



**USER MANUAL FOR COLLEGES-
ONLINE APPLICATION FOR
AFFILIATION -NEW-
GOVERNMENT COLLEGE
BTER (BOARD OF TECHNICAL
EDUCATION, RAJASTHAN)**

**HIGHER AND TECHNICAL
EDUCATION PORTAL**

TABLE OF CONTENTS

1. Introduction.....	2
2. Apply for Affiliation Application.....	2
2.1 Login into the application-.....	2
2.2 Apply for Affiliation.....	5
1) Registration.....	5
2) Basic Details.....	6
3) Course Info.....	7
4) Other Details.....	8
5) Preview.....	9
6) Application Fee Details.....	10
7) Affiliation fee submission.....	11

CONFIDENTIAL

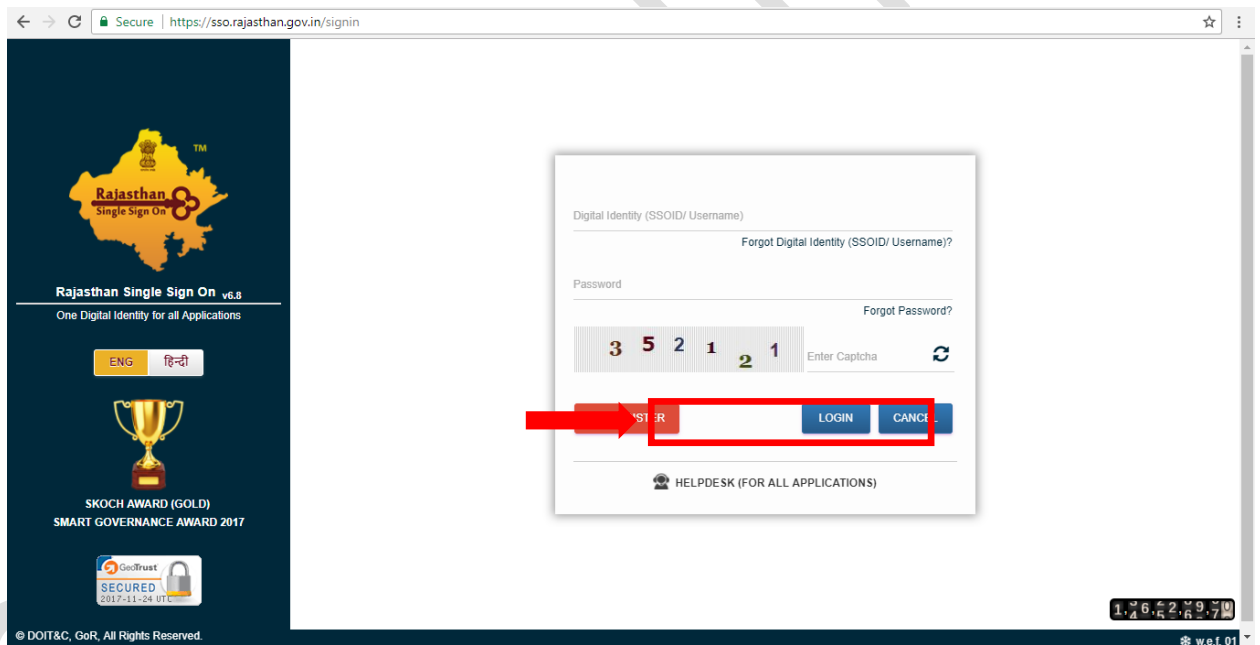
1. INTRODUCTION-

This document intends to explain how new government polytechnic college can apply for Affiliation by BTER. The new 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-

