USER MANUAL FOR COLLEGES- ONLINE APPLICATION FOR AFFILIATION -EXISTING- RENEWAL-PRIVATE/PPP COLLEGE BTER (BOARD OF TECHNICAL EDUCATION, RAJASTHAN)

HIGHER AND TECHNICAL EDUCATION PORTAL

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1. INTRODUCTION-

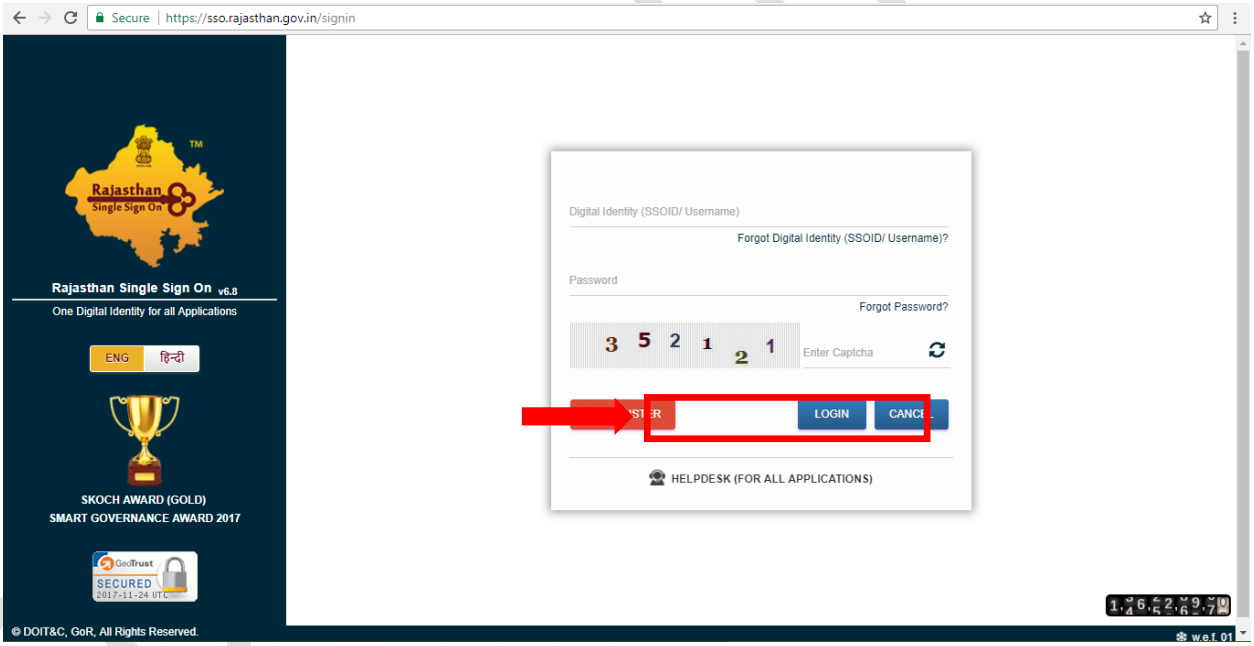
This document intends to explain how existing private/PPP polytechnic college can apply for **Renewal** of Affiliation by BTER. The existing private/PPP polytechnic college fills the online form and submit online fees to complete their application.

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.



iii. The system will display the SSO dashboard page.

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

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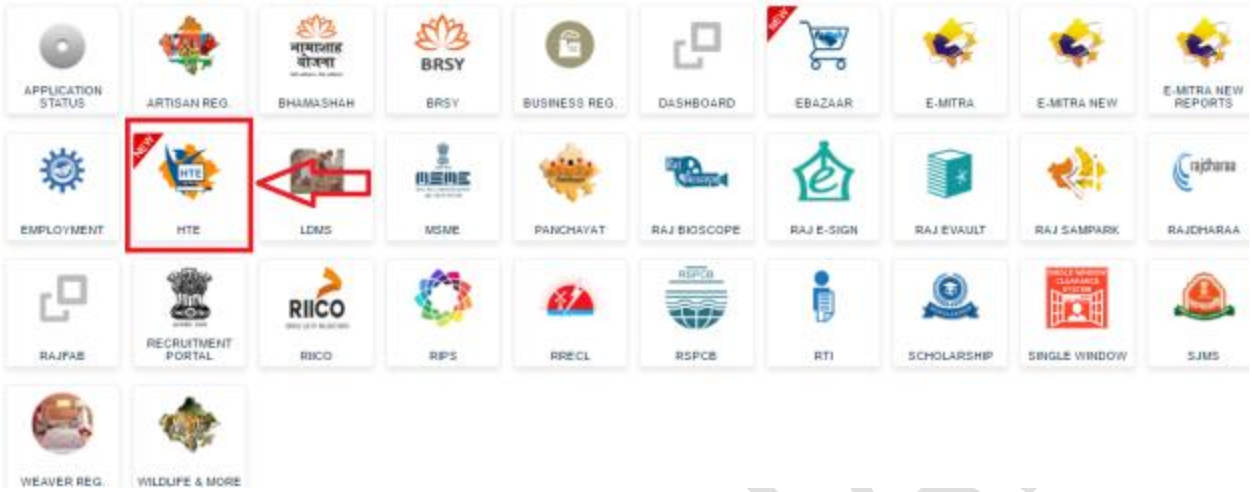
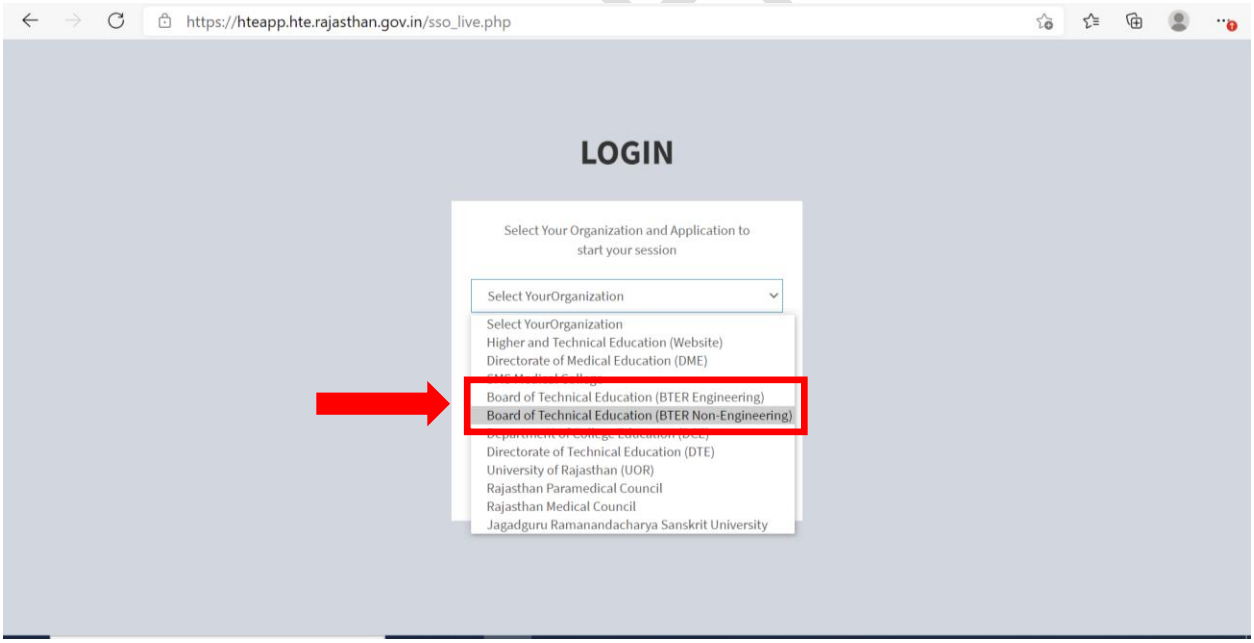


