



**USER MANUAL FOR COLLEGES-
ONLINE APPLICATION FOR
AFFILIATION -EXISTING-
RENEWAL-GOVERNMENT
COLLEGE**

**BTER (BOARD OF TECHNICAL
EDUCATION, RAJASTHAN)**

**HIGHER AND TECHNICAL
EDUCATION PORTAL**



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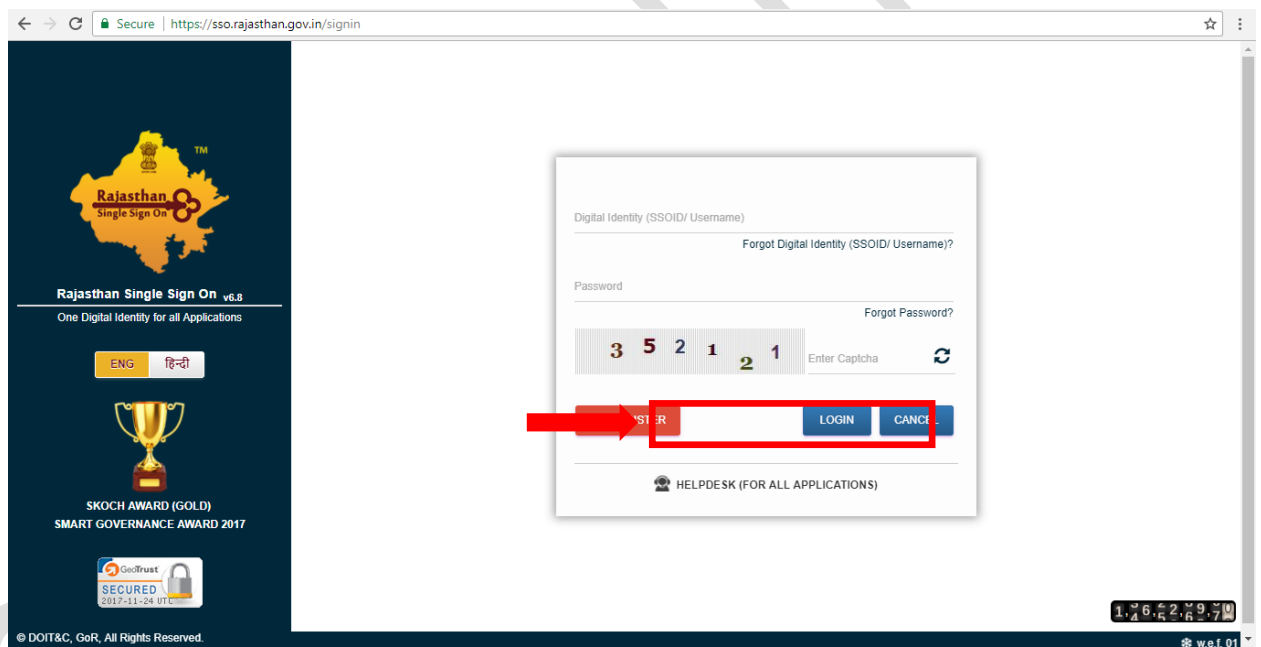
1. INTRODUCTION-

This document intends to explain how existing government polytechnic college can apply for **Renewal** of Affiliation by BTER. The existing government polytechnic college fills the online form and submit online fees to complete their application.

