



**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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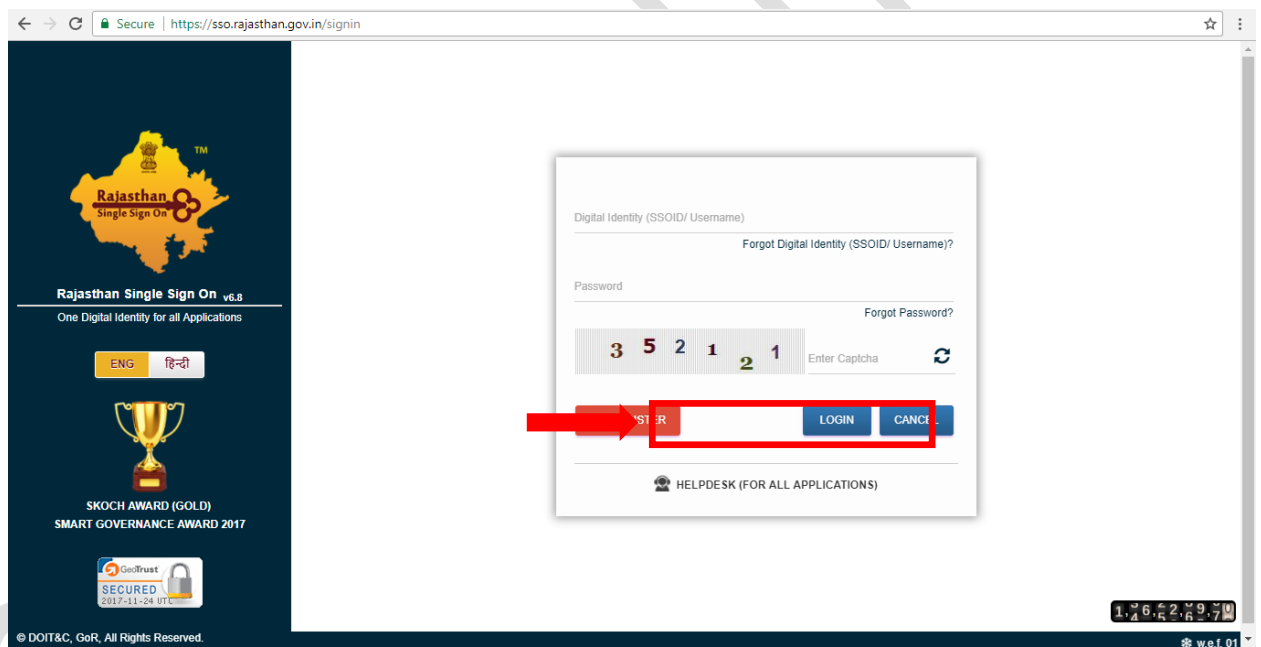
1. INTRODUCTION-

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-

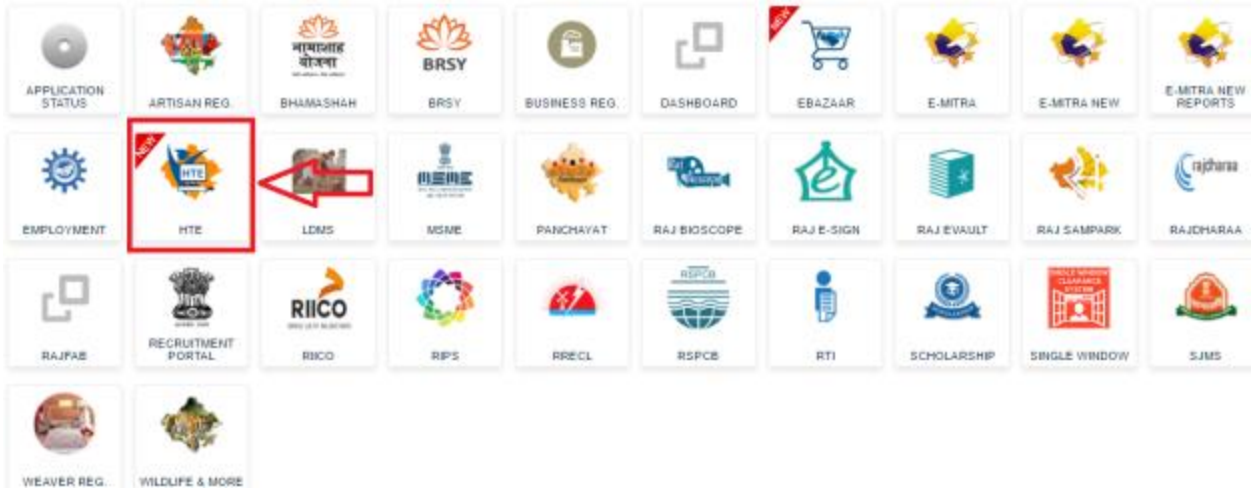
- i. College access the URL- www.sso.rajasthan.gov.in
- ii. College will enter his/her SSO id and password and click on Login button.