v. College can select Organization as "**Board of Technical Education** (**BTER Non-Engineering)**" or "**Board of Technical Education** (**BTER Engineering)**" and application as "**Affiliation**" and click on **Continue** button.



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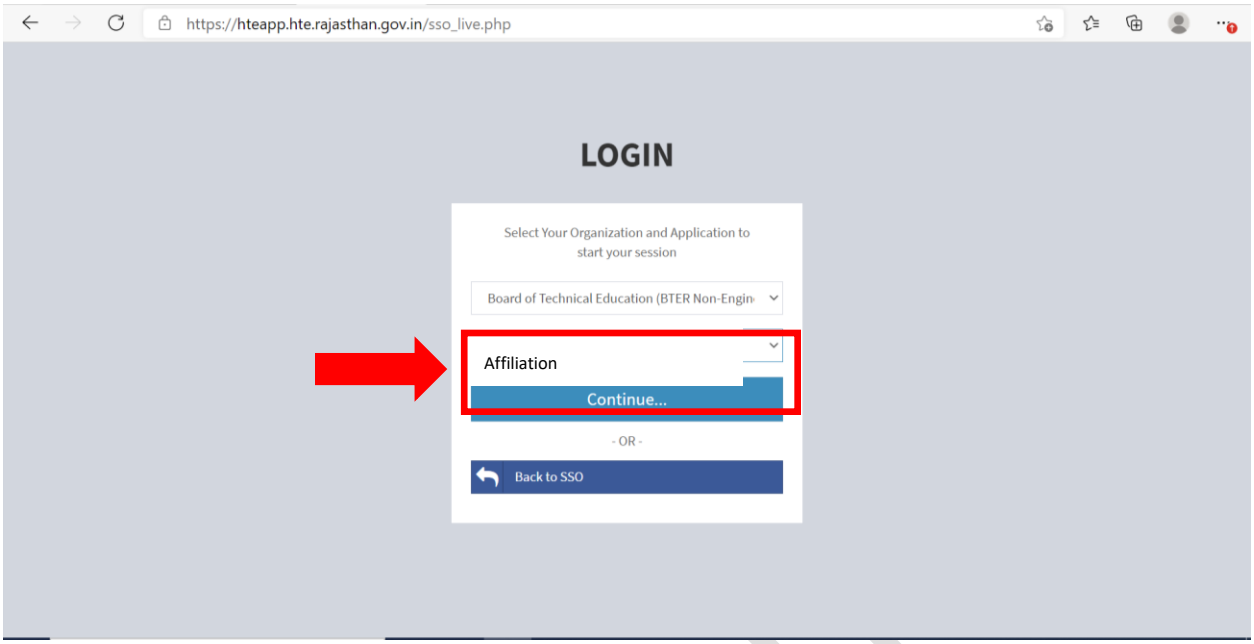

