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-

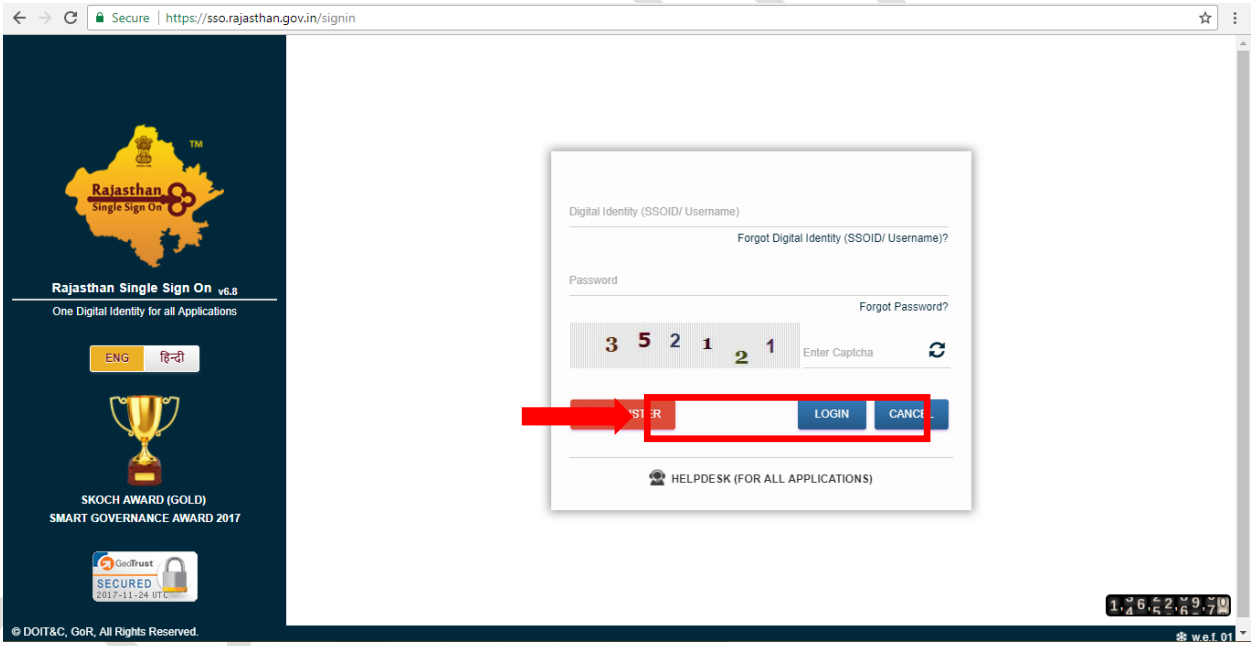
This document intends to explain how existing government polytechnic college can apply for **Renewal** of Affiliation by BTER. The existing government polytechnic college fills the online form and submit online fees to complete their application.

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.



iii. The system will display the SSO dashboard page.

iv. College will click on "**HTE**" icon on the dashboard page.

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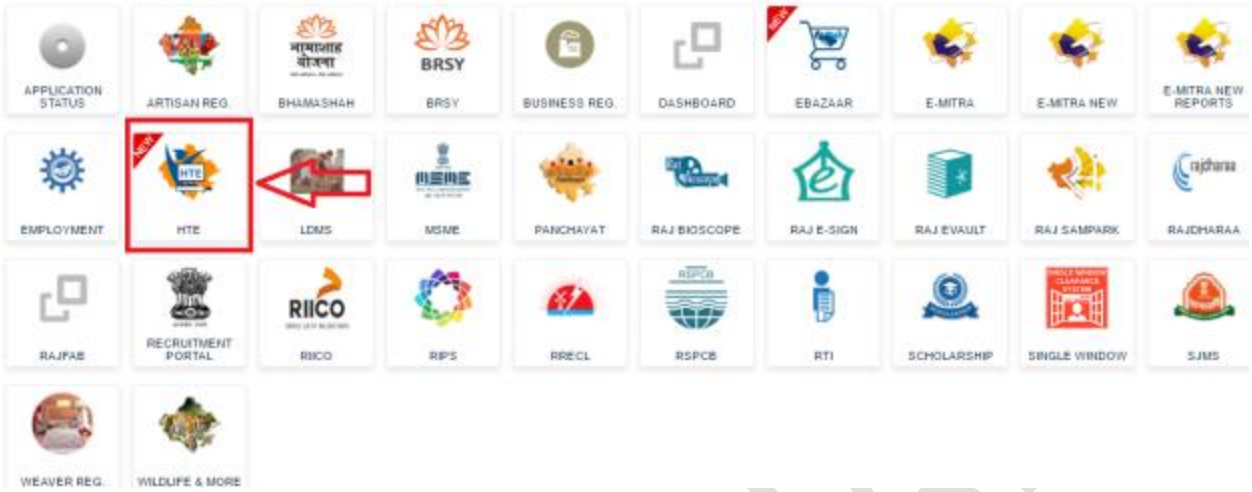
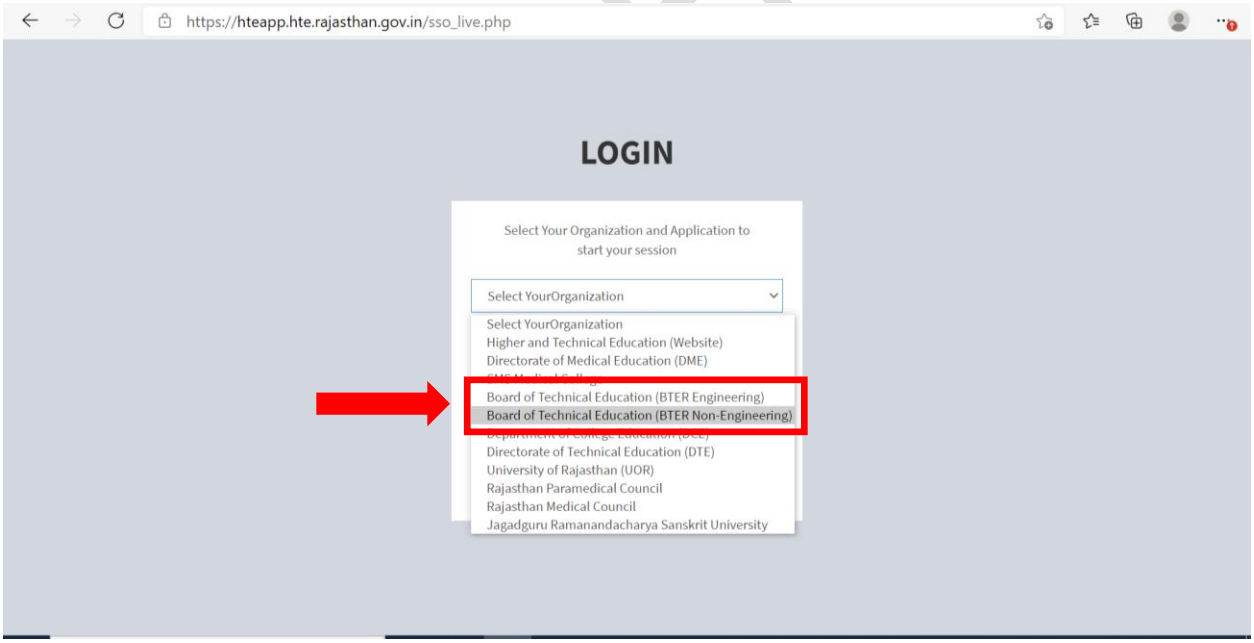