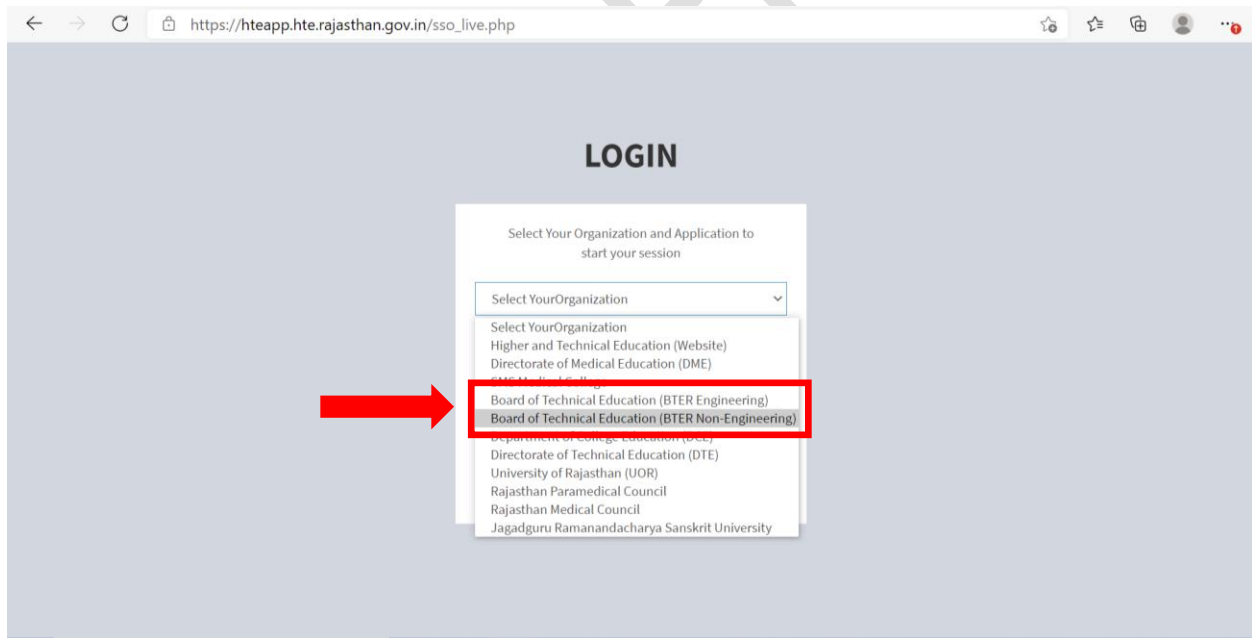
The screenshot displays the login interface for the Rajasthan Single Sign On (SSO) system. On the left, there is a dark blue sidebar with the Rajasthan State Emblem and text including 'Rajasthan Single Sign On v6.8', 'One Digital Identity for all Applications', and award logos. The main content area contains a white login form with the following elements:

