



**USER MANUAL FOR COLLEGES-
ONLINE APPLICATION FOR
AFFILIATION -EXISTING-
RENEWAL- FOR EXISTING
STUDENT (NOT FOR NEW
ADMISSION IN YEAR 2021-22)-
PRIVATE/PPP COLLEGE
BTER (BOARD OF TECHNICAL
EDUCATION, RAJASTHAN)**

**HIGHER AND TECHNICAL
EDUCATION PORTAL**



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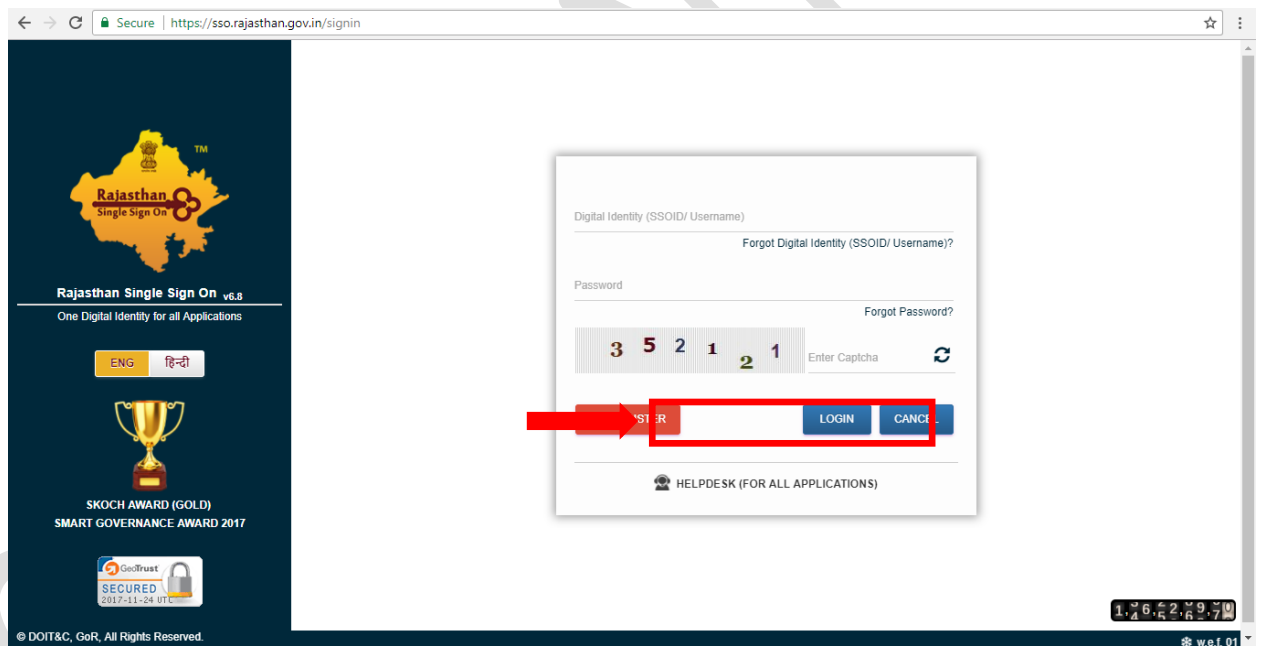
1. INTRODUCTION-

This document intends to explain how existing private/PPP polytechnic college can apply for **Renewal For Existing Student (Not For New Admission In Year 2021-22)** of Affiliation by BTER. The existing private/PPP 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.