2. APPLY FOR AFFILIATION APPLICATION

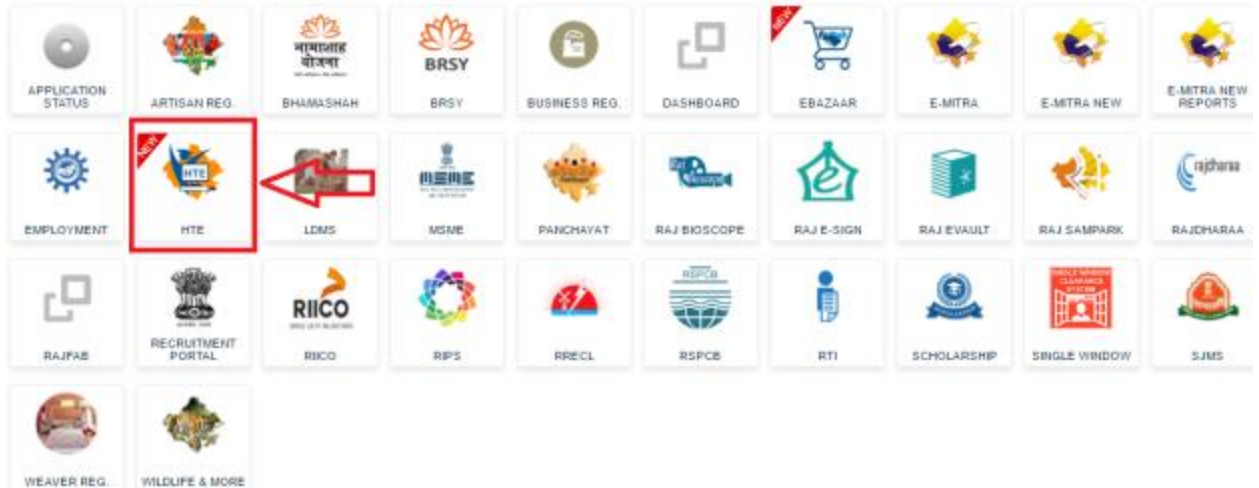
2.1 Login into the application-

- i. College access the URL- www.sso.rajasthan.gov.in
- ii. College will enter his/her SSO id and password and click on Login button.