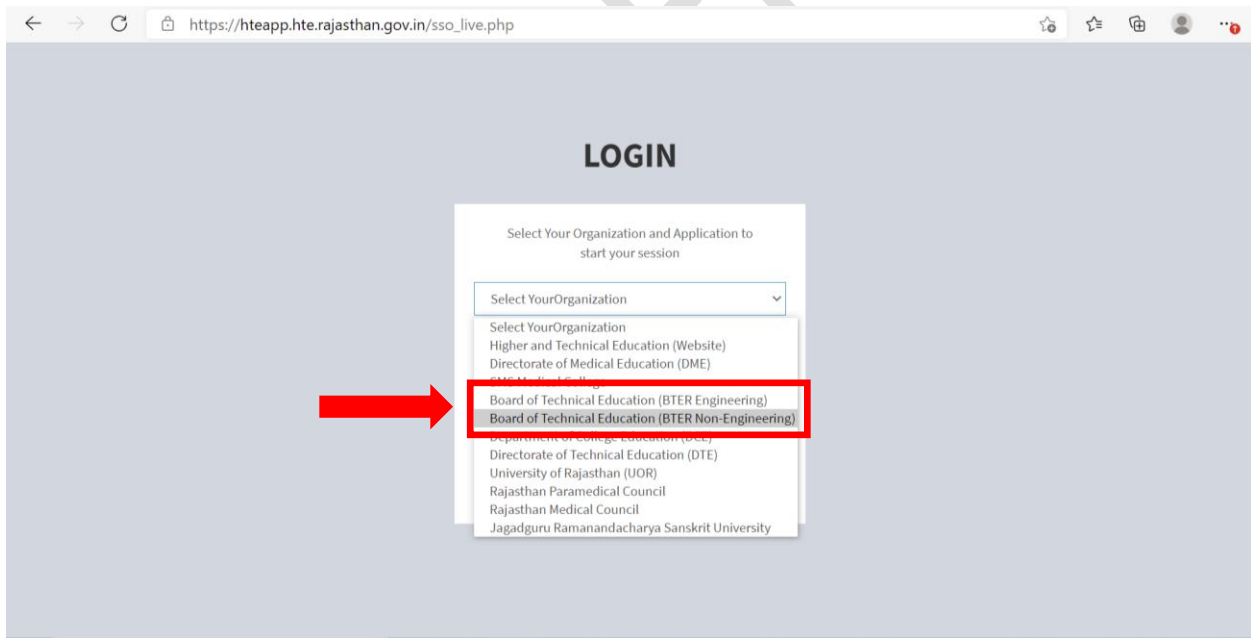
- i. College access the URL- www.sso.rajasthan.gov.in
- ii. College will enter his/her SSO id and password and click on Login button.



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



- 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

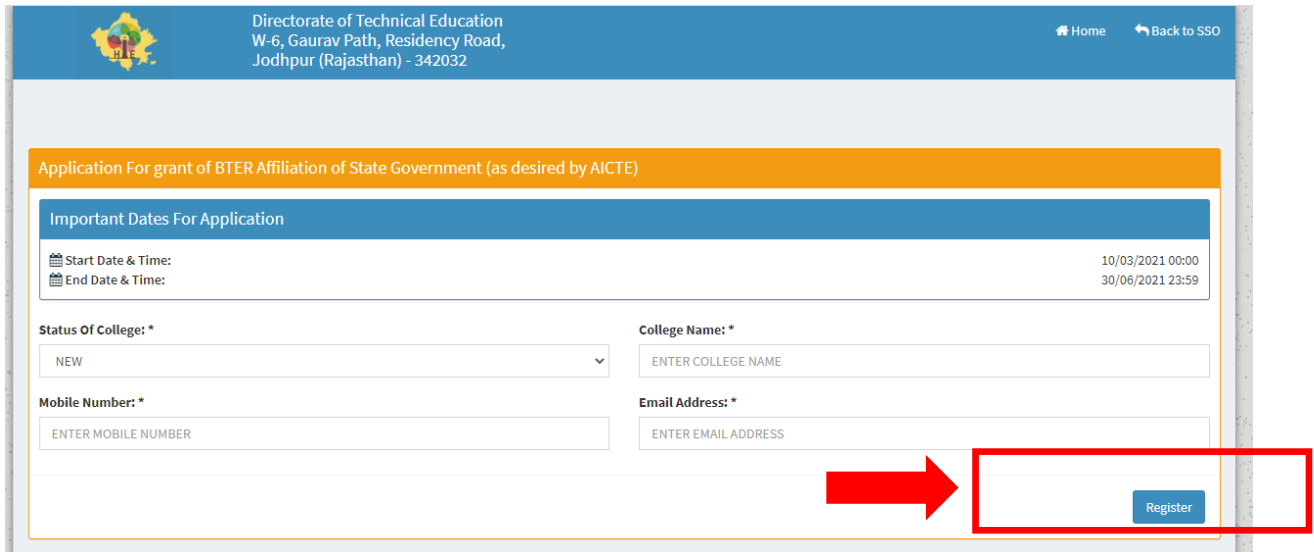


CONFIDENTIAL

2.2 Apply for Affiliation

1) Registration

- i. System displays following Registration page for new college.
- ii. College enters College Name, Mobile number and email address and click on **Register** button.