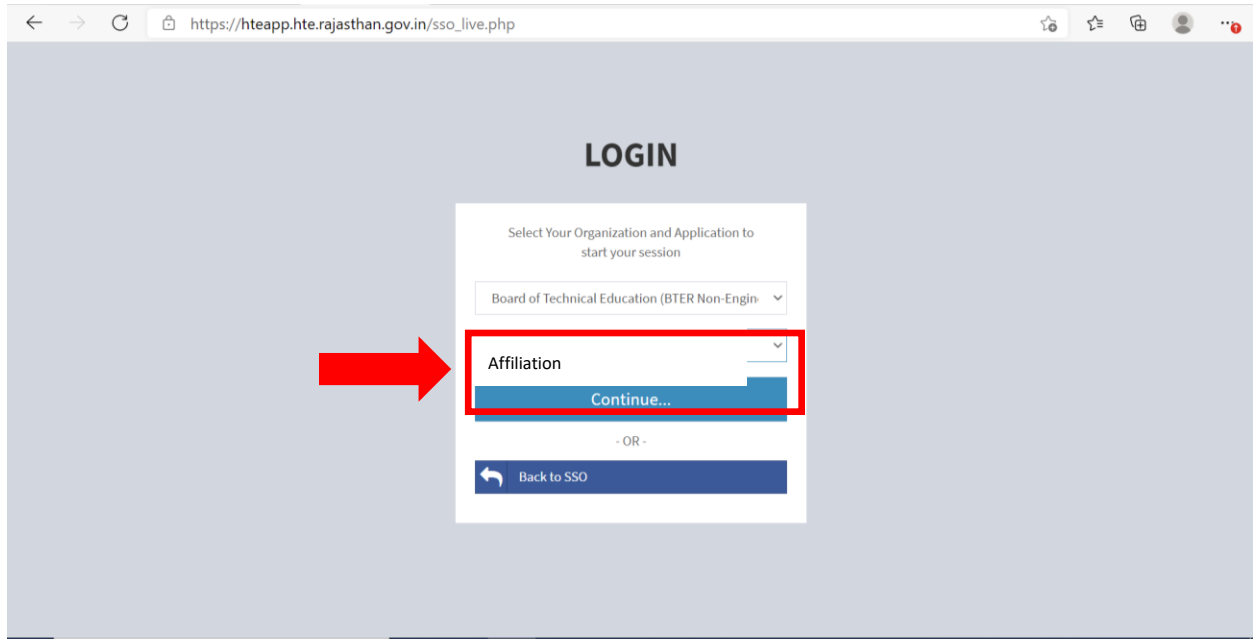
- Digital Identity (SSOID/ Username):** A text input field with a 'Forgot Digital Identity (SSOID/ Username)?' link below it.
- Password:** A text input field with a 'Forgot Password?' link below it.
- Enter Captcha:** A captcha image showing the numbers 3, 5, 2, 1, 2, 1 and a refresh icon.
- Buttons:** A red box highlights the 'HTE' icon and the 'LOGIN' button. A 'CANCEL' button is also visible.
- HELPDESK (FOR ALL APPLICATIONS):** A link at the bottom of the form.

- 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.





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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 **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.

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

Details of Head of College

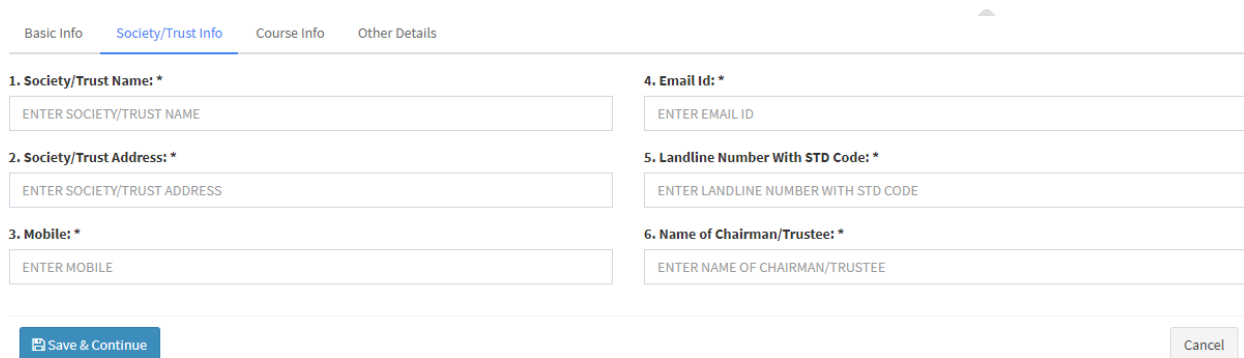
14. Name: *	15. Permanent Address: *
16. Designation: *	17. Landline Number With STD Code: *
18. Phone: *	