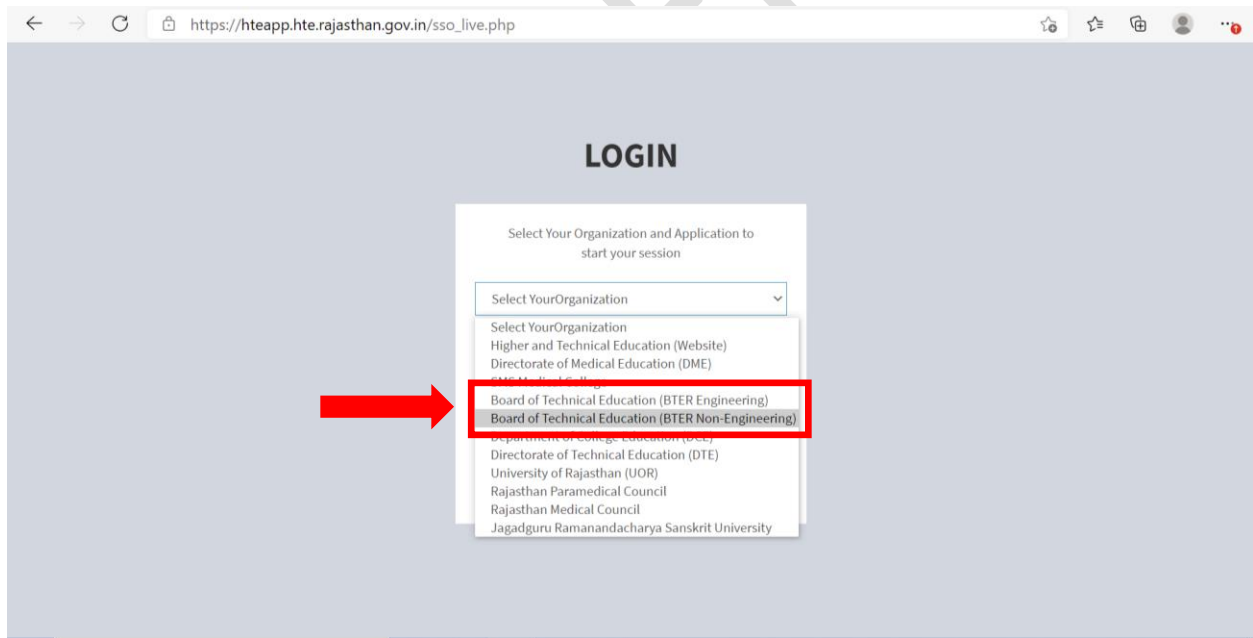


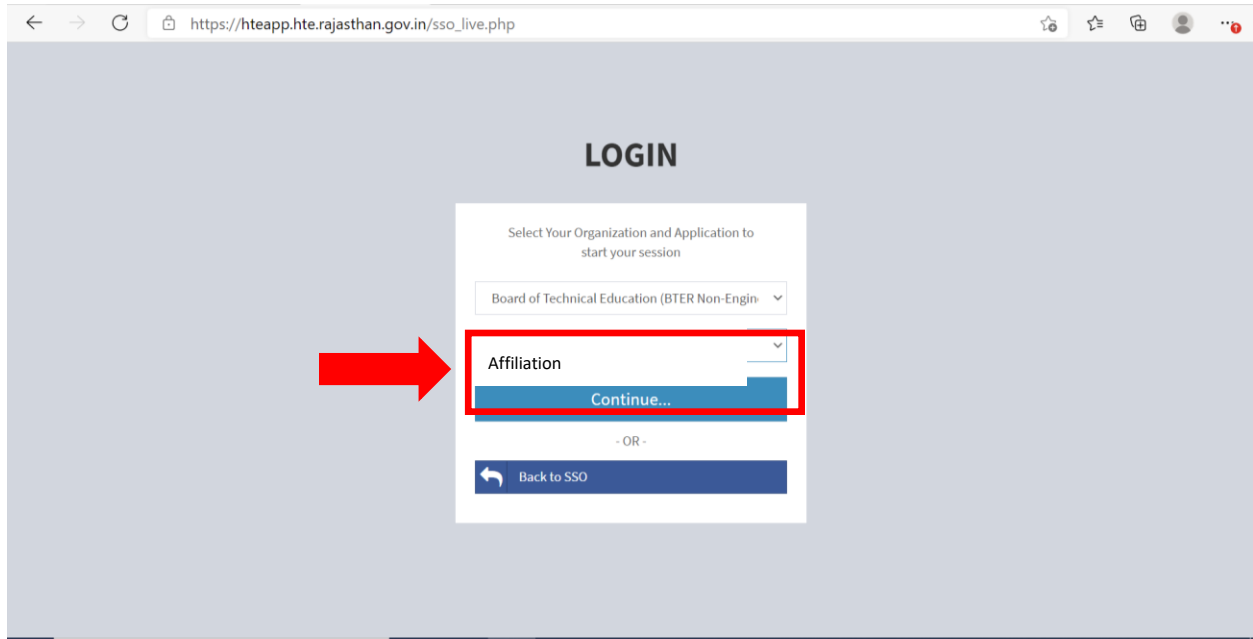
The screenshot shows a web browser window with the URL <https://sso.rajasthan.gov.in/signin>. The page is titled "Rajasthan Single Sign On v6.8" and features a dark blue sidebar with the state map of Rajasthan, award logos (SKOCH AWARD (GOLD) SMART GOVERNANCE AWARD 2017), and a "SECURED" badge. The main content area is white and contains a login form with fields for "Digital Identity (SSOID/ Username)", "Password", and a CAPTCHA. A red box highlights the "LOGIN" button, and a red arrow points to it from the left.

- iii. The system will display the SSO dashboard page.
- iv. College will click on "HTE" icon on the dashboard page.



- v. College can select Organization as “**Board of Technical Education (BTER Non-Engineering)**” or “**Board of Technical Education (BTER Engineering)**” and application as “**Affiliation**” and click on **Continue** button.





← → ↻ https://hteapp.hte.rajasthan.gov.in/sso_live.php ☆ ☆ 🔒 👤 ⋮

LOGIN

Select Your Organization and Application to start your session

Board of Technical Education (BTER Non-Engin) ▾

Affiliation ▾

Continue...

- OR -

↩ Back to SSO

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2.2 Apply for Affiliation

1) Registration

- i. System displays following Registration page for existing college.
- ii. College selects Affiliation Type as **Renewal**.
- iii. College enters College Name, Mobile number and email address and click on **Register** button.

Important Dates For Application

Start Date & Time:	10/03/2021 00:00
End Date & Time:	30/06/2021 23:59

Status Of College: *
EXISTING

College Name: *
GOVT. POLYTECHNIC COLLEGE, AJMER

Affiliation Type: *
Renewal

Email Address: *
ENTER EMAIL ADDRESS

College Code: *
001
minimum 3 characters

Mobile Number: *
ENTER MOBILE NUMBER

Register

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2) Basic Details

- i. System displays **Basic Info** page after successful registration.
- ii. College selects Management type as **Government**.
- iii. College fills all the mandatory information. The information filled during registration cannot be edited here.
- iv. After filling all details, college clicks on **Save and Continue** button to save the details.

1. College Name: <input type="text" value="GOVT. POLYTECHNIC COLLEGE, AJMER"/>	10. Division: * <input type="text" value="JAIPUR DIVISION"/> <small>Please select valid division!</small>
2. College Name in Hindi: <input type="text" value="गवर्नमेंट पॉलिटेक्निक कॉलेज अजमेर"/> <small>Name in hindi is required!</small>	11. District: * <input type="text" value="JAIPUR"/> <small>Please select valid district!</small>
3. College Code: <input type="text" value="001"/>	12. Tehsil: * <input type="text" value="JAIPUR"/> <small>Please select valid tehsil!</small>
4. Affiliation Type: <input type="text" value="RENEWAL"/>	13. Urban/Rurat: * <input type="text" value="URBAN"/> <small>Please select valid area!</small>
5. College Status: <input type="text" value="EXISTING"/>	14. Status Of Building: * <input type="text" value="OWN"/> <small>Please select status of building!</small>
6. Email: <input type="text" value="TEST2@GMAIL.COM"/>	15. Address of College as given in AICTE EOA: * <input type="text" value="DSFDSF"/> <small>This field is required</small>
7. Mobile No: <input type="text" value="9887263255"/>	16. Address at which college is running is same as given in AICTE EOA: * <input type="text" value="YES"/>
8. Management Type: * <input type="text" value="GOVT."/> <small>Please select valid option!</small>	17. Pincode: * <input type="text" value="323232"/> <small>Pincode is required!</small>
9. College Type: * <input type="text" value="GIRLS"/> <small>Please select valid option!</small>	18. Landline Number With STD Code: * <input type="text" value="0141222222"/> <small>Landline Number is required!</small>