v. College can select Organization as "**Board of Technical Education** (**BTER Non-Engineering)**" or "**Board of Technical Education** (**BTER Engineering)**" and application as "**Affiliation**" and click on **Continue** button.



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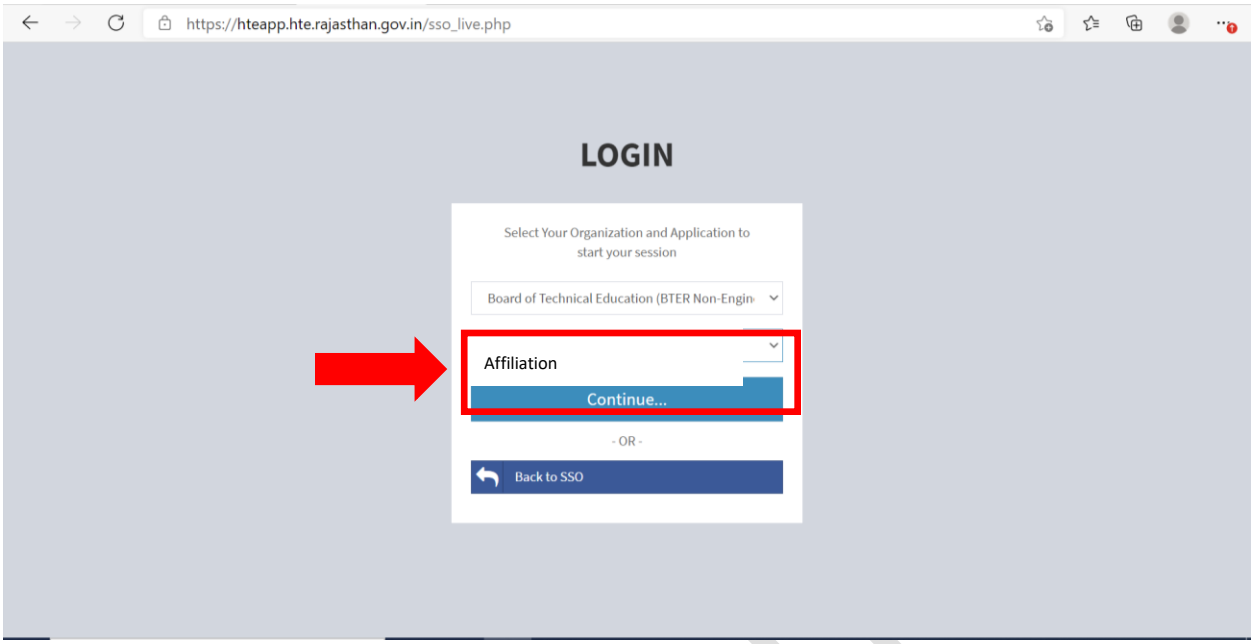