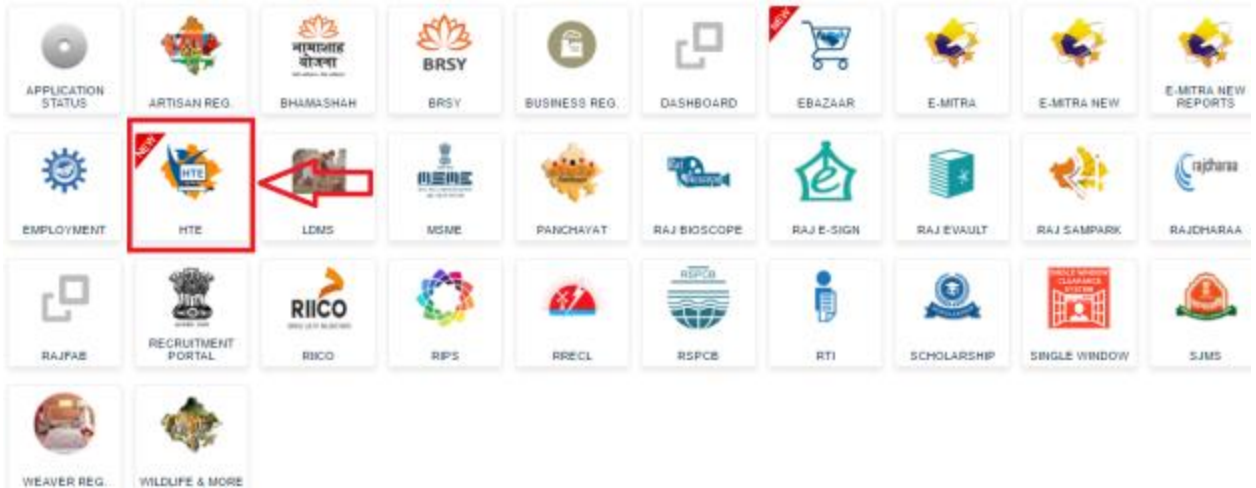


The screenshot shows the login page for Rajasthan Single Sign On (SSO). The page is titled "Rajasthan Single Sign On v6.8" and "One Digital Identity for all Applications". It features a login form with the following fields and buttons:

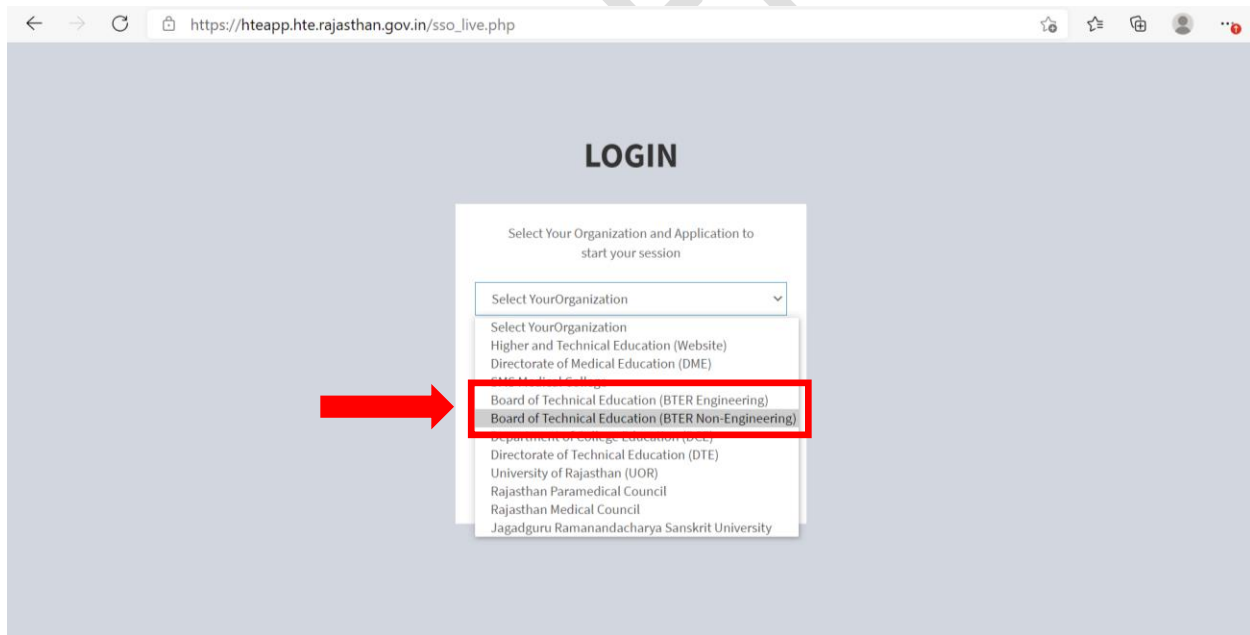
- Digital Identity (SSOID/ Username) field with a "Forgot Digital Identity (SSOID/ Username)?" link.
- Password field with a "Forgot Password?" link.
- Captcha field with the text "3 5 2 1 2 1" and "Enter Captcha".
- Buttons: "REGISTER", "LOGIN", and "CANCEL". The "LOGIN" button is highlighted with a red box and a red arrow.
- A "HELPEDESK (FOR ALL APPLICATIONS)" link.