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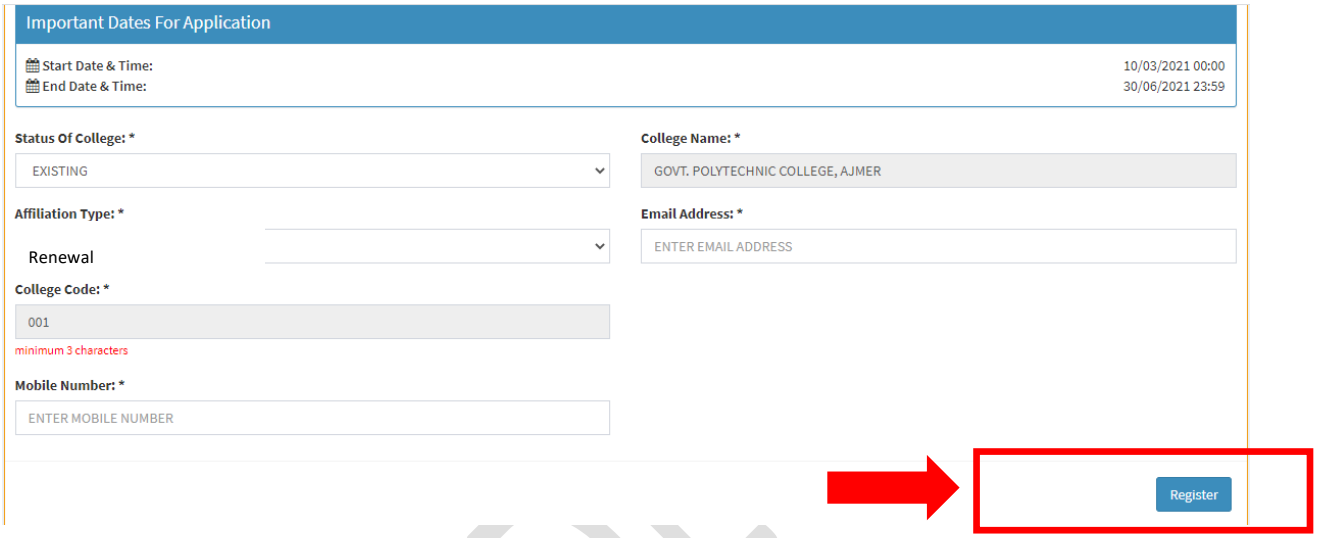
2.2 Apply for Affiliation

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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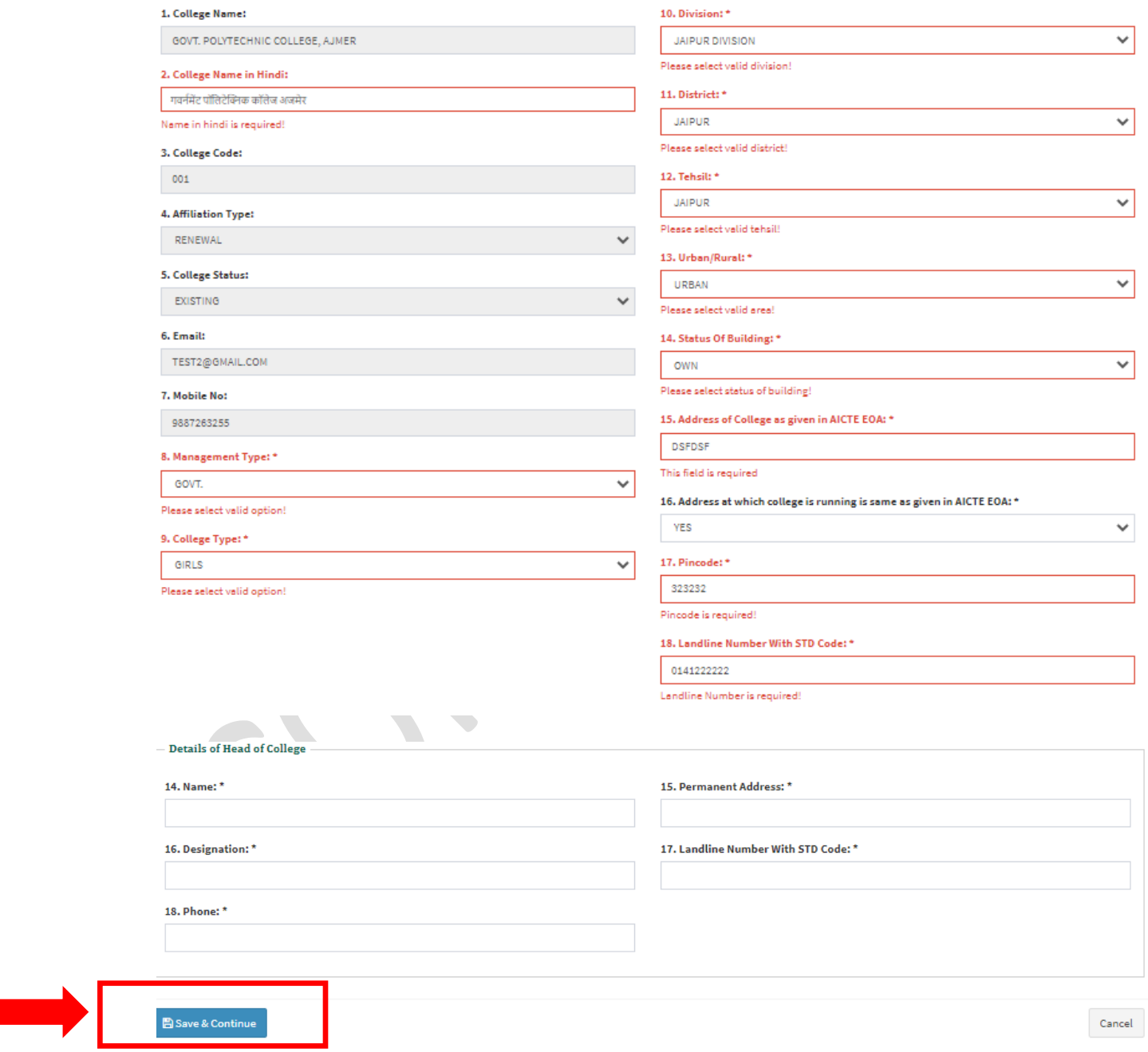
2) Basic Details

i. System displays **Basic Info** page after successful registration.

ii. College selects Management type as **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.