Details of Head of College

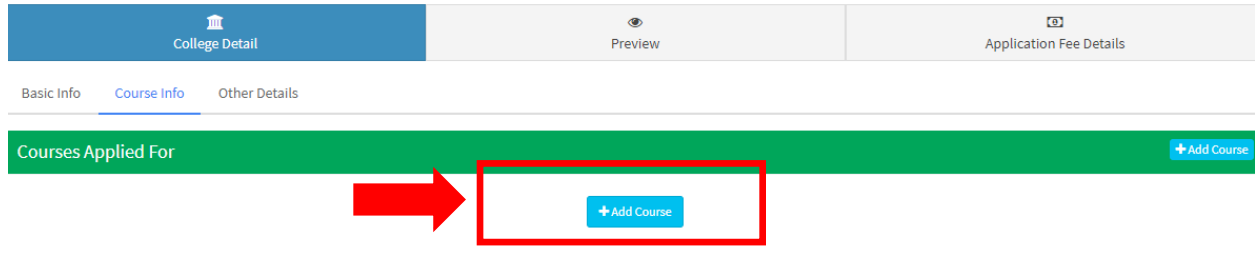
14. Name: * <input type="text"/>	15. Permanent Address: * <input type="text"/>
16. Designation: * <input type="text"/>	17. Landline Number With STD Code: * <input type="text"/>
18. Phone: * <input type="text"/>	





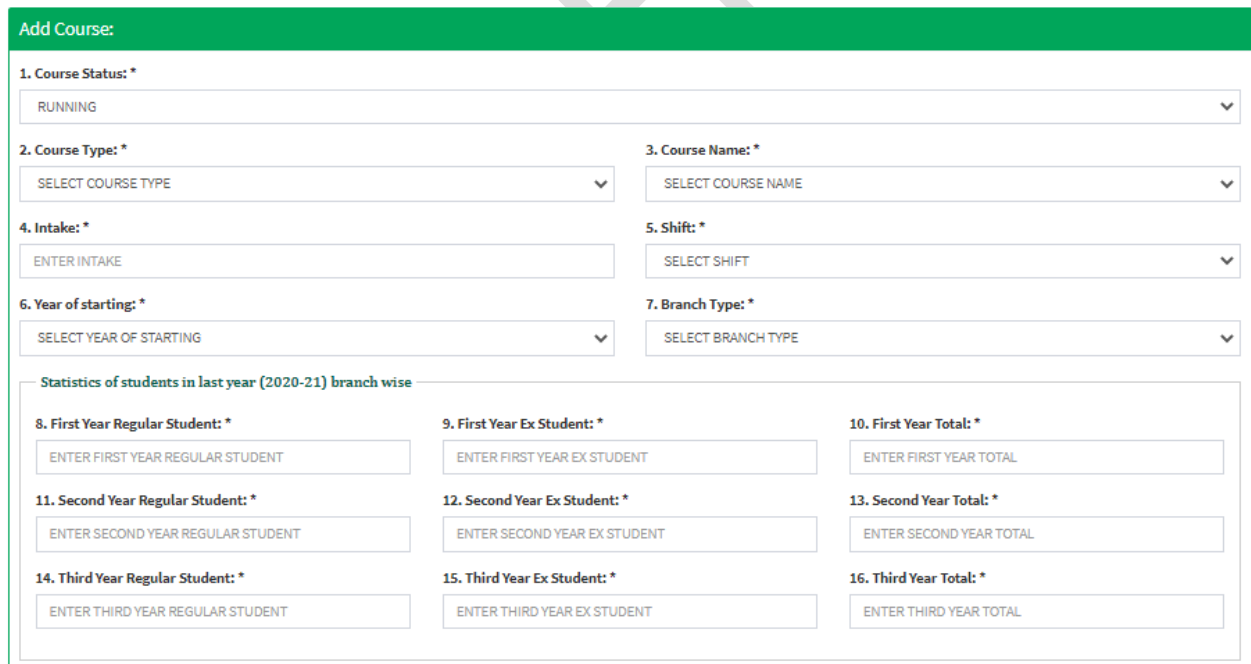
3) Course Info

- i. System displays following **Course Info** page after saving basic details.
- ii. College clicks on **Add Course** button.



The screenshot shows the 'College Detail' page with three tabs: 'College Detail', 'Preview', and 'Application Fee Details'. Below the tabs are three sub-tabs: 'Basic Info', 'Course Info', and 'Other Details'. A green header bar contains the text 'Courses Applied For' and a '+ Add Course' button. A red arrow points to the '+ Add Course' button, which is also enclosed in a red rectangular box.