 **Save & Continue**

Cancel

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.



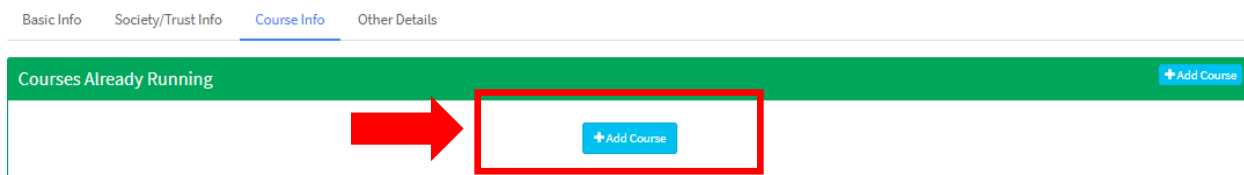
The screenshot shows the 'Society/Trust Info' page with the following fields:

- 1. Society/Trust Name: * (ENTER SOCIETY/TRUST NAME)
- 2. Society/Trust Address: * (ENTER SOCIETY/TRUST ADDRESS)
- 3. Mobile: * (ENTER MOBILE)
- 4. Email Id: * (ENTER EMAIL ID)
- 5. Landline Number With STD Code: * (ENTER LANDLINE NUMBER WITH STD CODE)
- 6. Name of Chairman/Trustee: * (ENTER NAME OF CHAIRMAN/TRUSTEE)

Buttons: Save & Continue, Cancel

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 green header 'Courses Already Running' and a blue '+ Add Course' button. A red arrow points to the '+ 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.

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

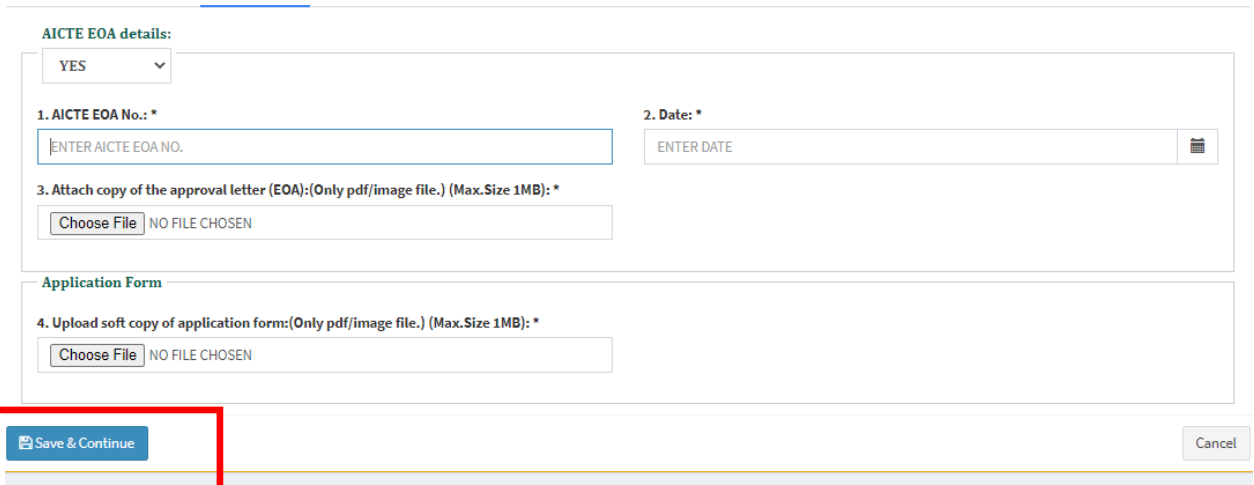
#	Course Type	Course Name	Course Intake	Shift	Branch Type	Course Status	Action
1	Engineering	Civil (Construction)	123	1st Shift	SFS		 






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.