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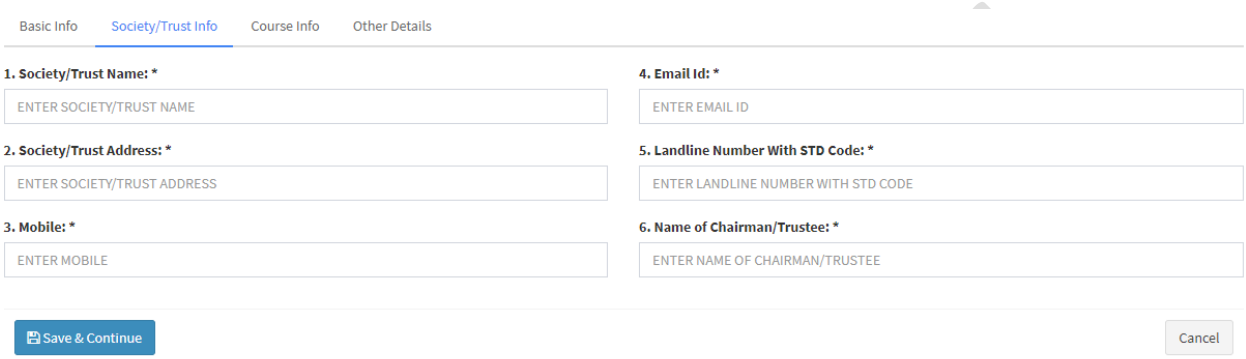
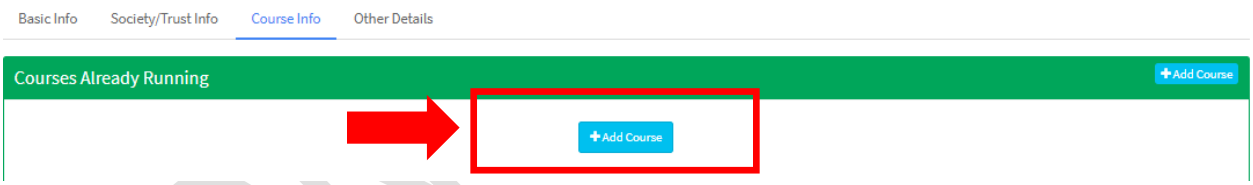
3) Society/Trust Info

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.



4) 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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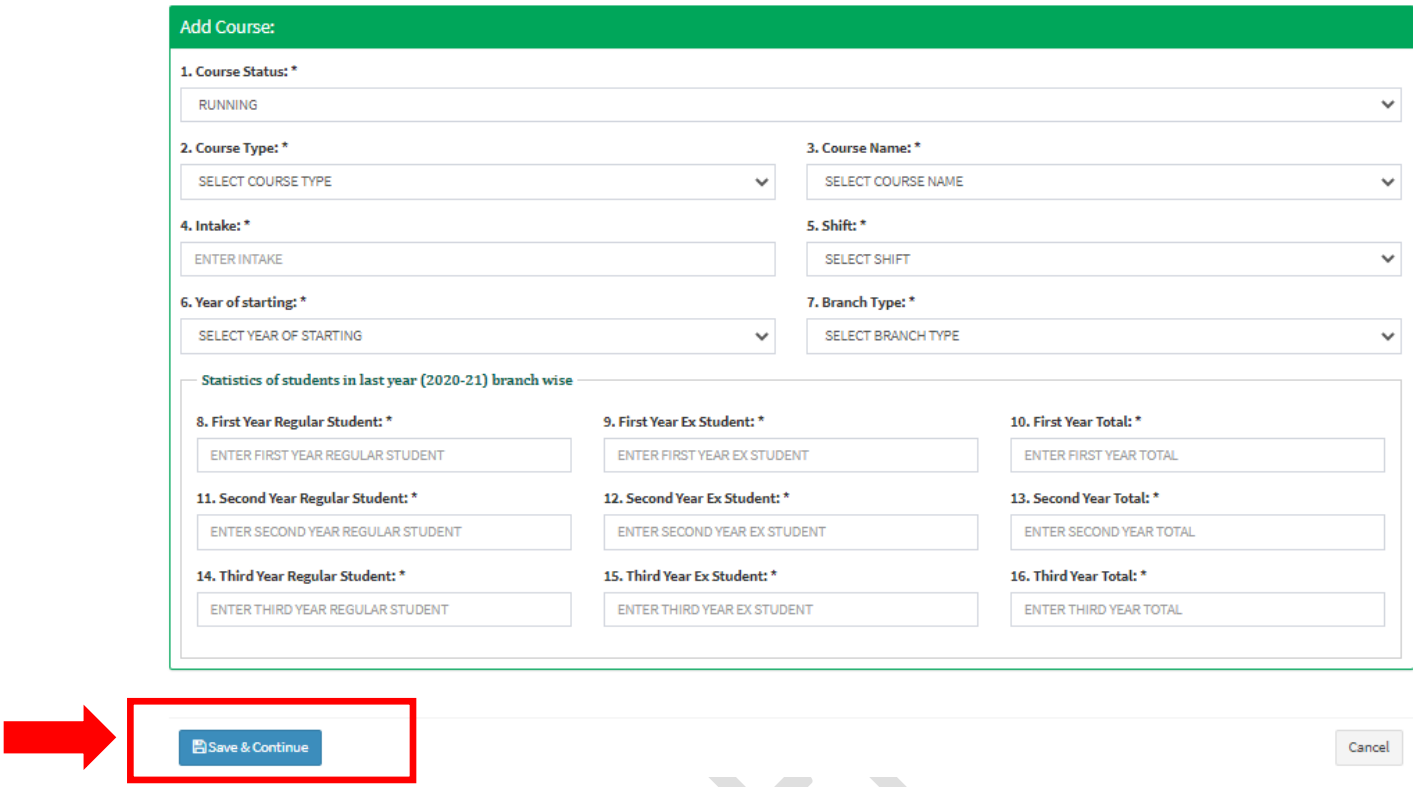