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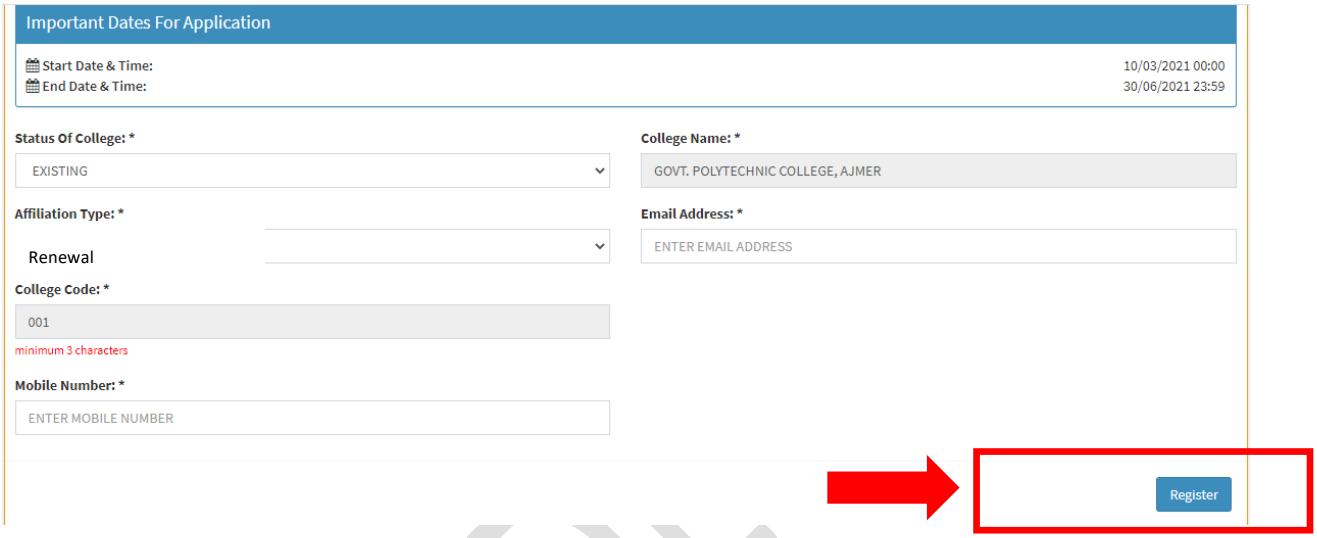
2.2 Apply for Affiliation

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.



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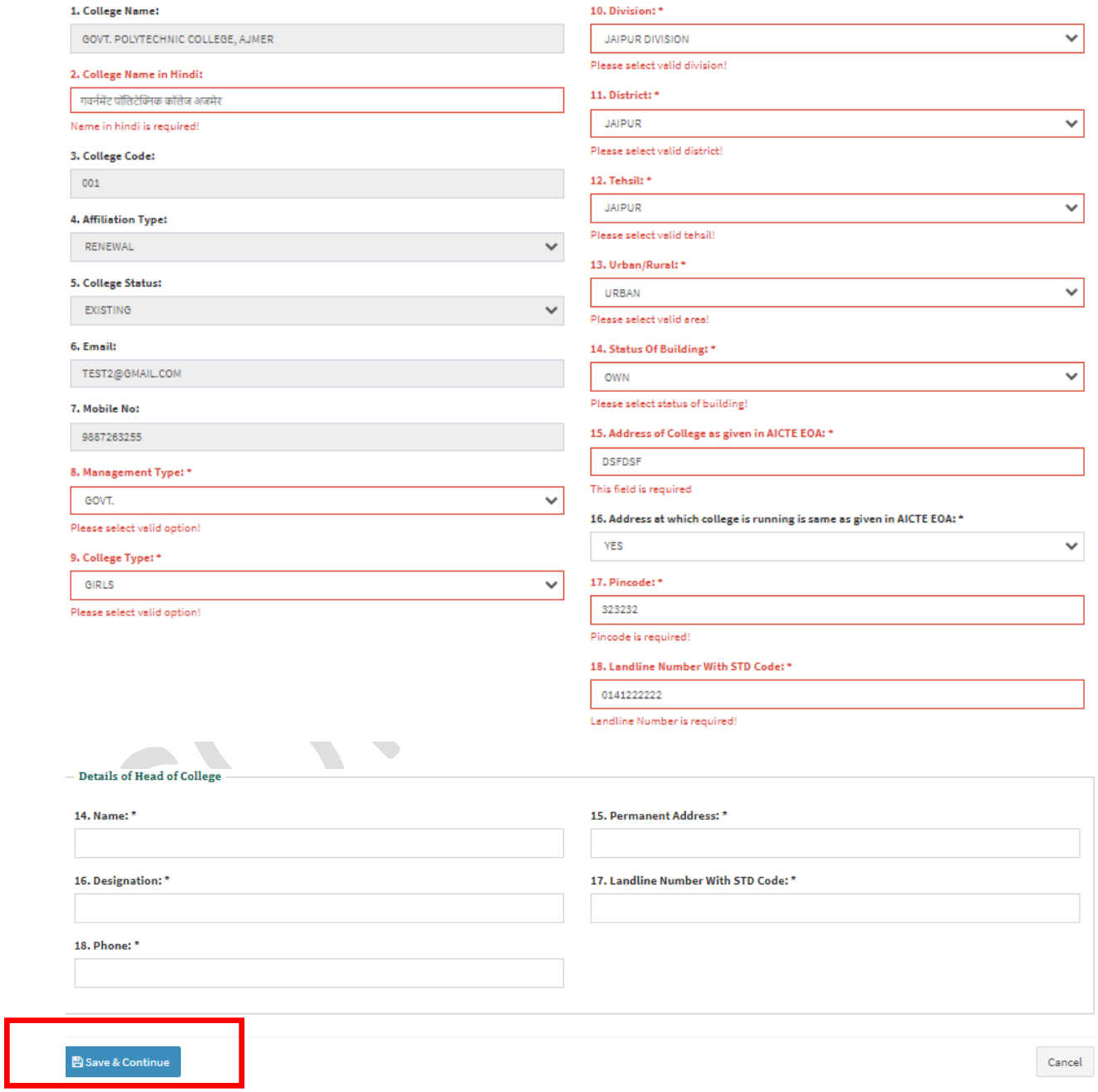
2) Basic Details

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.