- iii. College fills all the mandatory information.
- iv. College can select Course Status as **Closed/Running**.
- v. After filling all details, college clicks on **Save and Continue** button to save the details.
- vi. College can add multiple courses by clicking on **Add Course** button again.



The screenshot shows the 'Add Course' form with the following fields:

- 1. Course Status: * (Dropdown menu with 'RUNNING' selected)
- 2. Course Type: * (Dropdown menu with 'SELECT COURSE TYPE' selected)
- 3. Course Name: * (Dropdown menu with 'SELECT COURSE NAME' selected)
- 4. Intake: * (Text input field with 'ENTER INTAKE' placeholder)
- 5. Shift: * (Dropdown menu with 'SELECT SHIFT' selected)
- 6. Year of starting: * (Dropdown menu with 'SELECT YEAR OF STARTING' selected)
- 7. Branch Type: * (Dropdown menu with 'SELECT BRANCH TYPE' selected)

Statistics of students in last year (2020-21) branch wise

8. First Year Regular Student: * ENTER FIRST YEAR REGULAR STUDENT	9. First Year Ex Student: * ENTER FIRST YEAR EX STUDENT	10. First Year Total: * ENTER FIRST YEAR TOTAL
11. Second Year Regular Student: * ENTER SECOND YEAR REGULAR STUDENT	12. Second Year Ex Student: * ENTER SECOND YEAR EX STUDENT	13. Second Year Total: * ENTER SECOND YEAR TOTAL
14. Third Year Regular Student: * ENTER THIRD YEAR REGULAR STUDENT	15. Third Year Ex Student: * ENTER THIRD YEAR EX STUDENT	16. Third Year Total: * ENTER THIRD YEAR TOTAL

A red arrow points to the 'Save & Continue' button, which is also enclosed in a red rectangular box. A 'Cancel' button is visible in the bottom right corner.

Add Course:

1. Course Status: *
CLOSED

2. Course Type: *
ENGINEERING

3. Course Name: *
MECHANICAL

6. Year of starting: *
1972

7. Branch Type: *
SFS

Statistics of students in last year (2020-21) branch wise

8. First Year Regular Student: *
100

9. First Year Ex Student: *
50

10. First Year Total: *
150

11. Second Year Regular Student: *
100

12. Second Year Ex Student: *
50

13. Second Year Total: *
150

14. Third Year Regular Student: *
100

15. Third Year Ex Student: *
50

16. Third Year Total: *
150

Govt. NOC available for closure?:
YES

17. NOC Number: *
123

18. Date: *
15/06/2021

19. Year of closing: *
2015

20. Attach copy of closure:(Only pdf/image file.) (Max.Size 1MB): *
Choose File EXISTING PRIVATE.PDF





Save & Continue

Cancel



vii. System displays added branch/course in the grid. College can edit or delete the information as required.

Basic Info **Course Info** Other Details

Courses Already Running + Add Course

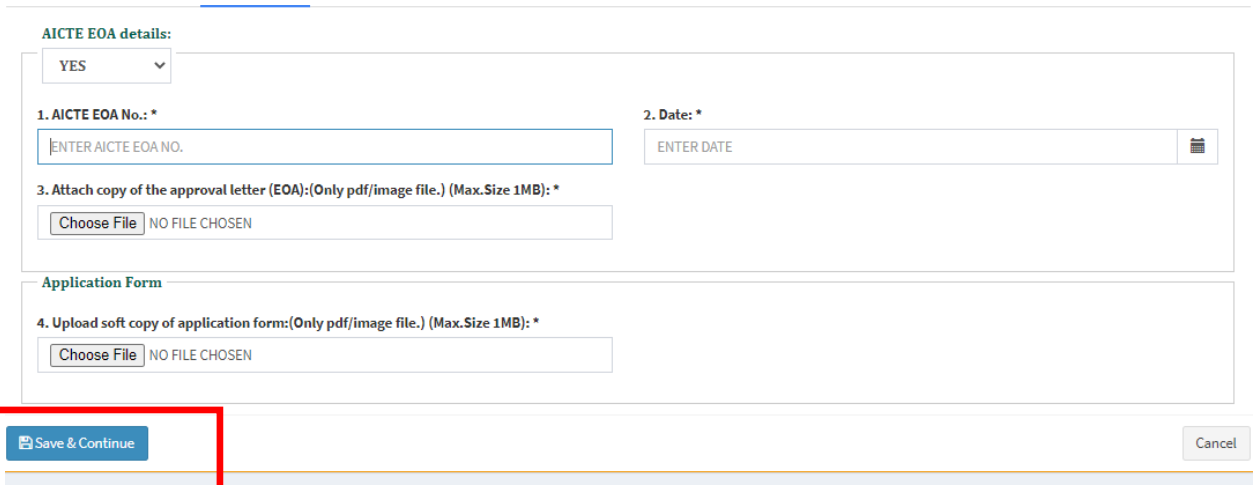
#	Course Type	Course Name	Course Intake	Shift	Branch Type	Course Status	Action
1	Engineering	Mechanical	123	1st Shift	GAS		 



4) Other Details

- i. System displays following **Other Details** page after saving basic details.
- ii. College fills all the mandatory information.
- iii. After filling all details, college clicks on **Save and Continue** button to save the details.