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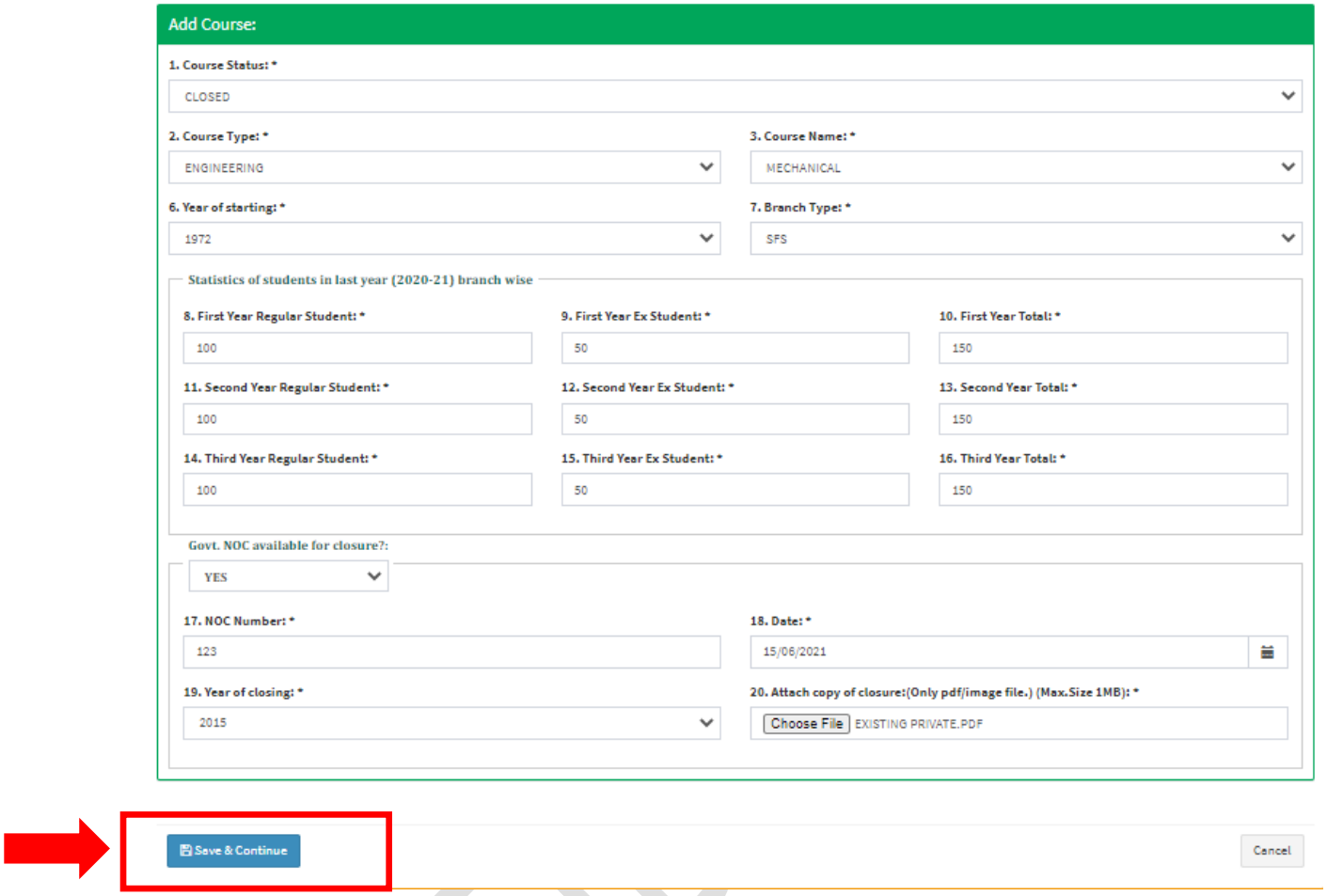
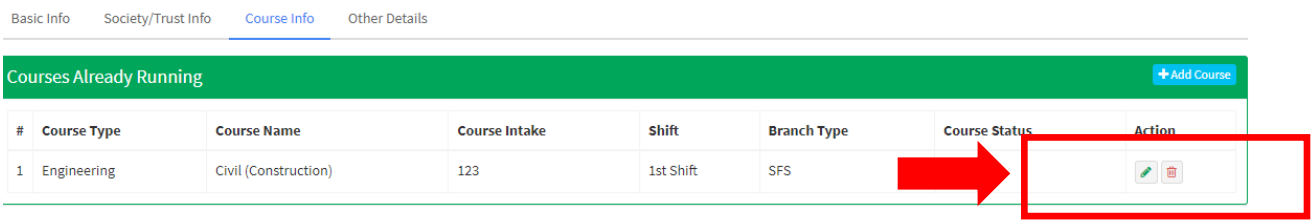


vii. System displays added branch/course in the grid. College can edit or delete the information as required.



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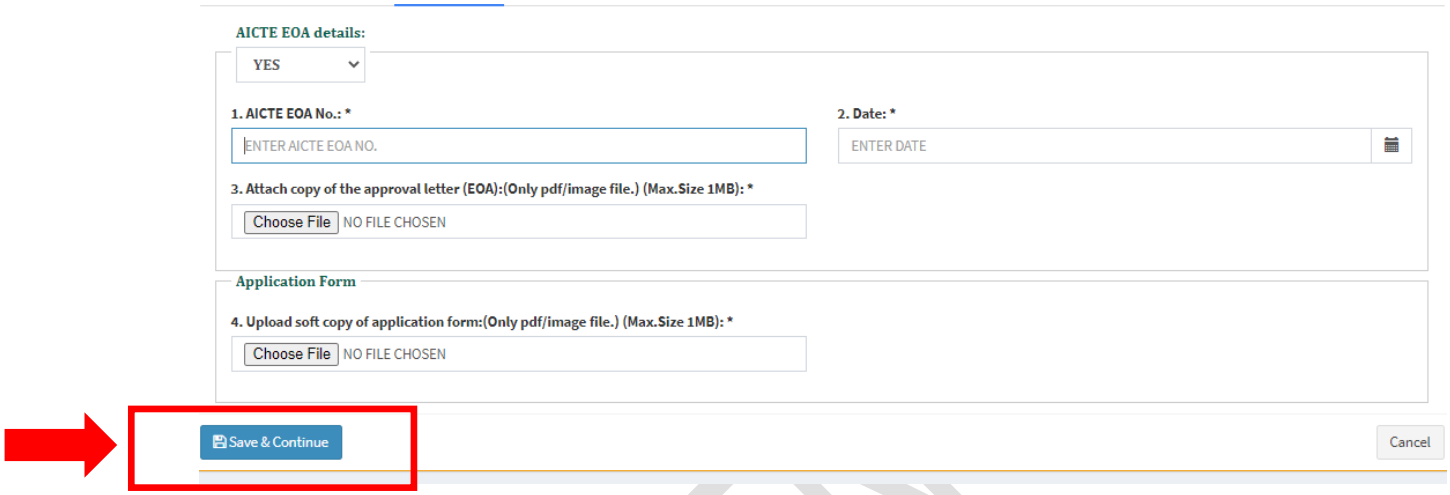
5) Other Details

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.