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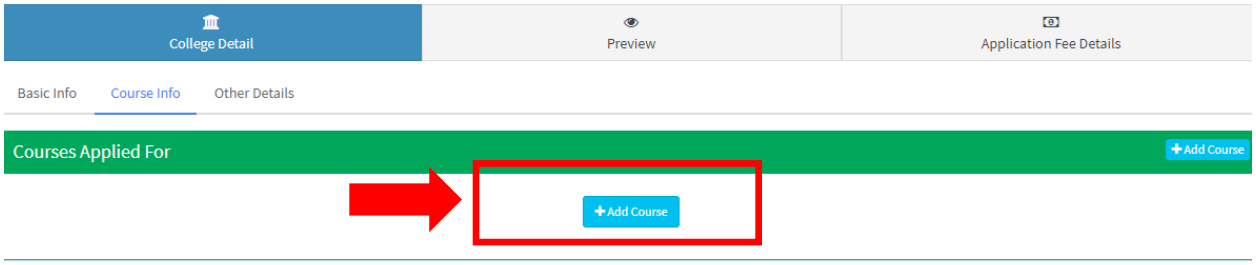
3) Course Info

i. System displays following **Course Info** page after saving basic details.

ii. College clicks on **Add Course** button.

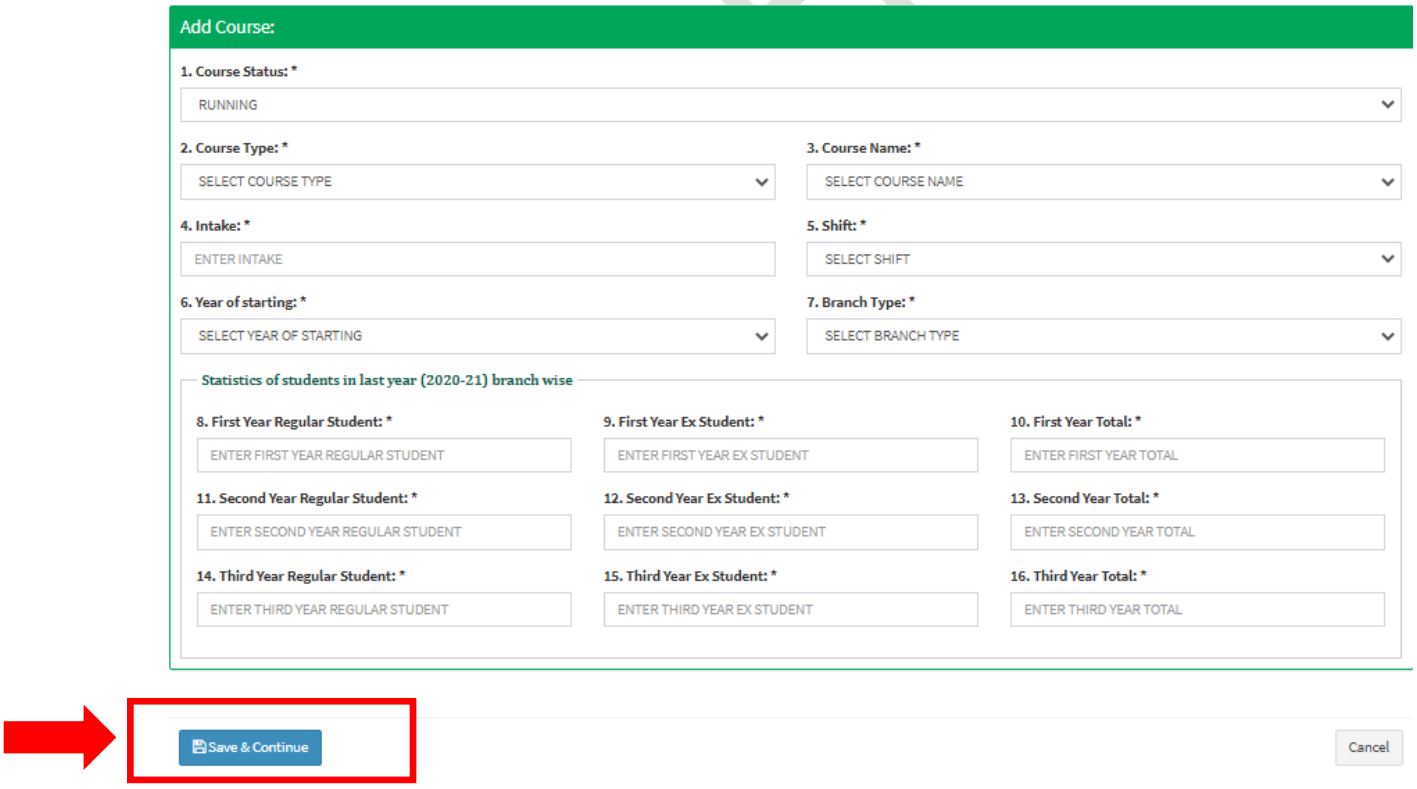


iii. College fills all the mandatory information.

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.