Directorate of Technical Education
W-6, Gaurav Path, Residency Road,
Jodhpur (Rajasthan) - 342032

Home Back to SSO

Application For grant of BTER Affiliation of State Government (as desired by AICTE)

Important Dates For Application	
Start Date & Time:	10/03/2021 00:00
End Date & Time:	30/06/2021 23:59

Status Of College: *
NEW

College Name: *
ENTER COLLEGE NAME

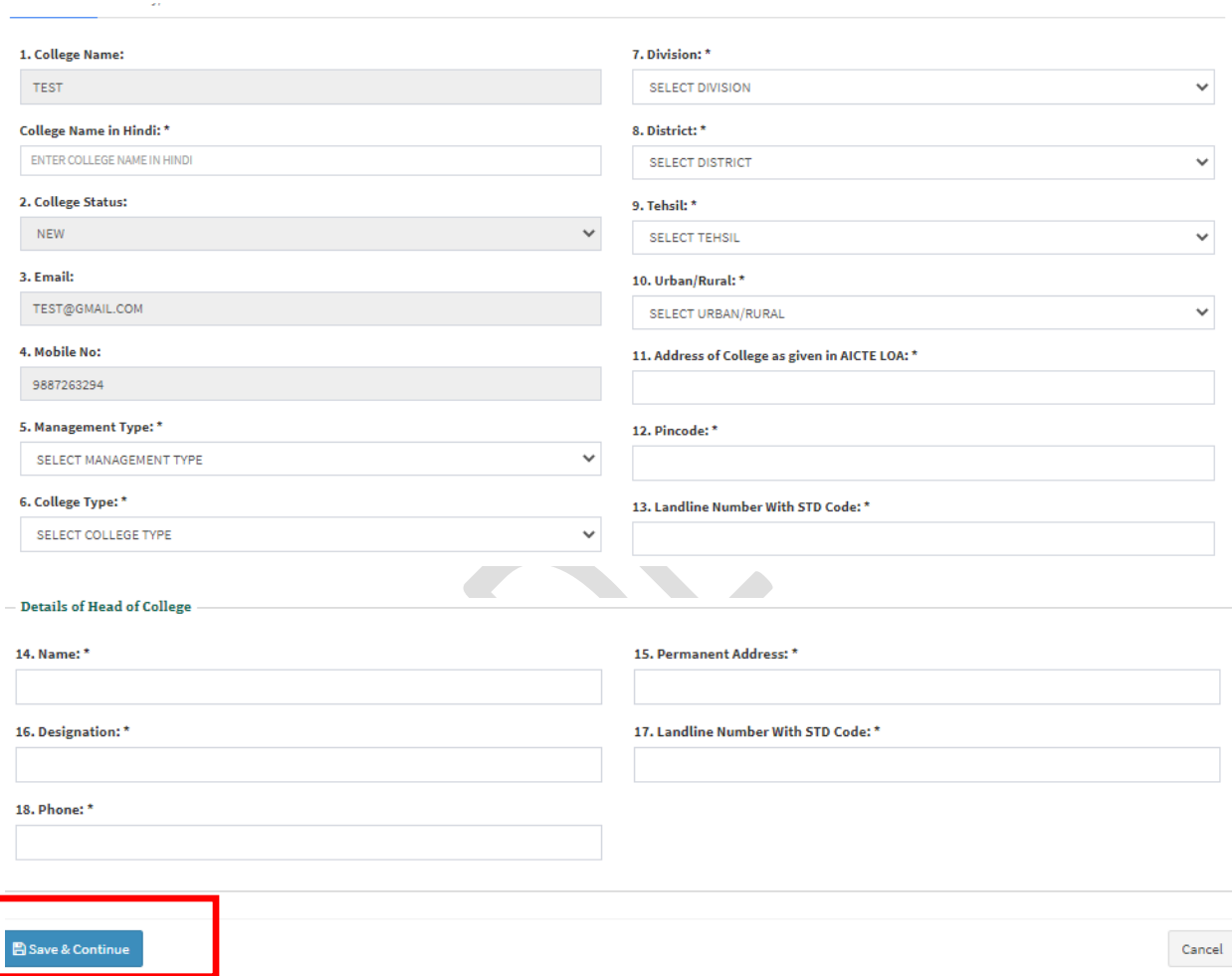
Mobile Number: *
ENTER MOBILE NUMBER

Email Address: *
ENTER EMAIL ADDRESS

Register

2) Basic Details

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



1. College Name: TEST

College Name in Hindi: * ENTER COLLEGE NAME IN HINDI

2. College Status: NEW

3. Email: TEST@GMAIL.COM

4. Mobile No: 9887263294

5. Management Type: * SELECT MANAGEMENT TYPE

