



**USER MANUAL FOR COLLEGES-
ONLINE APPLICATION FOR
AFFILIATION -NEW-PRIVATE/PPP
COLLEGE**

**BTER (BOARD OF TECHNICAL
EDUCATION, RAJASTHAN)**

**HIGHER AND TECHNICAL
EDUCATION PORTAL**

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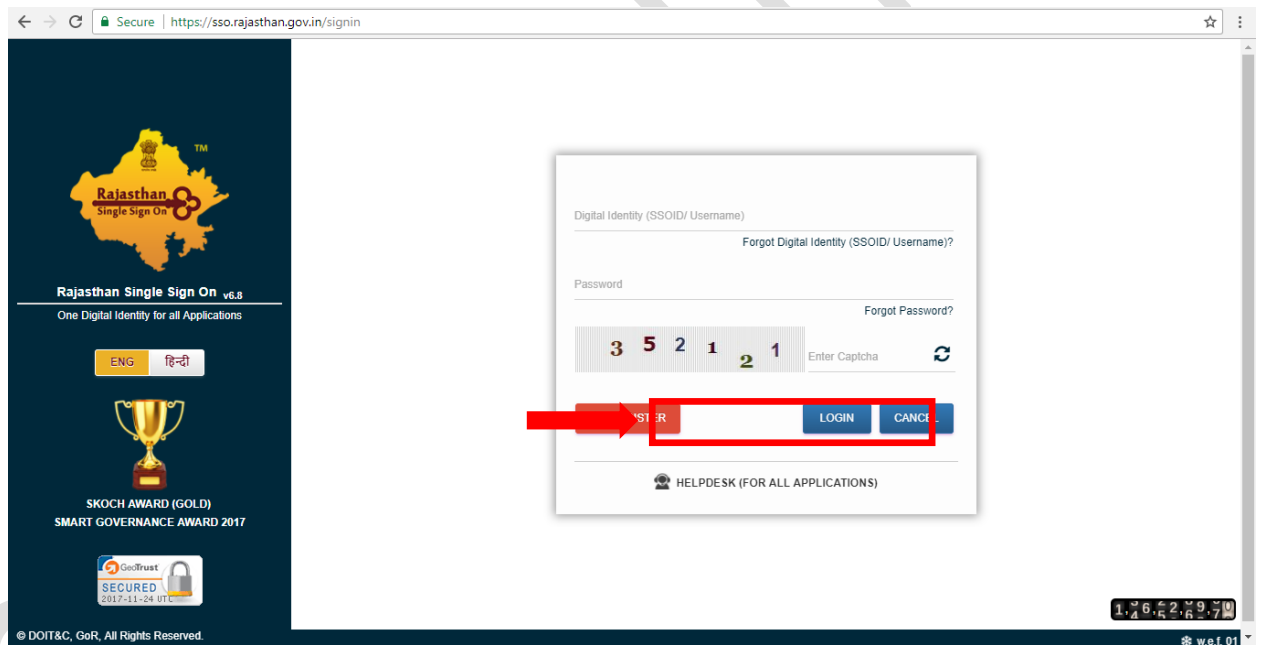
1. INTRODUCTION-

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

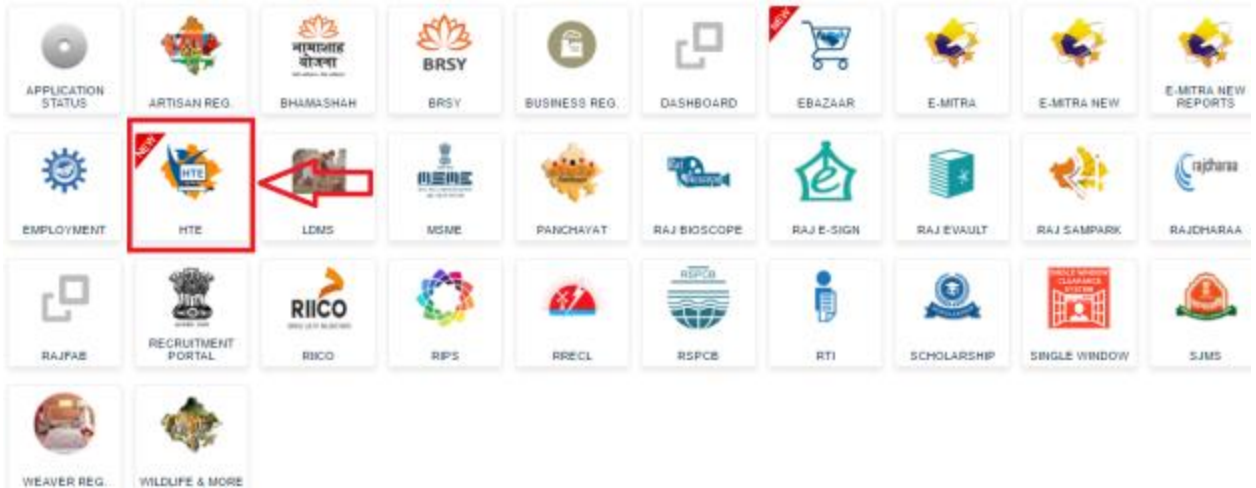
- i. College access the URL- www.sso.rajasthan.gov.in
- ii. College will enter his/her SSO id and password and click on Login button.



