Guidelines for providing information of B.Tech / BArch admission using DTE's portal (admissions.dtekerala.gov.in/dis) to the Engineering Colleges / Reporting Centers

URL: admissions.dtekerala.gov.in/dis/login

Action to be performed	Where? and for what?	Menu to be selected in the portal	What to do?	Other provisions in the menu item
Reporting receipt of Request for Admission / TC	At the reporting centre for Virtual admission At the allotted college for regular admission	[Receiving Admission Request/TC] in [BTech Regular/ Virtual Admission] group	Enter Roll No in the Allotment Memo and press [Search] Select Allotment Type – 'Fresh' / 'Non-DTE Institution' / 'Transfer from DTE Institution'; date of reporting and received TC – Yes /Already submitted, and press [Save]. The request will send to institute allotted to the student for providing admission	View List of Reported Candidates (at the centre) Print letter and Undertaking Print Receipt
Reporting Regular / Virtual admission	At the allotted college for regular admission and virtual admission	[Regular / Virtual Admission] in [BTech Regular/ Virtual Admission] group	Enter Roll No in the pending list for admission (OR) Select a candidate from the Pending List for admission and press [Admit] Select Admission Type (Regular / Virtual), Admission No and Admission Date and press [Admit Student]. The student will be shown as admitted in the concerned college.	Print Pending student list for admission and list of admitted students
Marking TFS issued	At the last admitted college, when allotted a new institute in the new allotment	[Issuing TFS] in [BTech Regular/ Virtual Admission] group	Enter Roll No and press [Search] Select Allotted to - DTE Institutions / Non DTE institutions, Remarks and press [TFS issued].	

			It will set TFS Issued against the selected student.	
Submitting Request for cancellation of Admission and return of TC	At the reporting / admitted centre, where TC is submitted	[Admission Cancellation Request / Issuing TC] in [BTech Regular/ Virtual Admission] group	Enter Roll No and press [Search] Select Reason for cancellation – For joining in institutes not under KEAM / For joining in Non-DTE Institutes under KEAM / For joining in DTE Institutes (Govt. & Aided) and press [Cancel Admission]. The request will send to admitted institute for cancelling the admission.	Facility to print Cancel Request and Undertaking
Approval of cancellation of admission	At admitted institute, when cancellation of admission requested - for the admission of an institute not under KEAM or for the non-DTE institute under KEAM	[Admission Cancellation - Approval] in [BTech Regular/ Virtual Admission] group	Enter Roll No and press [Search]Or select Roll No from the students waiting for admission cancellation and press [Verify] It will display the Remarks - "Admission Cancelled, TFS Issued and Return TC " against "For Joining in Non-DTE Institutes Under KEAM" and if [Accept Admission Cancellation] is pressed it will set "TFS issued" , "Admission Cancelled" and permit to return TC. It will display the Remarks – "Admission Cancelled (will not consider in coming Allotments) and Return TC" against "For Joining in Institutes not Under KEAM" and if [Accept Admission Cancellation] is pressed it will set" "Admission Cancelled" and permit to return TC. Ii will show Remarks - "Admission	Provision to display list of the students whose admission is cancelled.

			Cancelled, TFS Issue & TC will not be returned" against "For Joining in DTE Institutes (Govt & Aided)" and if [Accept Admission Cancellation] is pressed it will set "TFS issued" and "Admission Cancelled"	
Returning TC	At reporting centre / admitted institute, where TC is submitted& cancel request submitted, when TFS issued or cancellation of admission approved by admitted institute	[Admission Cancellation Request / Issuing TC] in [BTech Regular/ Virtual Admission] group	Enter Roll No and press [Search] The system will display the remarks set by the admitted institution on cancellation request / on issue of TFS. If admitted institution permits return of TC, the system will ask to enter date on TC issued and press [Issue TC]	
View the allotment list (of CEE)		[Allotment Details (from CEE)] in [BTech Regular/ Virtual Admission] group	Select Allotment Number and press [Search] (can select Allotted Institution / Branch / Category if required)	