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

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 पॉलिटेक्निक 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	014122222222
Phone Head of College	9877777777		

Society/Trust Details

Society/Trust Name	dfdf	Address	dfgrfdg
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


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, ALWAR


College Detail


Preview

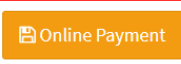

Application Fee Details

College Details

College Name	Polytechnic College, Alwar	महाविद्यालय का नाम (हिन्दी)	गवर्नमेंट पॉलिटेक्निक 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	dfsdf		
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	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




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

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

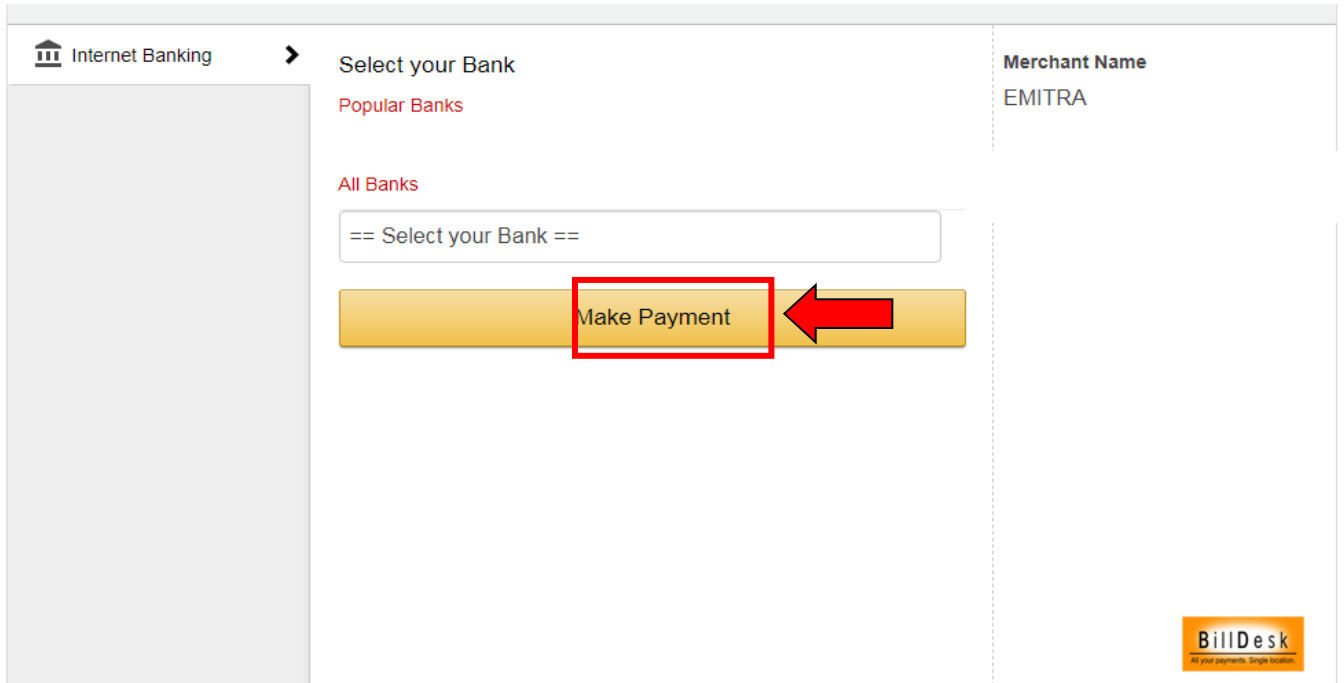
User : VIRENDRA CHOUDHARY

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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