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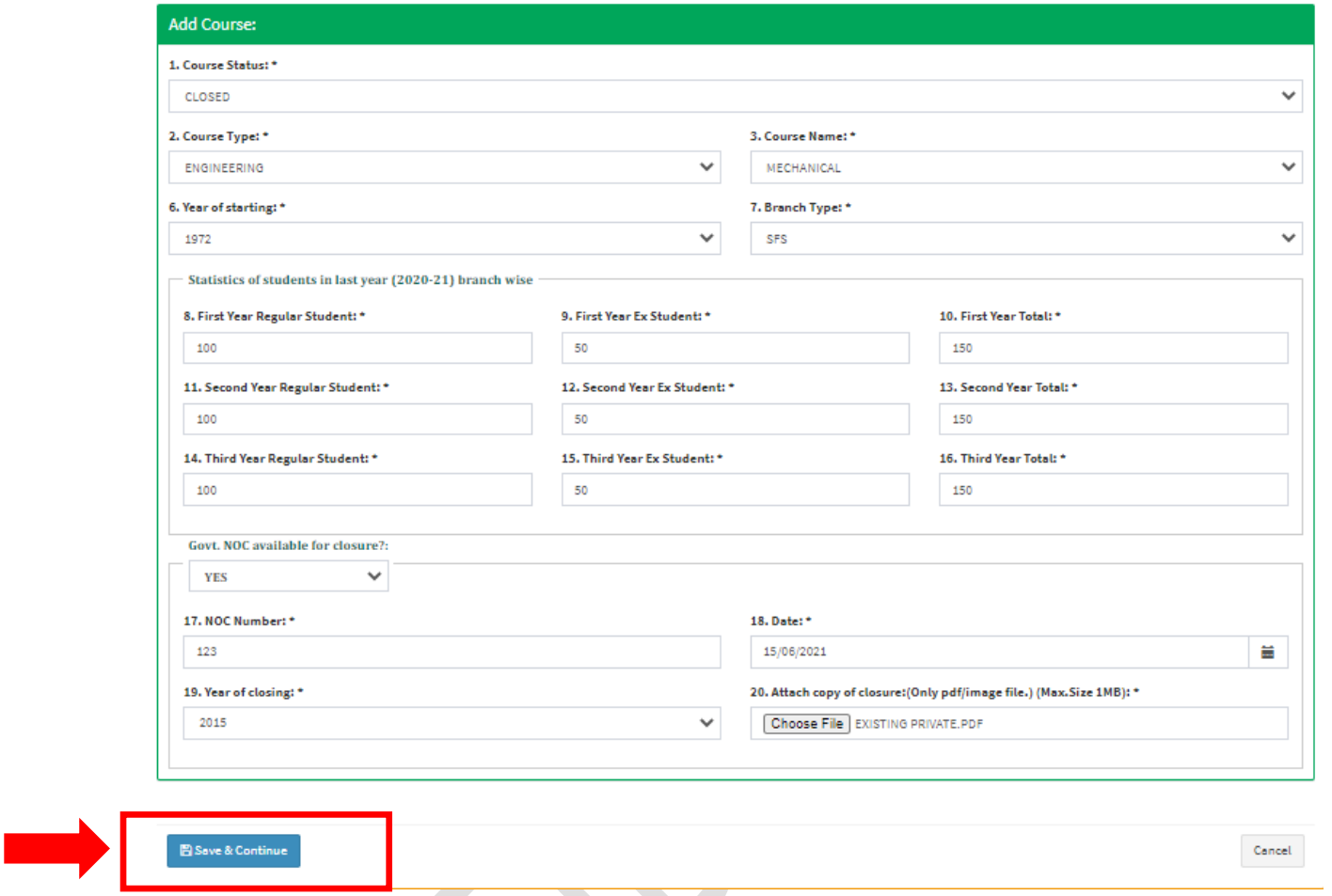
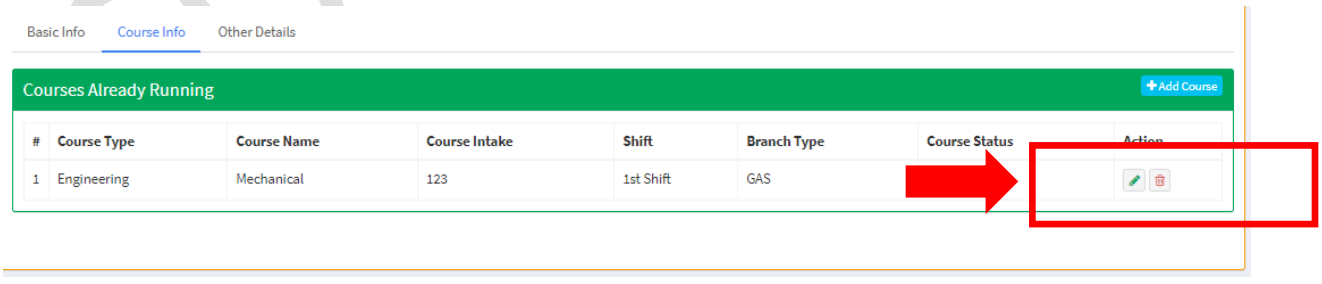


vii. System displays added branch/course in the grid. College can edit or delete the information as required.



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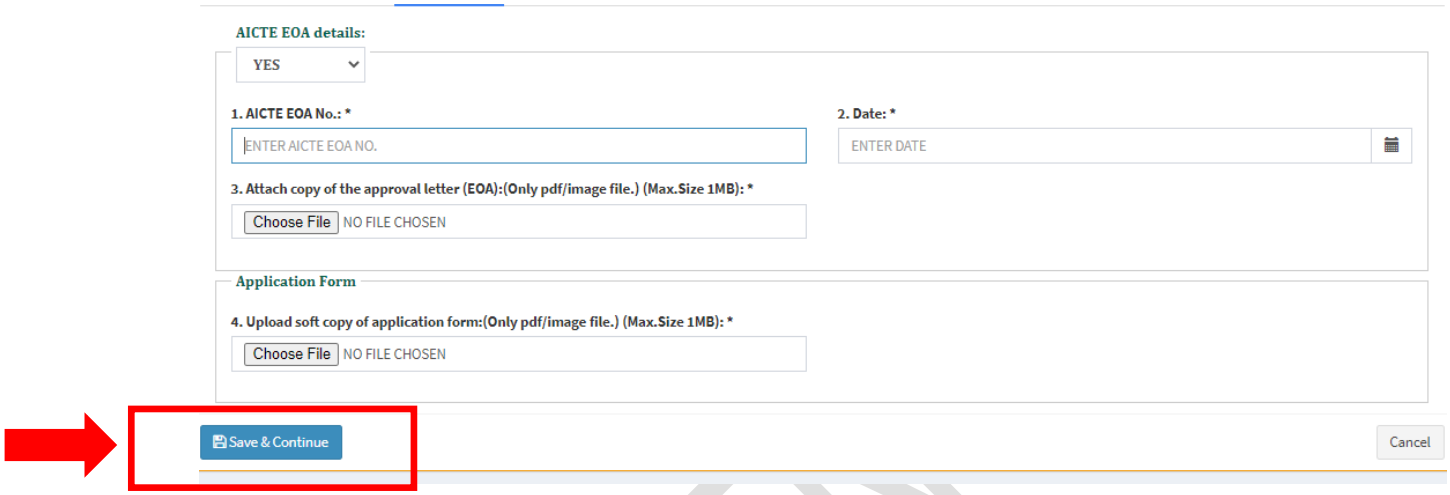
4) Other Details

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.