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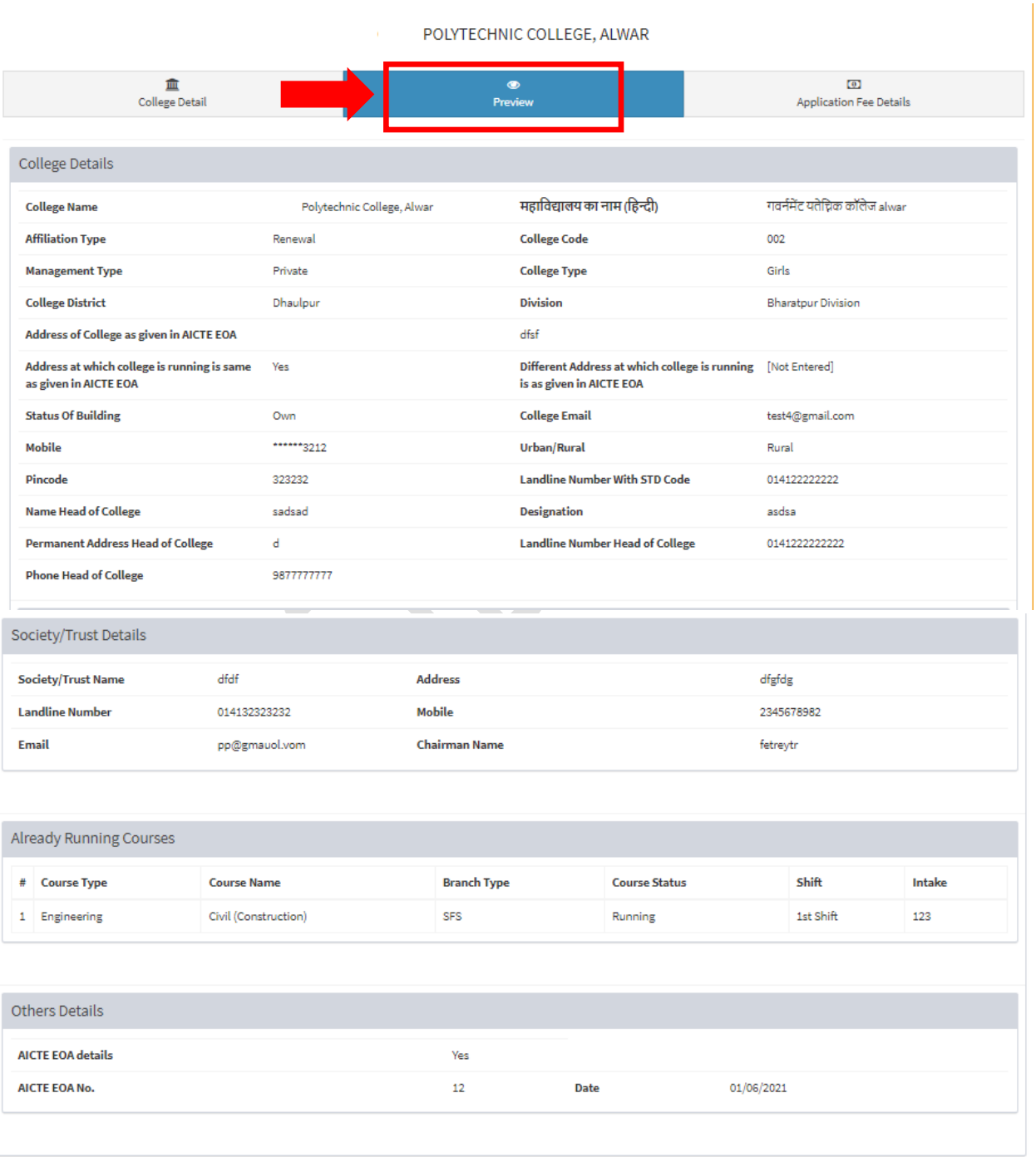
6) Preview

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, ALWAR

College Detail | Preview | Application Fee Details

College Details

College Name	Polytechnic College, Alwar	महाविद्यालय का नाम (हिन्दी)	गवर्नमेंट पतेक्निक कॉलेज alwar
Affiliation Type	Renewal	College Code	002
Management Type	Private	College Type	Girls
College District	Dhaulpur	Division	Bharatpur Division
Address of College as given in AICTE EOA		dfsf	
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	test4@gmail.com
Mobile	******3212	Urban/Rural	Rural
Pincode	323232	Landline Number With STD Code	014122222222
Name Head of College	sadsad	Designation	asdsa
Permanent Address Head of College	d	Landline Number Head of College	0141222222222
Phone Head of College	9877777777		