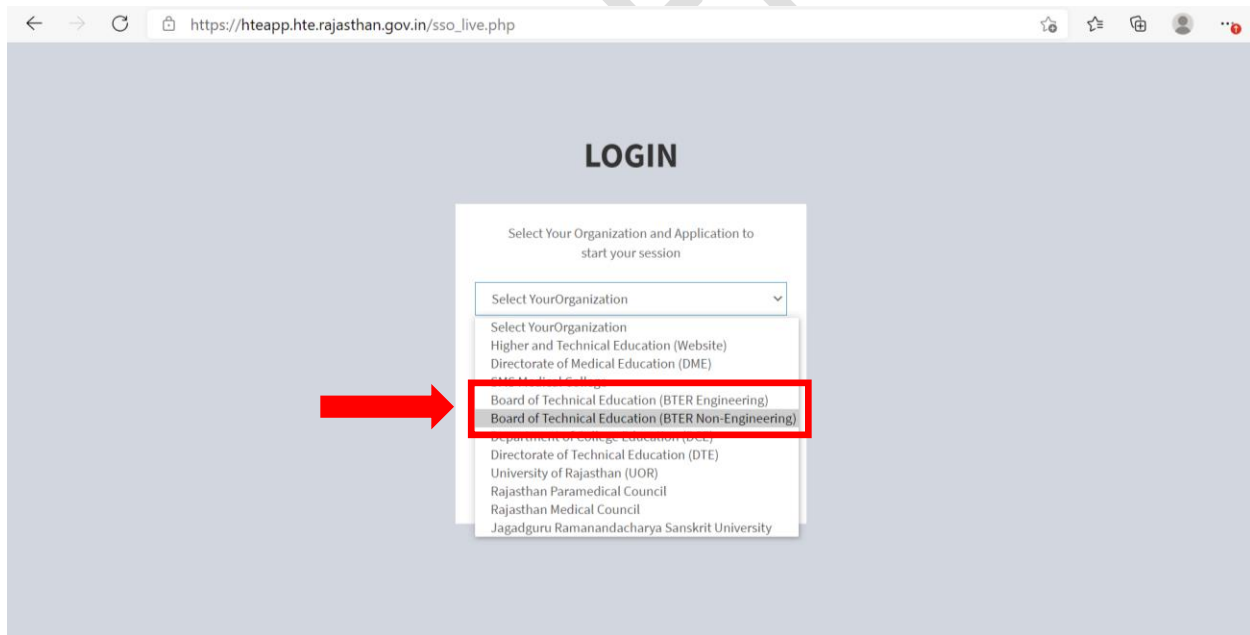
The screenshot shows a web browser window with the URL <https://sso.rajasthan.gov.in/signin>. The page features a dark blue sidebar on the left with the 'Rajasthan Single Sign On' logo and text: 'Rajasthan Single Sign On v6.8', 'One Digital Identity for all Applications', and 'SKOCH AWARD (GOLD) SMART GOVERNANCE AWARD 2017'. The main content area contains a login form with the following elements:

- Digital Identity (SSOID/ Username)** field with a 'Forgot Digital Identity (SSOID/ Username)?' link.
- Password** field with a 'Forgot Password?' link.
- Enter Captcha** field with a refresh icon.
- A row of buttons: a red 'HTE' icon (highlighted with a red box and arrow), a blue 'LOGIN' button, and a blue 'CANCEL' button.
- A 'HELPDESK (FOR ALL APPLICATIONS)' link at the bottom.