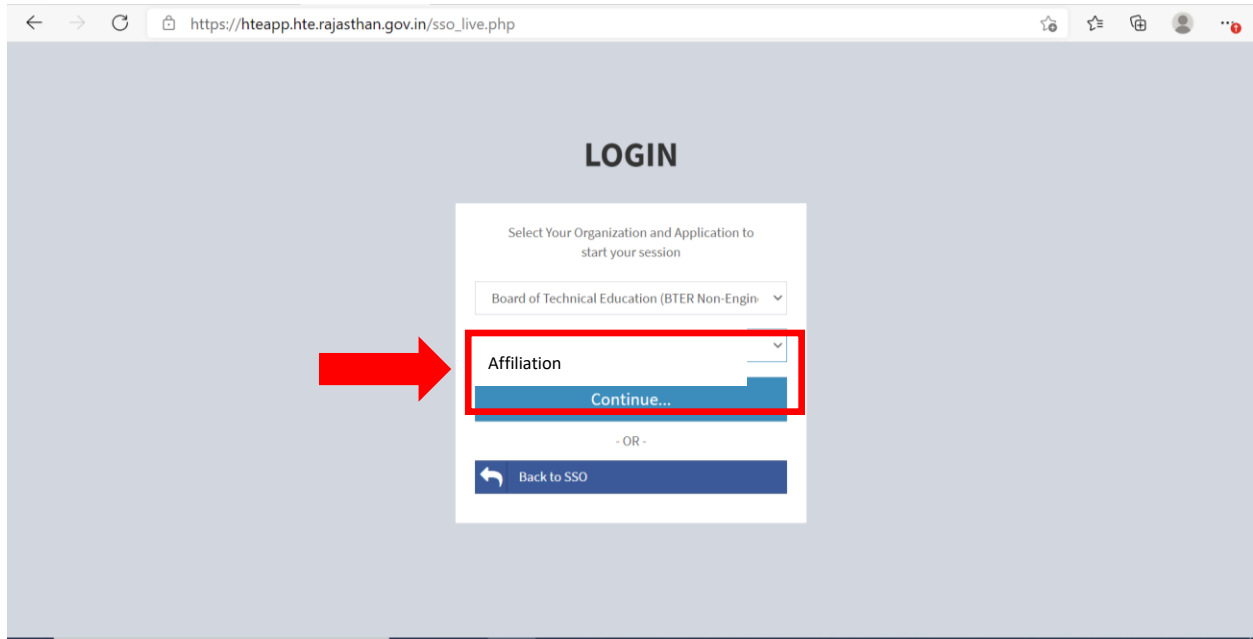
The page also displays the Rajasthan SSO logo, version v6.8, and mentions awards like SKOCH AWARD (GOLD) and SMART GOVERNANCE AWARD 2017. The footer includes "© DOIT&C, GoR, All Rights Reserved." and a system clock showing "1.4.6.2.9.0" and "w.e.f.01".

- 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 For Existing Student (Not For New Admission In Year 2021-22)**.
- 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 For Existing Student (Not For New Admission In Year 2021-22)

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 **Private/PPP**.
- 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.