AICTE EOA details:

YES

1. AICTE EOA No.: *
ENTER AICTE EOA NO.

2. Date: *
ENTER DATE

3. Attach copy of the approval letter (EOA);(Only pdf/image file.) (Max.Size 1MB): *
Choose File NO FILE CHOSEN


Application Form


4. Upload soft copy of application form:(Only pdf/image file.) (Max.Size 1MB): *
Choose File NO FILE CHOSEN


Save & Continue Cancel

5) Preview

- i. College can Preview the information filled by them. If any changes are required they can edit and make the required changes before submitting the form.


College Detail


Preview


Application Fee Details

College Details

College Name	Govt. Polytechnic College, Ajmer	महाविद्यालय का नाम (हिन्दी)	गवर्नमेंट पॉलिटेक्निक कॉलेज अजमेर
Affiliation Type	Renewal	College Code	001
Management Type	Govt.	College Type	Girls
College District	Jaipur	Division	Jaipur Division
Address of College as given in AICTE EOA		dsfdsf	
Address at which college is running is same as given in AICTE EOA	Yes	Different Address at which college is running is as given in AICTE EOA	[Not Entered]
Status Of Building	Own	College Email	test2@gmail.com
Mobile	*****3255	Urban/Rural	Urban
Pincode	323232	Landline Number With STD Code	0141222222
Name Head of College	fdsfdsf	Designation	sdfds
Permanent Address Head of College	sfafs	Landline Number Head of College	014122222222
Phone Head of College	3213131211		

Already Running Courses

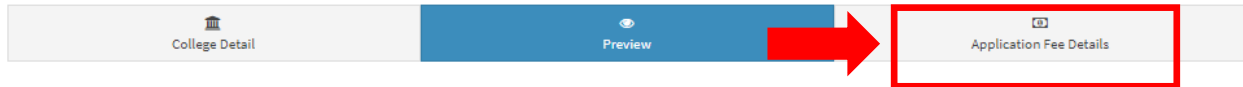
#	Course Type	Course Name	Branch Type	Course Status	Shift	Intake
1	Engineering	Mechanical	GAS	Running	1st Shift	123

Others Details

AICTE EOA details	Yes		
AICTE EOA No.	123	Date	01/06/2021

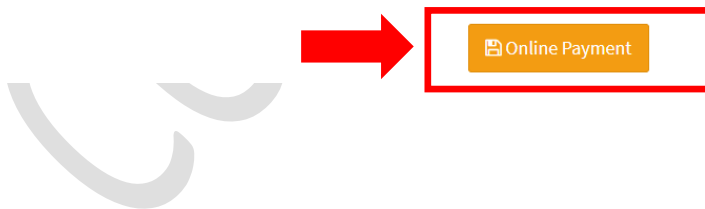
6) Application Fee Details

- i. College can view the total fees to be deposited for Affiliation of courses.
- ii. College clicks on **Online Payment** button to make the payment and submit the form.