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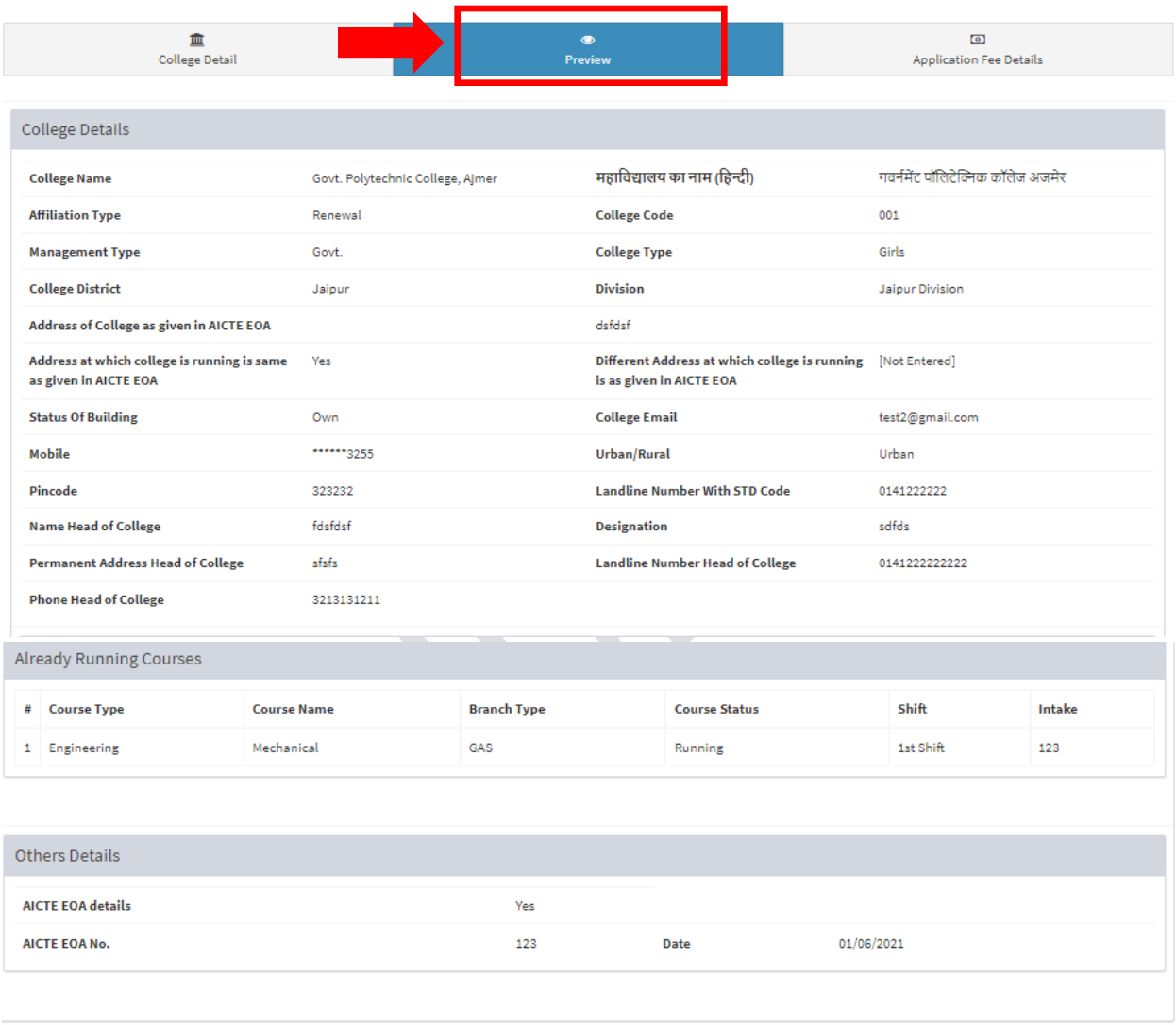
5) Preview

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.