Basic Info Society/Trust Info Course Info Other Details

1. College Name: <input type="text" value="POLYTECHNIC COLLEGE, BANSWARA"/>	10. Division: * <input type="text" value="SELECT DIVISION"/>
2. College Name in Hindi: <input type="text" value="ENTER COLLEGE NAME IN HINDI"/>	11. District: * <input type="text" value="SELECT DISTRICT"/>
3. College Code: <input type="text" value="003"/>	12. Tehsil: * <input type="text" value="SELECT TEHSIL"/>
4. Affiliation Type: <input type="text" value="RENEWAL FOR EXISTING STUDENTS(NOT FOR NEW ADMISSION IN YEAR 2021-22)"/>	13. Urban/Rural: * <input type="text" value="SELECT URBAN/RURAL"/>
5. College Status: <input type="text" value="EXISTING"/>	14. Address of College as given in AICTE LOA: * <input type="text"/>
6. Email: <input type="text" value="TEST5@GMAIL.COM"/>	15. Pincode: * <input type="text"/>
7. Mobile No: <input type="text" value="9887263210"/>	16. Landline Number With STD Code: * <input type="text"/>
8. Management Type: * <input type="text" value="SELECT MANAGEMENT TYPE"/>	
9. College Type: * <input type="text" value="SELECT COLLEGE TYPE"/>	

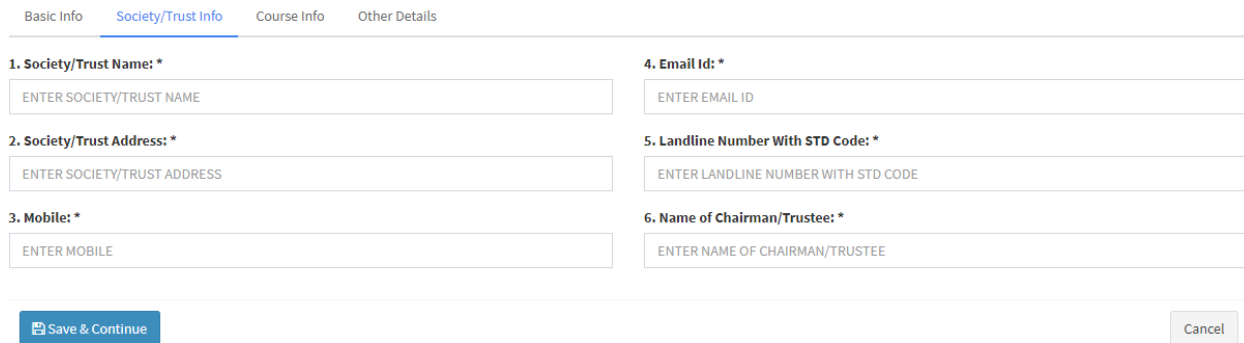
Details of Head of College

17. Name: * <input type="text"/>	18. Permanent Address: * <input type="text"/>
19. Designation: * <input type="text"/>	20. Landline Number With STD Code: * <input type="text"/>
21. Phone: * <input type="text"/>	



3) Society/Trust Info

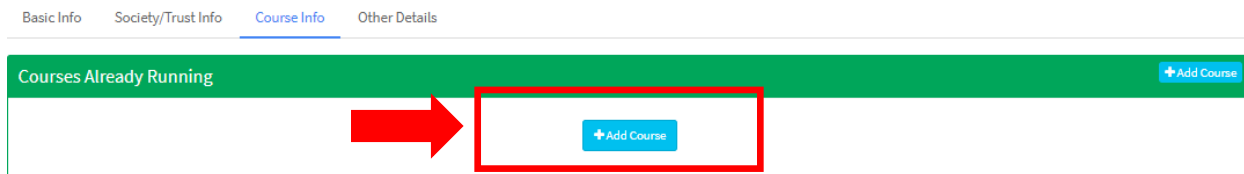
- i. System displays **Society/Trust Info** page after successful registration.
- ii. College fills all the mandatory information.
- iii. After filling all details, college clicks on **Save and Continue** button to save the details.



The screenshot shows the 'Society/Trust Info' page with a navigation bar at the top containing 'Basic Info', 'Society/Trust Info', 'Course Info', and 'Other Details'. The form contains six fields: 1. Society/Trust Name: * (text input), 2. Society/Trust Address: * (text input), 3. Mobile: * (text input), 4. Email Id: * (text input), 5. Landline Number With STD Code: * (text input), and 6. Name of Chairman/Trustee: * (text input). At the bottom left is a blue 'Save & Continue' button, and at the bottom right is a grey 'Cancel' button.