6. College Type: * SELECT COLLEGE TYPE

7. Division: * SELECT DIVISION

8. District: * SELECT DISTRICT

9. Tehsil: * SELECT TEHSIL

10. Urban/Rural: * SELECT URBAN/RURAL

11. Address of College as given in AICTE LOA: *

12. Pincode: *

13. Landline Number With STD Code: *

Details of Head of College

14. Name: *

15. Permanent Address: *

16. Designation: *

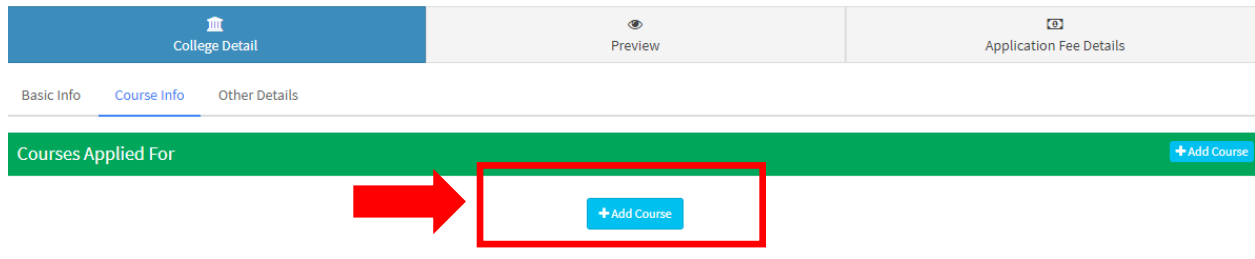
17. Landline Number With STD Code: *

18. Phone: *

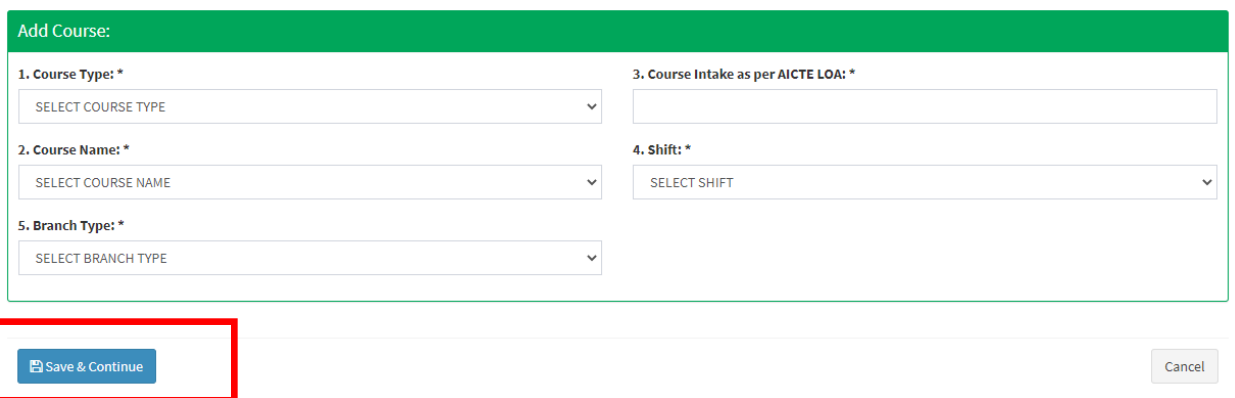
Save & Continue Cancel

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. After filling all details, college clicks on **Save and Continue** button to save the details.
- v. College can add multiple courses by clicking on **Add Course** button again.