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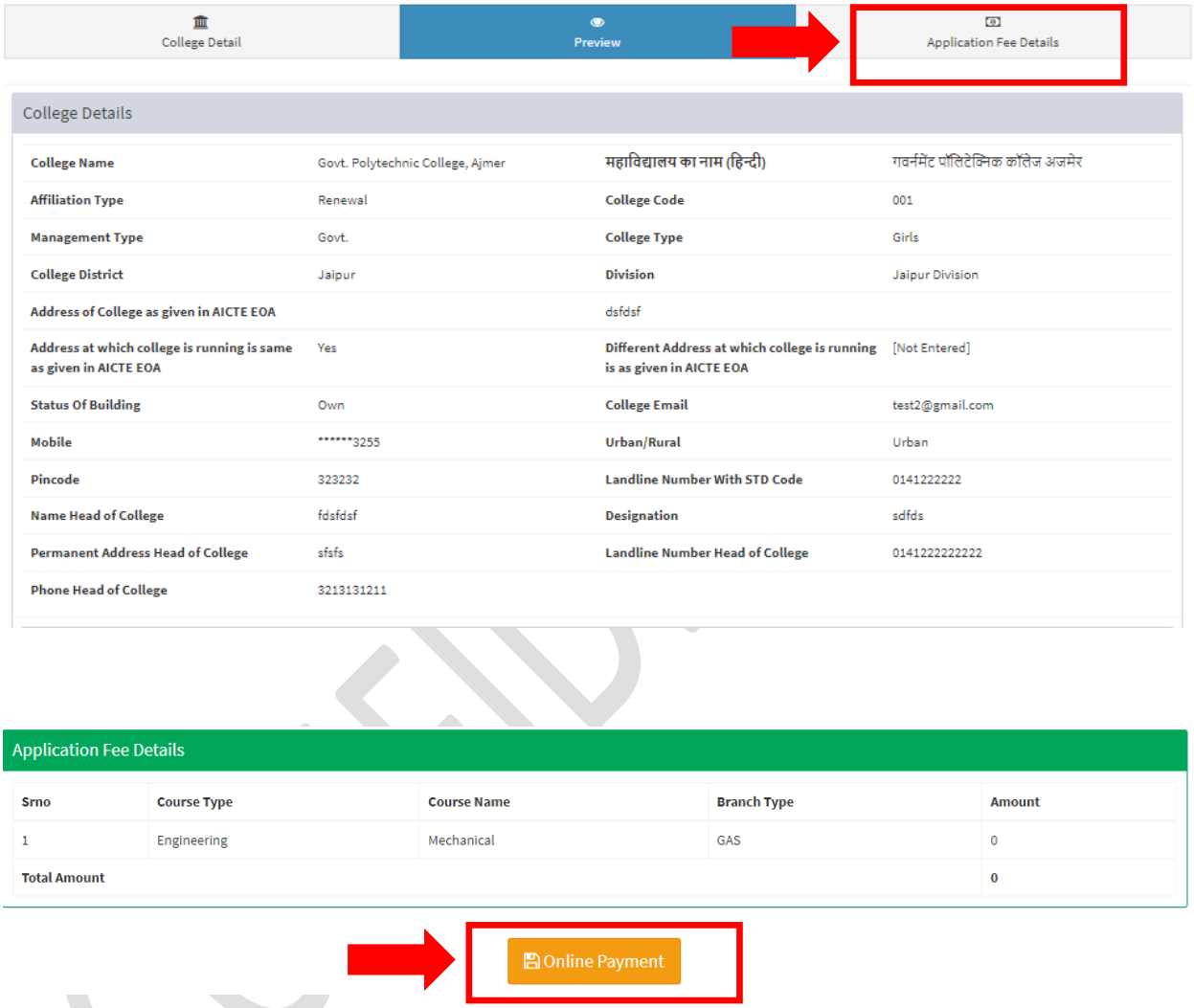
6) Application Fee Details

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.



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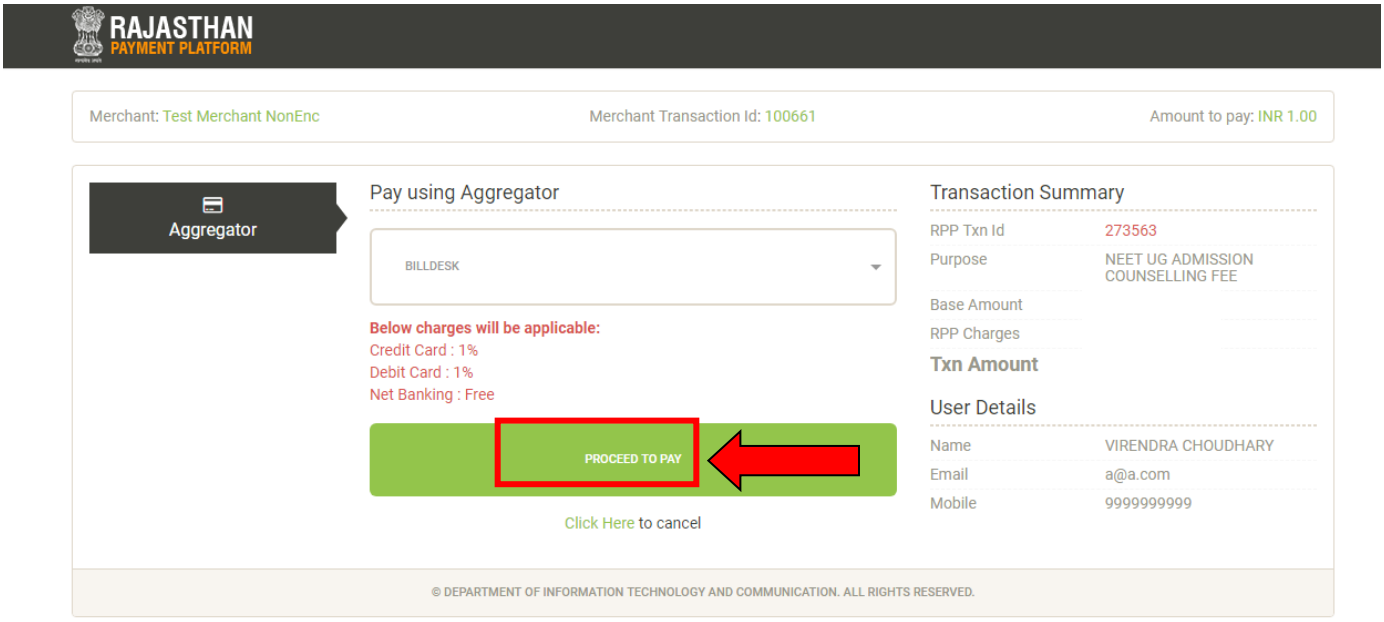
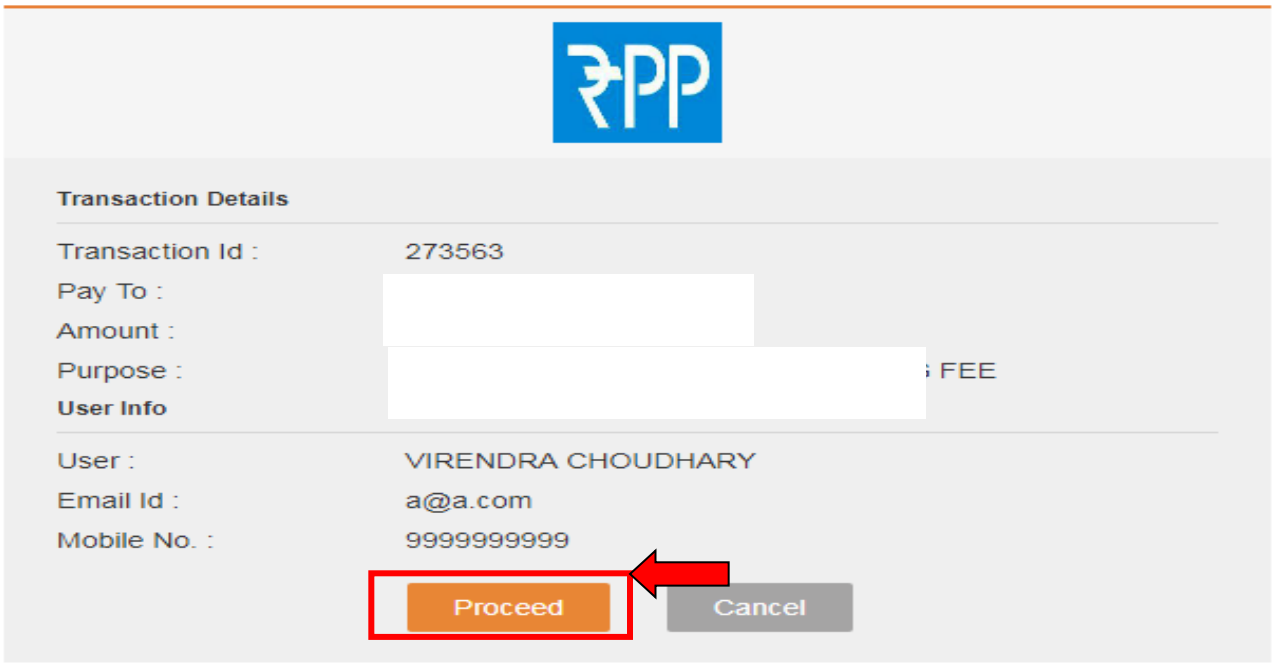
7) Affiliation fee submission