4) Course Info

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



The screenshot shows the 'Course Info' page with a navigation bar at the top containing 'Basic Info', 'Society/Trust Info', 'Course Info', and 'Other Details'. Below the navigation bar is a green header bar with the text 'Courses Already Running' and a blue '+Add Course' button. A red arrow points to a blue '+Add Course' button located in the main content area, which is highlighted with 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.

Add Course:

1. Course Status: *
RUNNING

2. Course Type: *
SELECT COURSE TYPE

3. Course Name: *
SELECT COURSE NAME

4. Intake: *
ENTER INTAKE

5. Shift: *
SELECT SHIFT

6. Year of starting: *
SELECT YEAR OF STARTING

7. Branch Type: *
SELECT BRANCH TYPE

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



Save & Continue

Cancel

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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 Society/Trust Info Course Info Other Details

Courses Already Running + Add Course

#	Course Type	Course Name	Course Intake	Shift	Branch Type	Course Status	Action
1	Engineering	Civil (Construction)	123	1st Shift	SFS		 






5) 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.

Basic Info Society/Trust Info Course Info **Other Details**

AICTE EOA details:

YES

1. AICTE EOA No.: * 2. Date: *


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

College has applied for in AICTE

Whether college has applied for in AICTE: Year:

Application Form

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



6) 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.

(POLYTECHNIC COLLEGE, BARMER


College Detail


Preview


Application Fee Details

College Details

College Name	Polytechnic College, Barmer	महाविद्यालय का नाम (हिन्दी)	गवर्नमेंट पॉलिटेक्निक कॉलेज बारमेर
Affiliation Type	Renewal for Existing students(Not for new admission in year 2021-22)	College Code	004
Management Type	Private	College Type	Girls
College District	Ajmer	Division	Ajmer Division
Address of College as given in AICTE EOA	jaipur		
College Email	test6@gmail.com		
Mobile	*****3213	Urban/Rural	Urban
Pincode	323232	Landline Number With STD Code	0141323232
Name Head of College	dfdf	Designation	dfdfg
Permanent Address Head of College	dfdg	Landline Number Head of College	014122222222
Phone Head of College	9877777777		

Society/Trust Details

Society/Trust Name	dfdf	Address	dfgfdg
Landline Number	014132323232	Mobile	2345678982
Email	pp@gmail.vom	Chairman Name	fetrytr

Already Running Courses

#	Course Type	Course Name	Branch Type	Course Status	Shift	Intake
1	Engineering	Civil (Construction)	SFS	Running	1st Shift	123

Others Details

AICTE EOA details	Yes		
AICTE EOA No.	12	Date	01/06/2021

7) 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.

POLYTECHNIC COLLEGE, BARMER

College Detail
Preview
Application Fee Details

College Details

College Name	Polytechnic College, Barmer	महाविद्यालय का नाम (हिन्दी)	रावनमेंट पॉलिटेक्निक कॉलेज बारमेर
Affiliation Type	Renewal for Existing students(Not for new admission in year 2021-22)	College Code	004
Management Type	Private	College Type	Girls
College District	Ajmer	Division	Ajmer Division
Address of College as given in AICTE EOA	jaipur		
College Email	test6@gmail.com		
Mobile	*****3213	Urban/Rural	Urban
Pincode	323232	Landline Number With STD Code	0141323232
Name Head of College	dfdf	Designation	dfdfg
Permanent Address Head of College	dfdg	Landline Number Head of College	014122222222
Phone Head of College	9877777777		

