Board of Technical Education

Manage Student

Reports

Pre Exam Reports

Attendance Report

Internal Marks Report

Post Exam Report

PCA Status Report

PCA Reports

hsbtehy.in/exam/internal\_marks\_report/index

2023

Internal Marks Report

INTERNAL MARKS REPORT

Course \*  
Diploma

Exam \*  
PCA For Diploma 2023-July

Branch \*  
ELECTRONICS AND COMMUNICATION ENGINEERING (10)

Batch Year \*  
2022

Year/Semester \*  
2

Search

Reset

Print

PDF

Excel

Student Internal Marks Report

Institute: Govt. Polytechnic Nanakpur, Panchkula

Branch: ELECTRONICS AND COMMUNICATION ENGINEERING

Semester: 2

Sno.	Roll No.	Electrical & Electronics Workshop - II	Applied Mathematics-II	Applied Physics - II		Engineering Graphics	Environmental Studies & Disaster Management	Electronic Instruments and Measurement		Electronic Devices & Circuits-I		Total	Total after Rationalisation	Remarks
		Practical Internal	Theory Internal	Theory Internal	Practical Internal	Theory Internal	Theory Internal	Practical Internal	Theory Internal	Practical Internal				
1		Max-40	Max-40	Max-40	Max-40	Max-40	Max-40	Max-40	Max-40	Max-40	Max-40	400		
2												0	0	
3												0	0	

Figure 7: Internal Marks Report

**NOTE: College can edit sessional marks any time before the last date of entering sessional marks.**

## 5. Steps to Edit Submitted PCA form

College/Institute can edit already Submitted PCA by following below instructions: -