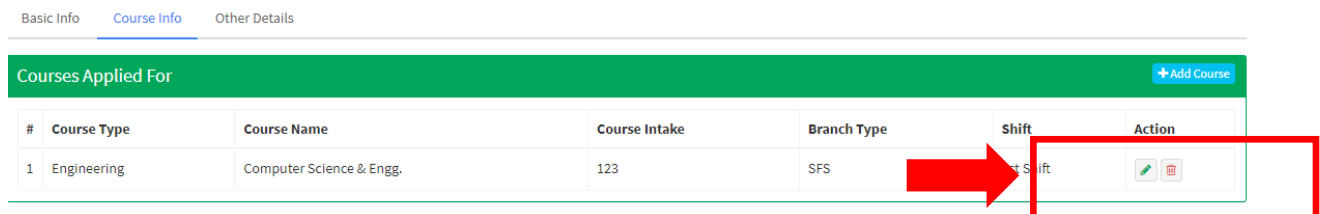


The screenshot shows the 'Add Course' form with the following fields:



- 1. Course Type: * (SELECT COURSE TYPE)
- 2. Course Name: * (SELECT COURSE NAME)
- 3. Course Intake as per AICTE LOA: * (text input)
- 4. Shift: * (SELECT SHIFT)
- 5. Branch Type: * (SELECT BRANCH TYPE)

At the bottom, the 'Save & Continue' button is highlighted with a red box and a red arrow pointing to it. A 'Cancel' button is also visible on the right.

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



The screenshot shows the 'Courses Applied For' table with the following data:

#	Course Type	Course Name	Course Intake	Branch Type	Shift	Action
1	Engineering	Computer Science & Engg.	123	SFS	Day Shift	 

The 'Action' column for the first row is highlighted with a red box and a red arrow pointing to it.

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	Test	महाविद्यालय का नाम (हिन्दी)	टेस्ट
Management Type	Govt.	College Type	Girls
College District	Ajmer	Division	Ajmer Division
Address of College as given in AICTE EOA	gdgfdgfdg		
College Email	test@gmail.com		
Mobile	*****3294	Urban/Rural	Urban
Pincode	323232	Landline Number With STD Code	014122222
Name Head of College	dsfdfdf	Designation	dfddg
Permanent Address Head of College	dfdg	Landline Number Head of College	014122222
Phone Head of College	9877777777		

Applied Courses

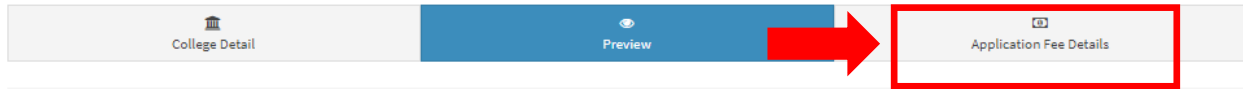
#	Course Type	Course	Branch Type	Shift	Intake
1	Engineering	Computer Science & Engg.	SFS	1st Shift	123

Others Details

Whether the Institute and the course(s) to be commenced are approved by the Government of Rajasthan and NOC has been issued?	Yes	
NOC Number	1	Date 30/05/2021
Details of AICTE LOA	Yes	
NOC Number	1	Date 01/06/2021

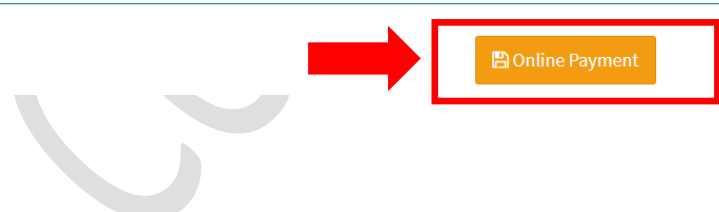
6) Application Fee Details

- 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.