Society/Trust Details

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

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

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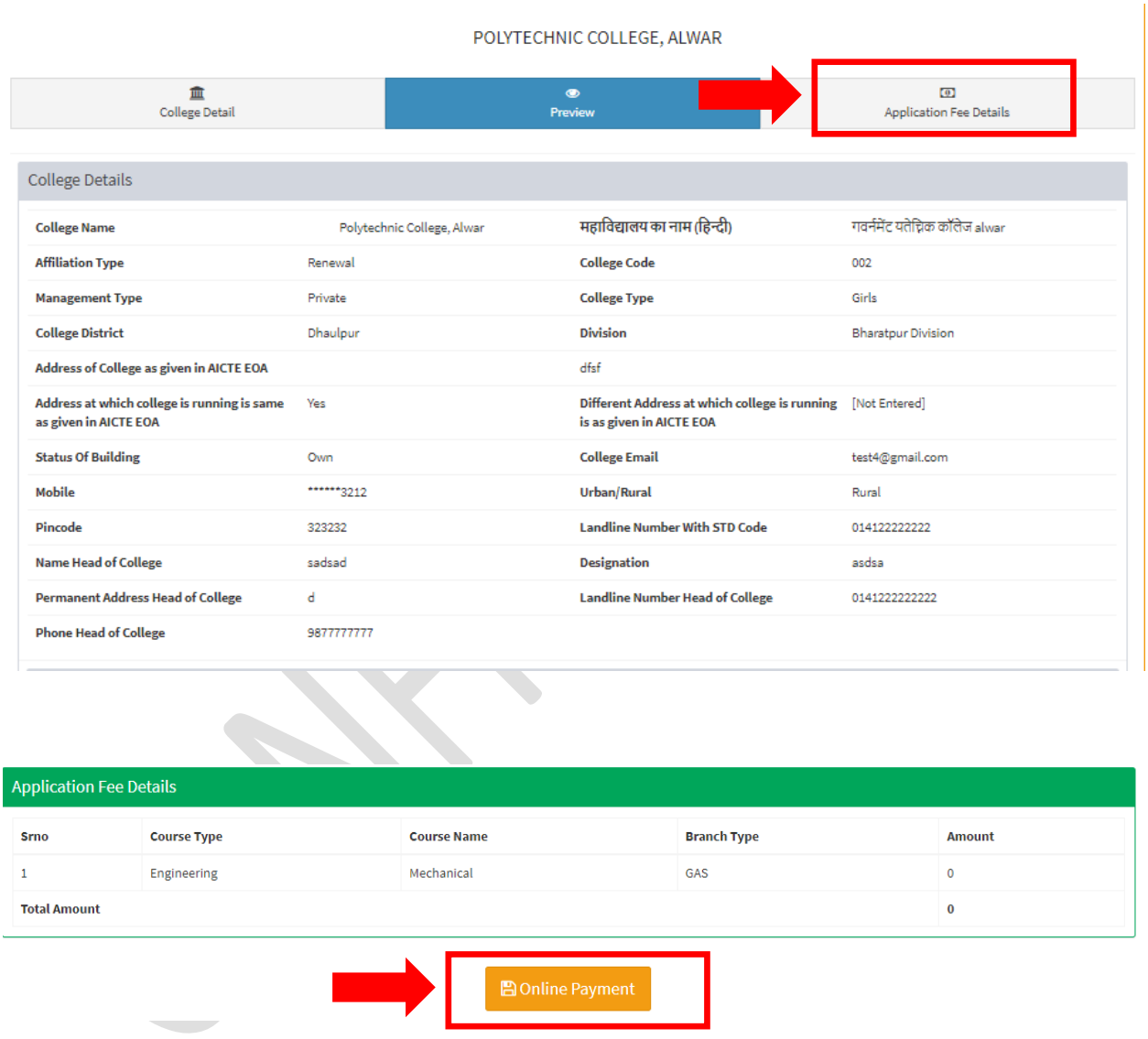
7) Application Fee Details

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.