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



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



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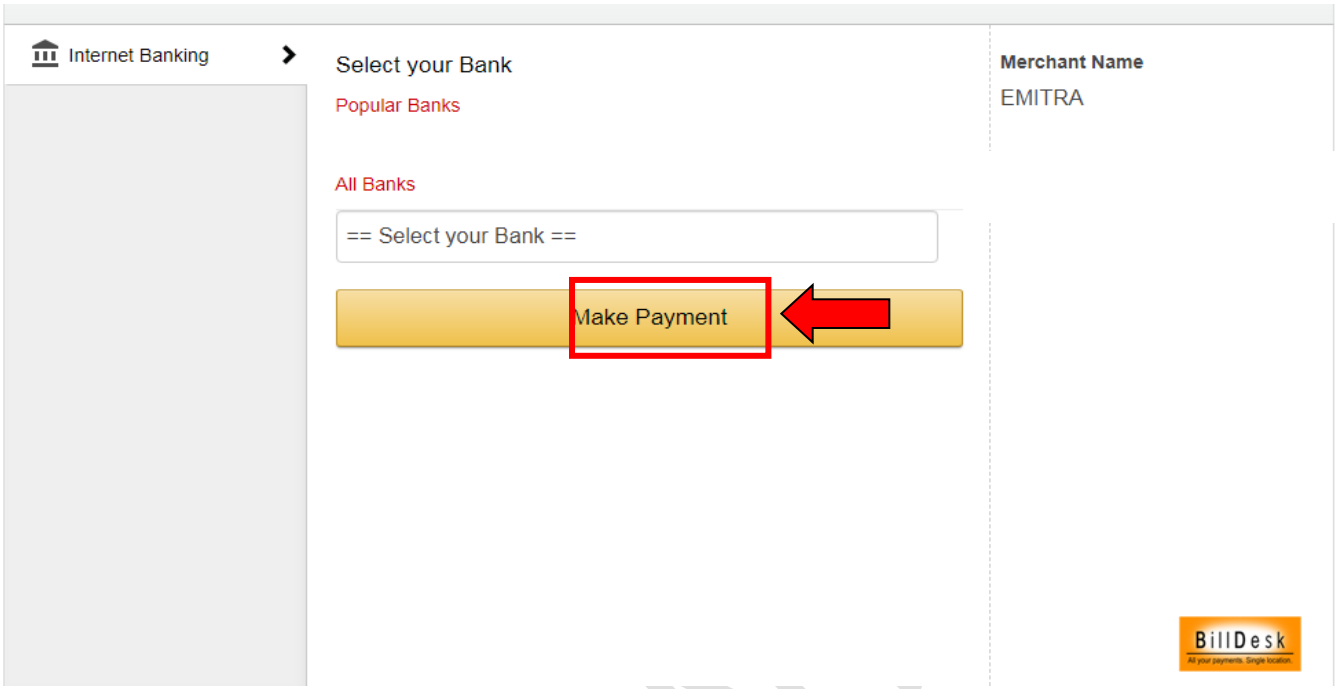

iii. After making successful payment, college can download the application form.

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