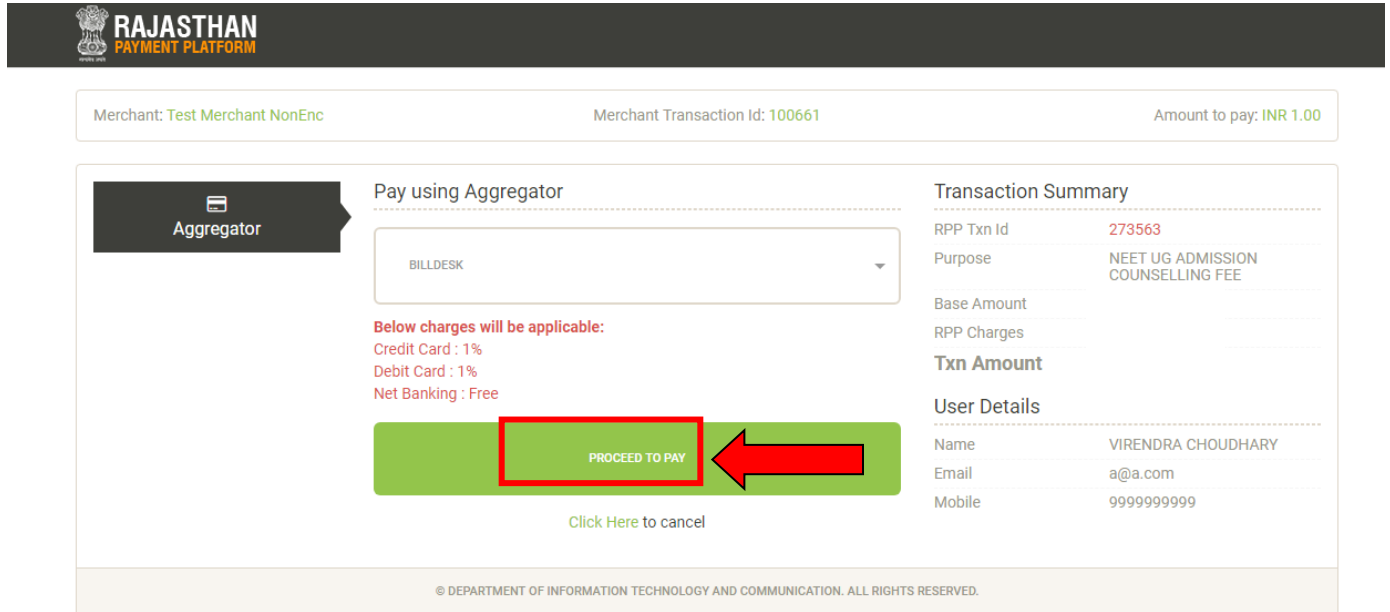
College Details			
College Name	Govt. Polytechnic College, Ajmer	महाविद्यालय का नाम (हिन्दी)	गवर्नमेंट पॉलिटेक्निक कॉलेज अजमेर
Affiliation Type	Renewal	College Code	001
Management Type	Govt.	College Type	Girls
College District	Jaipur	Division	Jaipur Division
Address of College as given in AICTE EOA	dsfdsf		
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

Pay using Aggregator

BILLDESK

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

Transaction Summary

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

Txn Amount

User Details

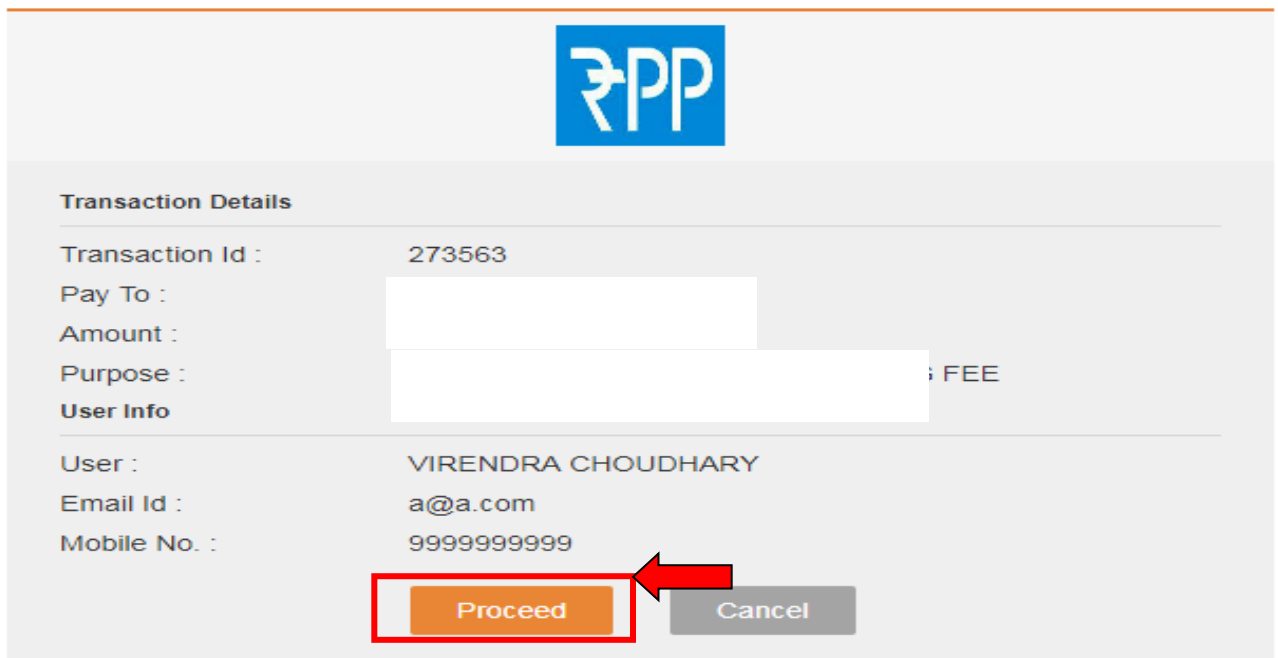
Name: VIRENDRA CHOUDHARY
Email: a@a.com
Mobile: 9999999999