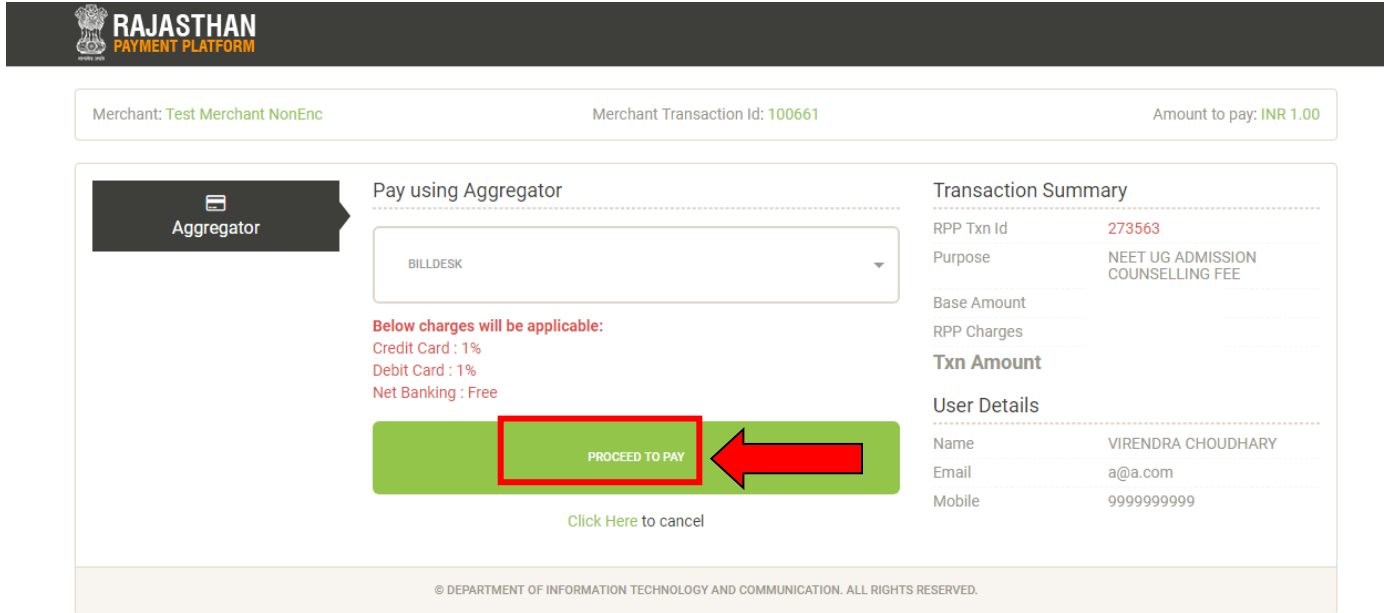
Application Fee Details

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

➔
Online Payment

8) 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

Pay using Aggregator

BILLDISK

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: _____