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

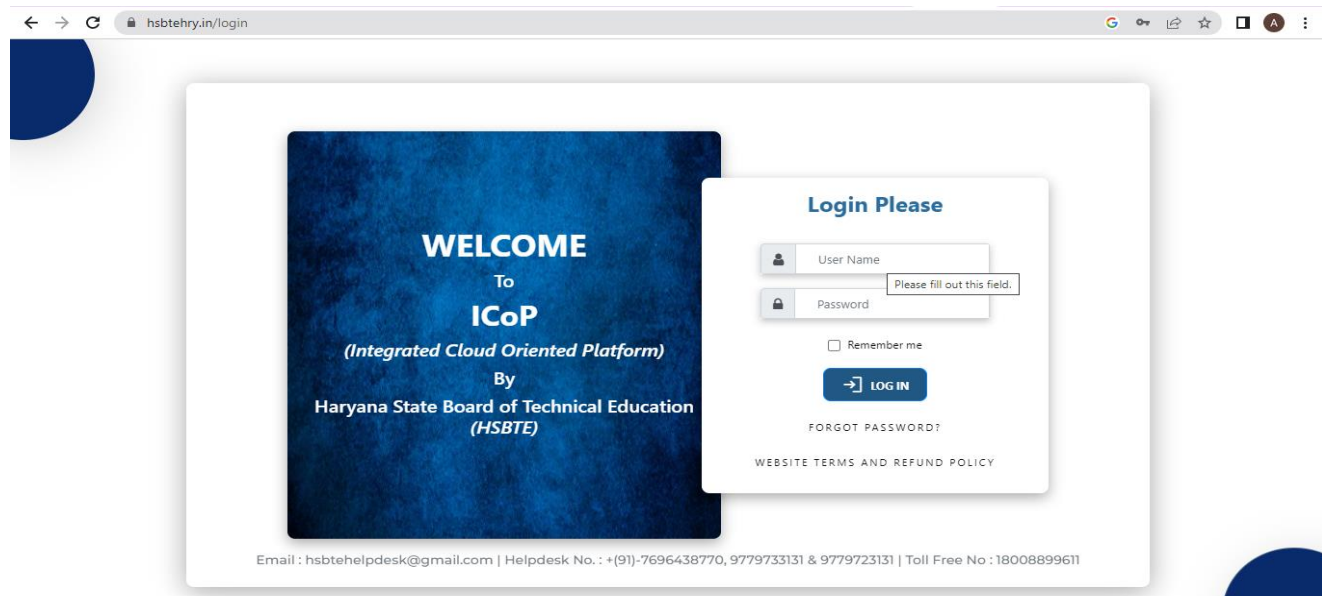


Figure 1 : Login Screen

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

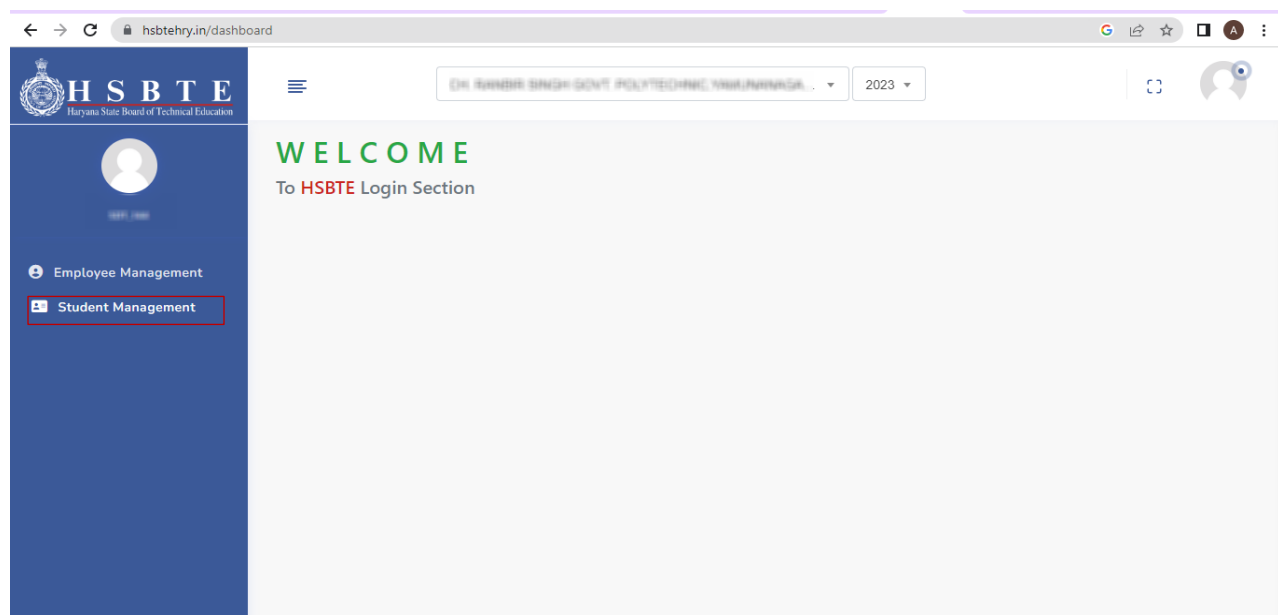


Figure 2 : Welcome screen after login

- Follow path- Student PCA form>Enter student roll no.> you will see the Edit button (only for Submitted PCA) as shown below.

The screenshot shows the HSBTE Student PCA Form interface. On the left is a sidebar with navigation options: Manage Student, Student PCA Form, Add Attendance, Add Sessional Marks, Admit Card, Admit Card Approval, Center Statement, Attendance Sheet, Create Challan, Detain Student, Student Re-Admission, Student Re-Admission App, Practical External Marks, Student Result, Make Payment, Payment Report, and Reports. The main area displays the Student PCA Form for a student with roll number 180204. The form includes fields for Semester, Student Name, Father's Name, Mother's Name, Gender, Category, Email, Address, DOB, and Mobile No. Below these fields are two tables: Regular Paper(s) and Reappear Paper(s). The Regular Paper(s) table has columns S.No., Semester/Year, Subject Code, and Subject Name, with three rows of data. The Reappear Paper(s) table has the same columns and two rows of data. An 'Edit' button is visible in the top right corner of the form area.

Figure 3 : Submitted PCA Form

- On click on Edit button, you will get the screen as displayed in below screenshot where you can edit and Re-Submit the PCA after updating.

The screenshot shows the HSBTE Student PCA Form interface in edit mode. The main area displays the Student PCA Form for a student with roll number 180204. The form includes fields for Semester, Student Name, Father's Name, Mother's Name, Gender, Category, Email, Address, DOB, and Mobile No. Below these fields are two tables: Regular Paper(s) and Reappear Paper(s). The Regular Paper(s) table has columns S.No., Semester/Year, Subject Code, and Subject Name, with three rows of data. The Reappear Paper(s) table has the same columns and two rows of data. A 'Submit' button is visible in the bottom right corner of the form area.

Figure 4: PCA Form to update

If college has filled the PCA but not approved yet and subject codes are not visible then college can update or edit the PCA with subject codes from edit option.

**For any Support you can reach us at [hsbtehelpdesk@gmail.com](mailto:hsbtehelpdesk@gmail.com)**