PROCEED TO PAY

[Click Here to cancel](#)

© DEPARTMENT OF INFORMATION TECHNOLOGY AND COMMUNICATION. ALL RIGHTS RESERVED.

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



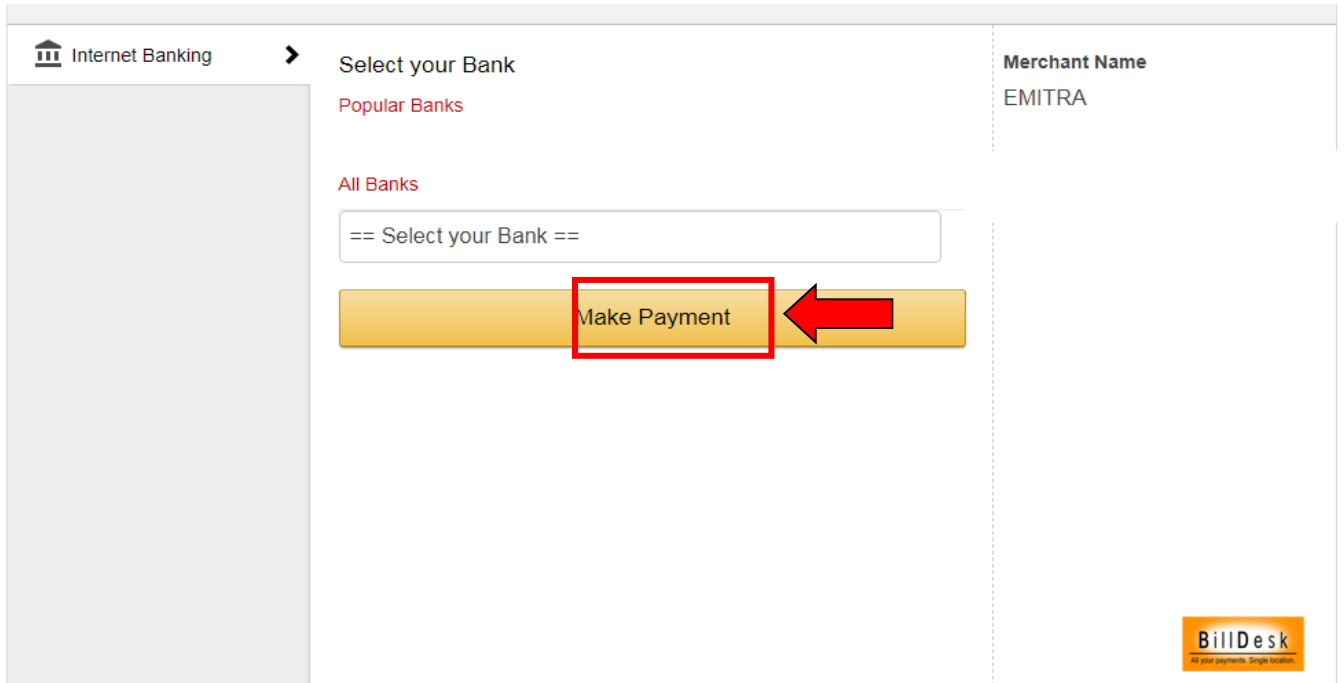
RPP

Transaction Details

Transaction Id : 273563
Pay To :
Amount :
Purpose : NEET UG ADMISSION COUNSELLING 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.

CONFIDENTIAL