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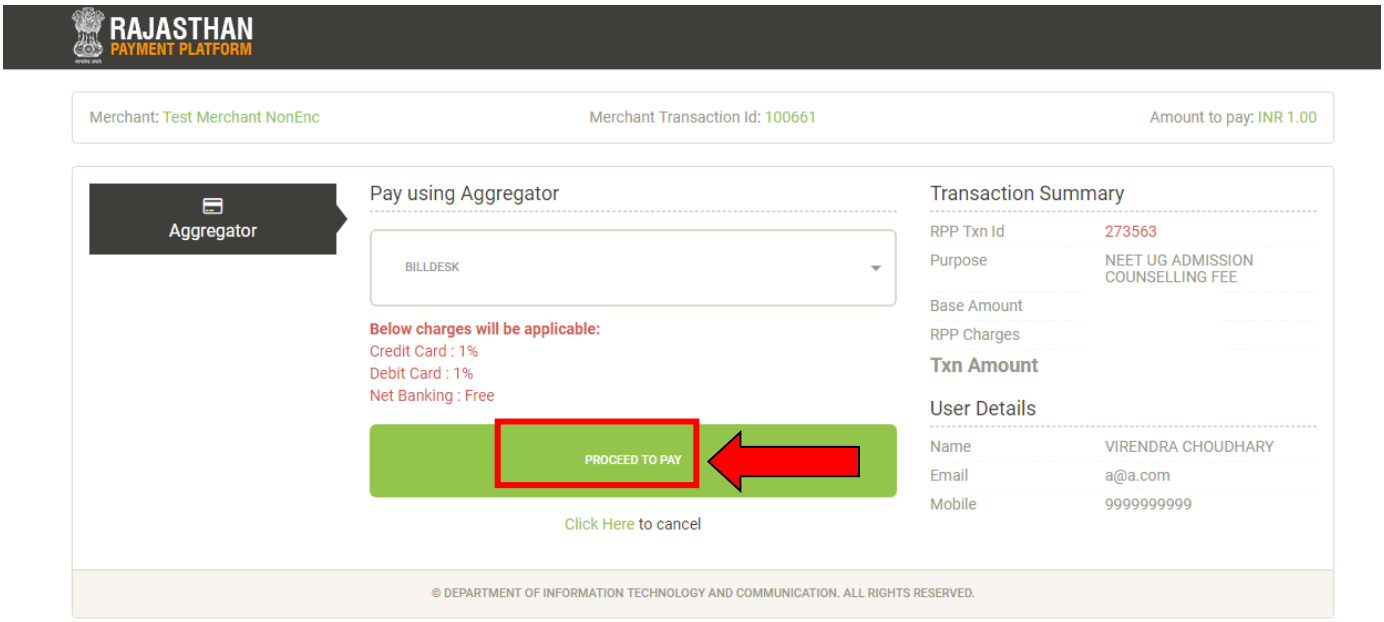
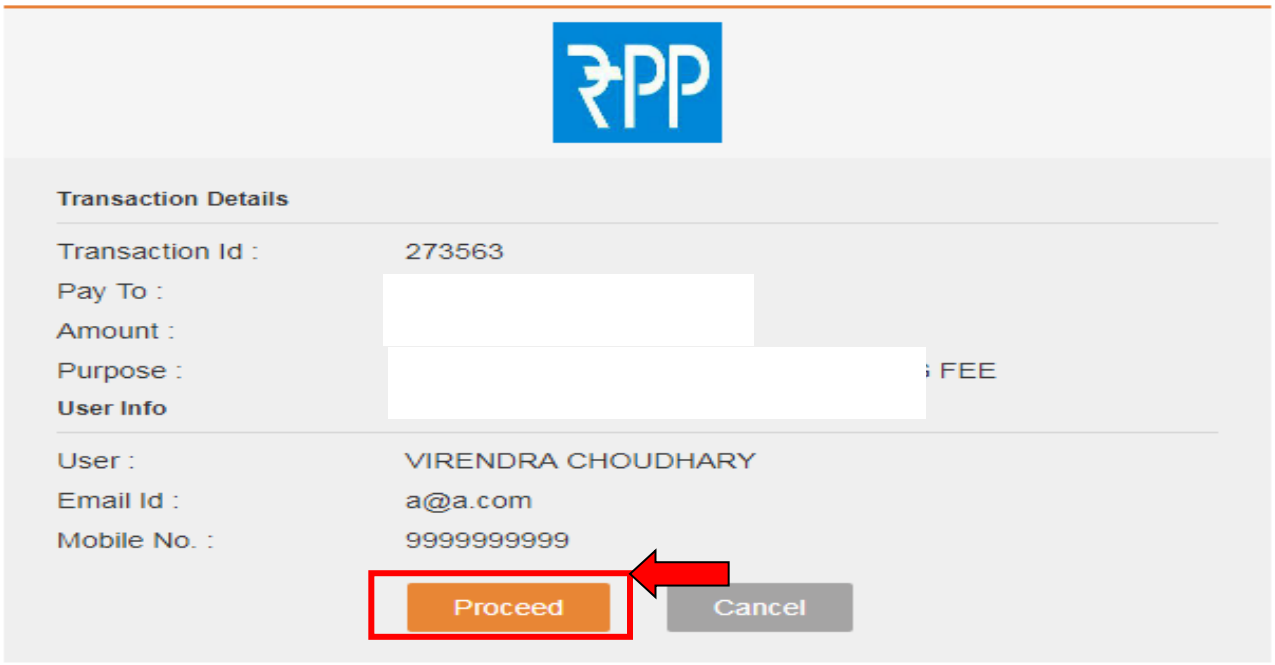
8) Affiliation fee submission

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



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



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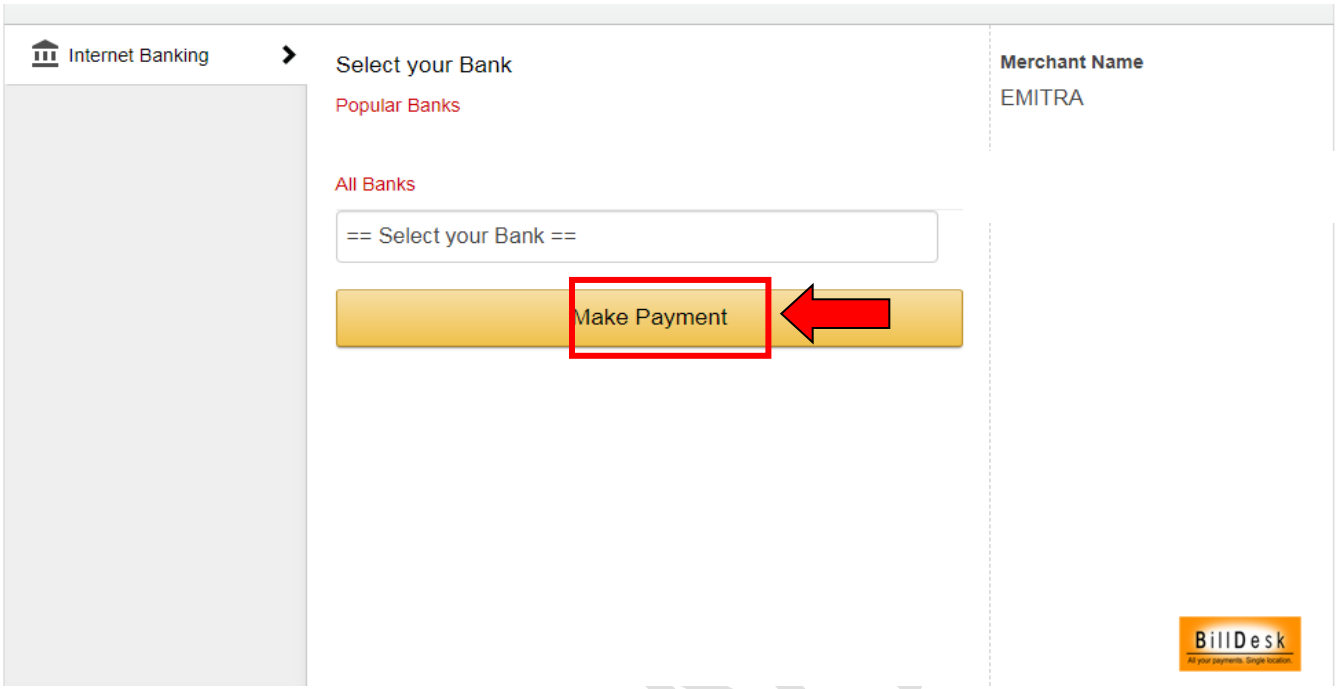

iii. After making successful payment, college can download the application form.

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