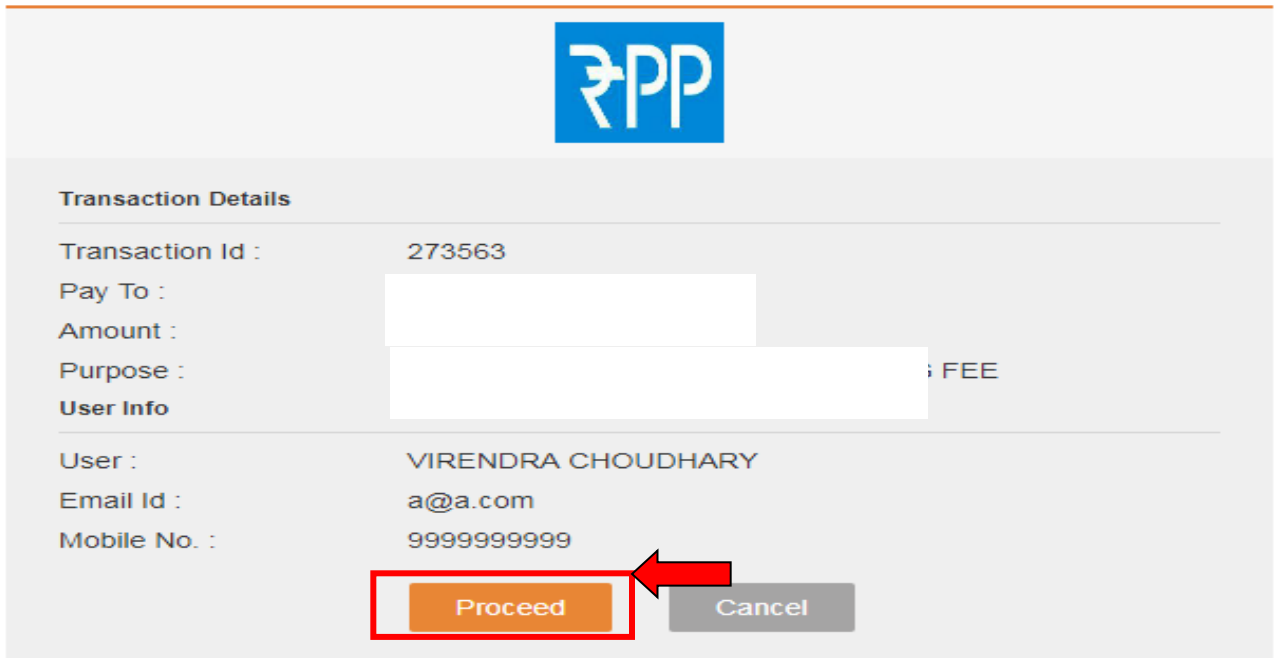
Txn Amount

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.



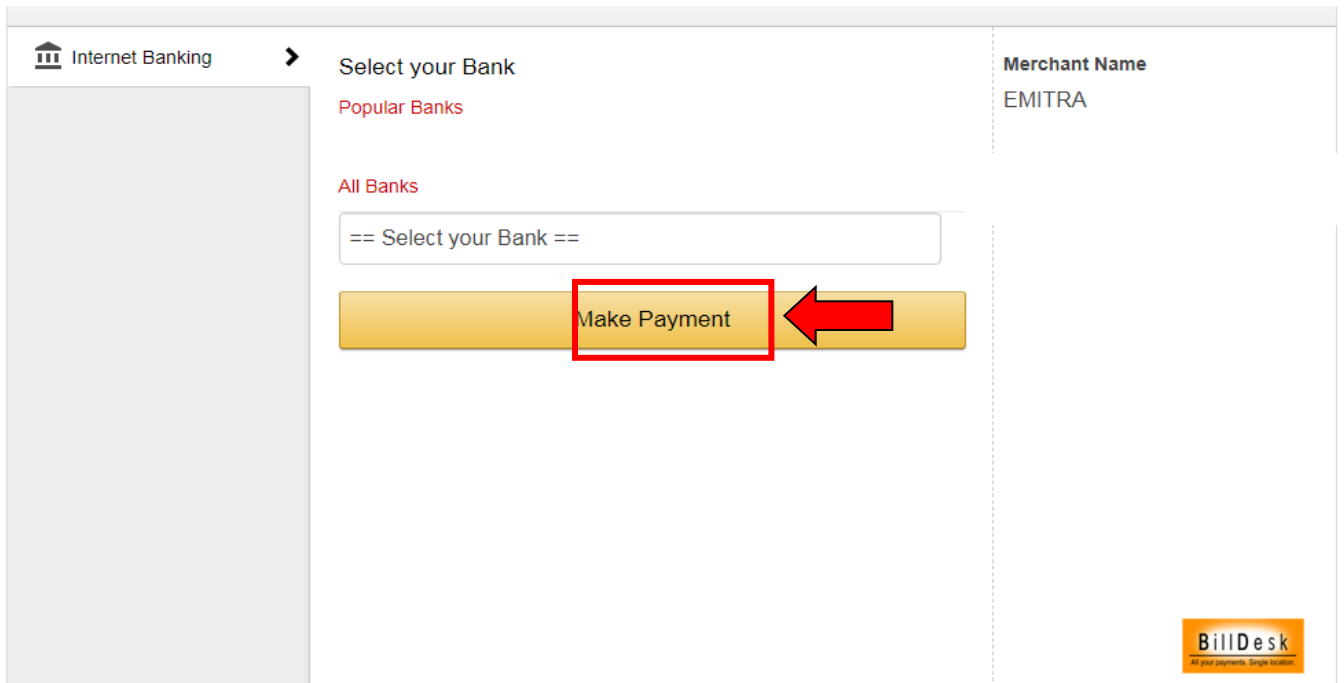
₹PP

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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