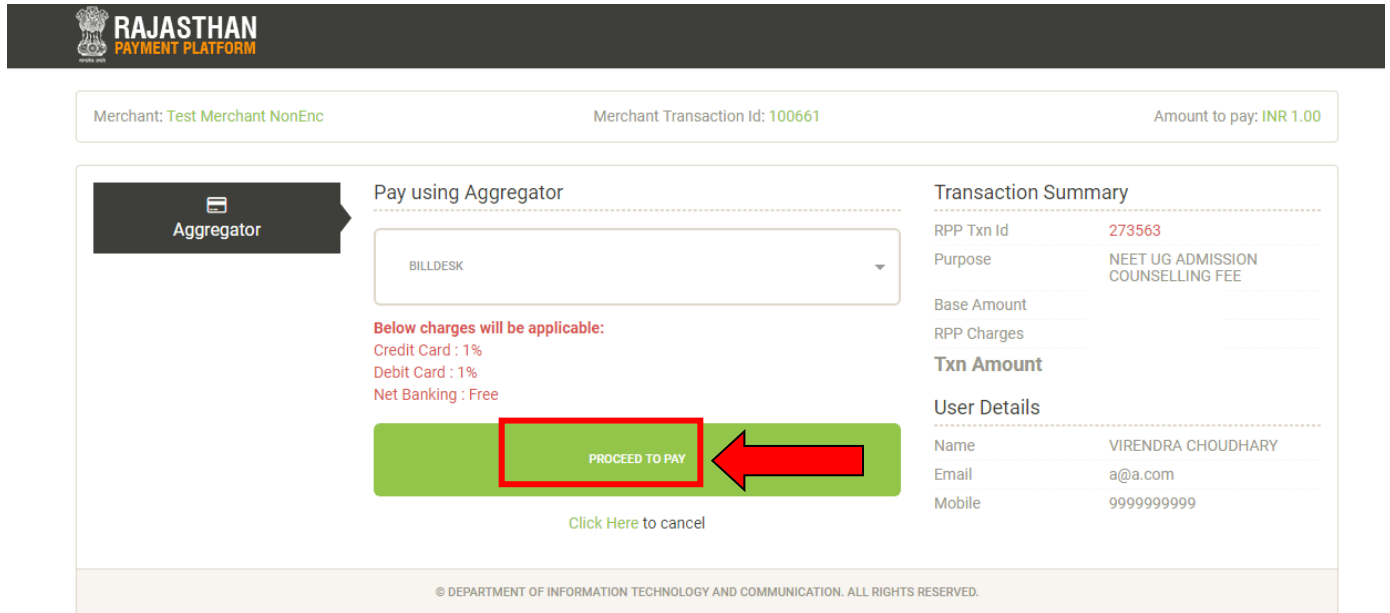
College Details			
College Name	Govt. Polytechnic College, Ajmer	महाविद्यालय का नाम (हिन्दी)	गवर्नमेंट पॉलिटेक्निक कॉलेज अजमेर
Affiliation Type	Renewal	College Code	001
Management Type	Govt.	College Type	Girls
College District	Jaipur	Division	Jaipur Division
Address of College as given in AICTE EOA	dsfdsf		
Address at which college is running is same as given in AICTE EOA	Yes	Different Address at which college is running is as given in AICTE EOA	[Not Entered]
Status Of Building	Own	College Email	test2@gmail.com
Mobile	*****3255	Urban/Rural	Urban
Pincode	323232	Landline Number With STD Code	0141222222
Name Head of College	fdsfdsf	Designation	sdfds
Permanent Address Head of College	sfafs	Landline Number Head of College	014122222222
Phone Head of College	3213131211		

Application Fee Details				
Srno	Course Type	Course Name	Branch Type	Amount
1	Engineering	Mechanical	GAS	0
Total Amount				0



7) Affiliation fee submission

- i. College selects the Payment Aggregator through which he/she wants to pay the fees and click on **Proceed To Pay** button.



Merchant: Test Merchant NonEnc Merchant Transaction Id: 100661 Amount to pay: INR 1.00

Aggregator

BILLDESK

Below charges will be applicable:
Credit Card : 1%
Debit Card : 1%
Net Banking : Free

PROCEED TO PAY

[Click Here to cancel](#)

Transaction Summary

RPP Txn Id: 273563
Purpose: NEET UG ADMISSION COUNSELLING FEE
Base Amount: _____
RPP Charges: _____

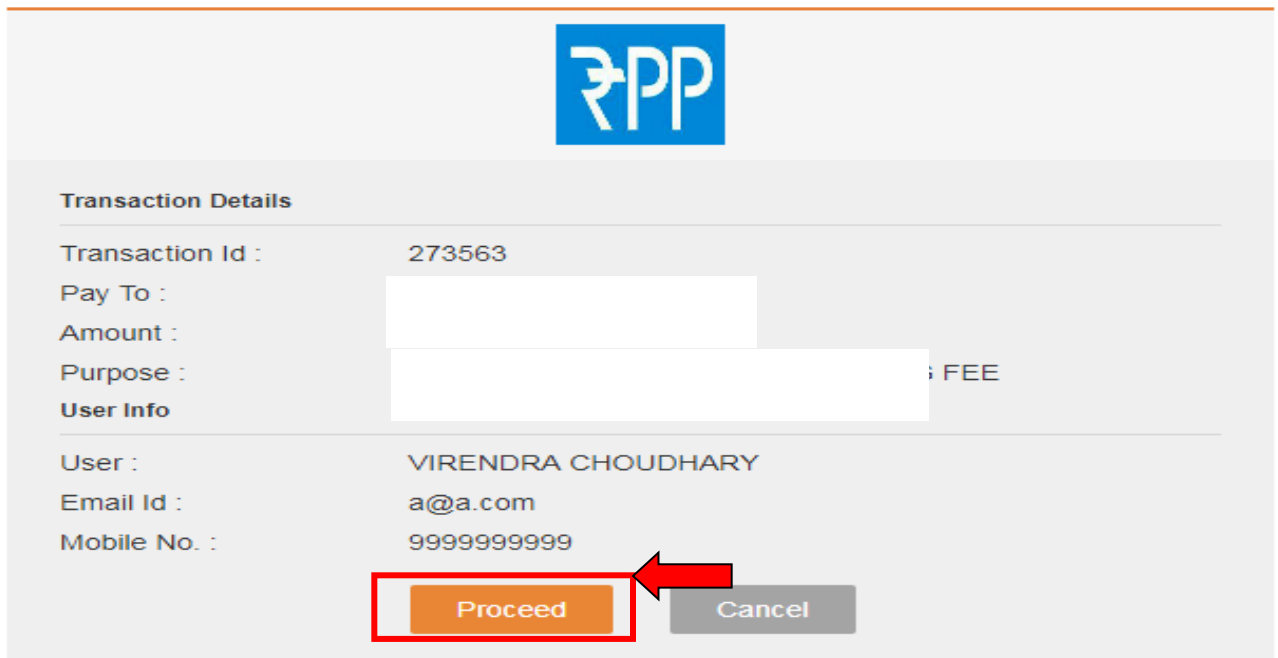
Txn Amount


User Details

Name: VIRENDRA CHOUDHARY
Email: a@a.com
Mobile: 9999999999

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- ii. College clicks on **Proceed** button and selects the respective bank to pay the fees.





Transaction Details

Transaction Id : 273563

Pay To : _____

Amount : _____

Purpose : _____ FEE

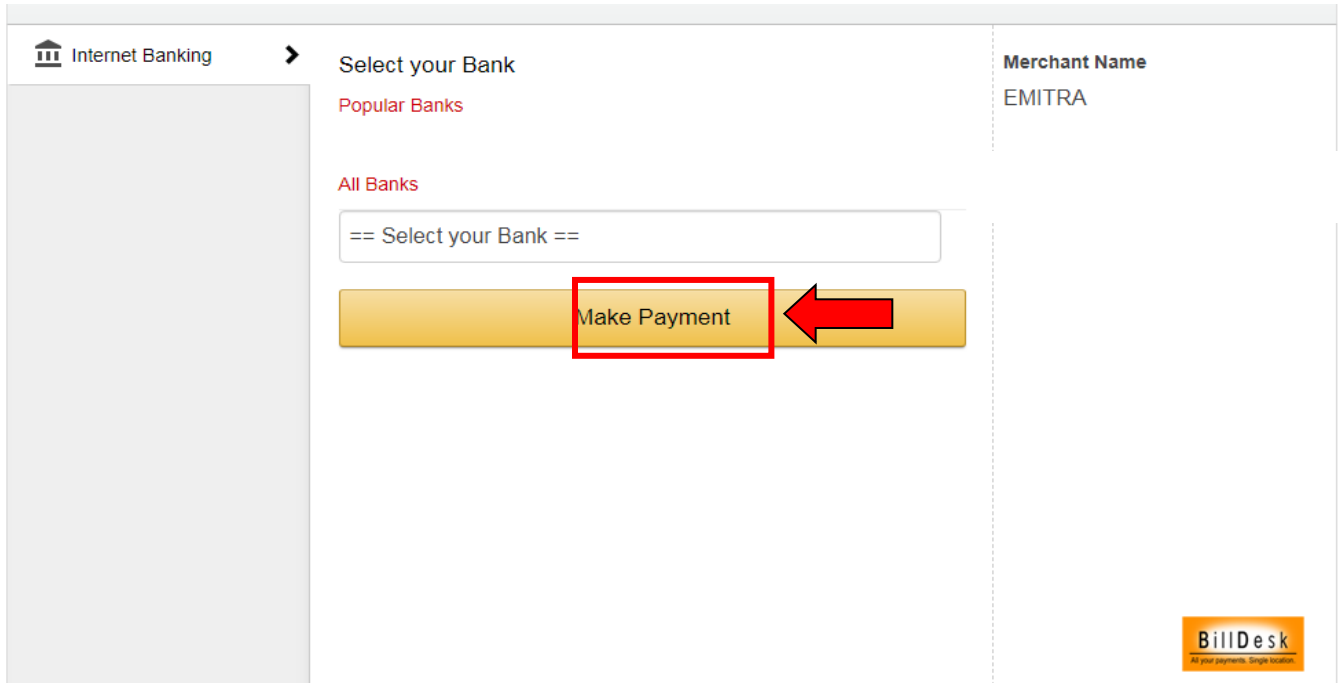
User Info

User : VIRENDRA CHOUDHARY

Email Id : a@a.com

Mobile No. : 9999999999

Proceed **Cancel**



Internet Banking > Select your Bank

Popular Banks

All Banks

== Select your Bank ==

Make Payment

Merchant Name
EMITRA

BillDesk
All your payments. Single location.

- iii. After making successful payment, college can download the application form.

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