- 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 -

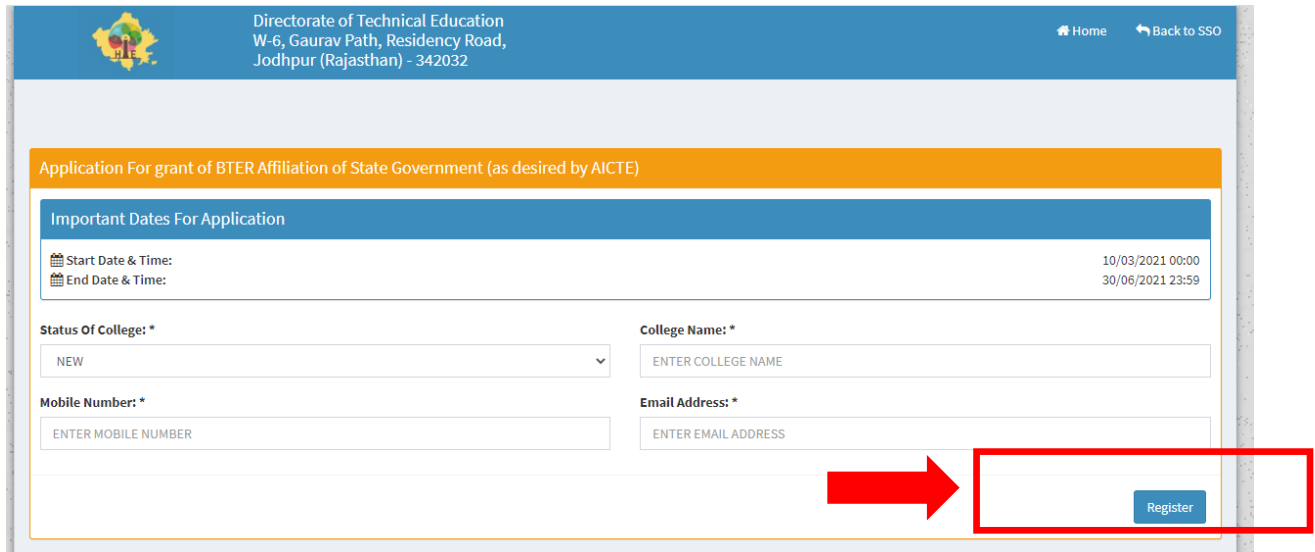
↶ Back to SSO

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2.2 Apply for Affiliation

1) Registration

- i. System displays following Registration page for 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 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.

TEST

College DetailPreviewApplication Fee Details

Basic InfoSociety/Trust InfoCourse InfoOther Details

1. College Name:

College Name in Hindi: *

2. College Status:

3. Email:

4. Mobile No:

5. Management Type: *

6. College Type: *

7. Division: *

8. District: *

9. Tehsil: *

10. 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: *

16. Designation: *

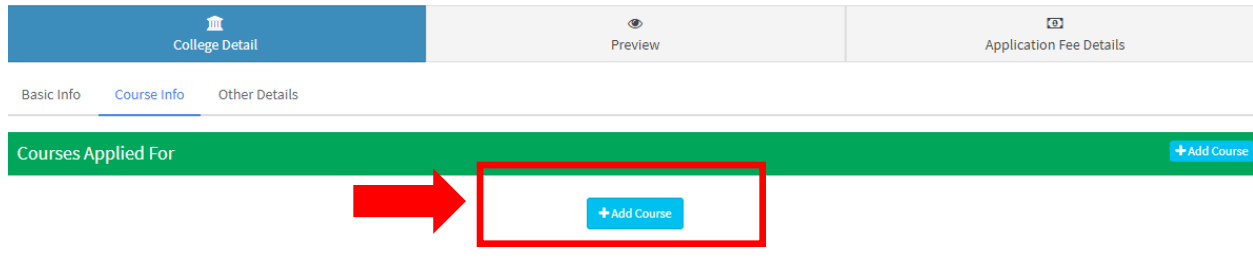
18. Phone: *

15. Permanent Address: *

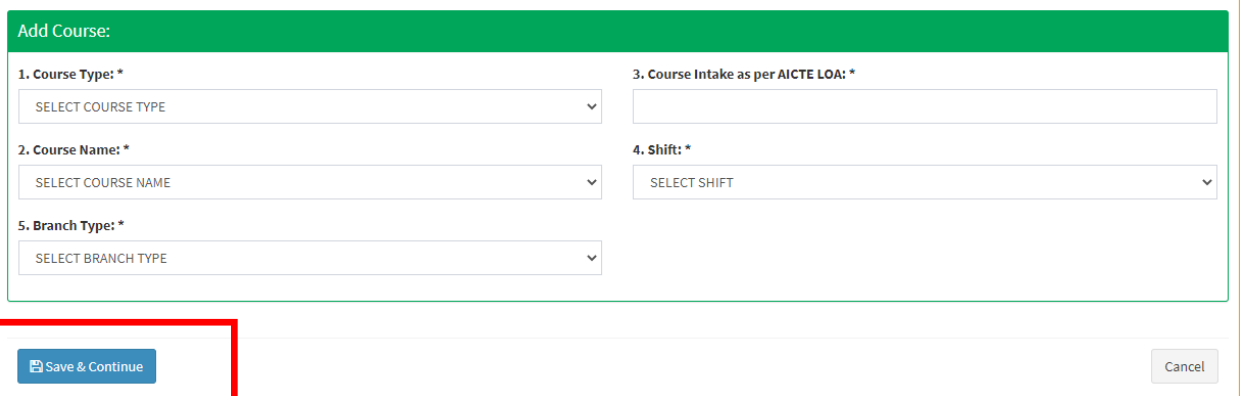
17. Landline Number With STD Code: *

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.

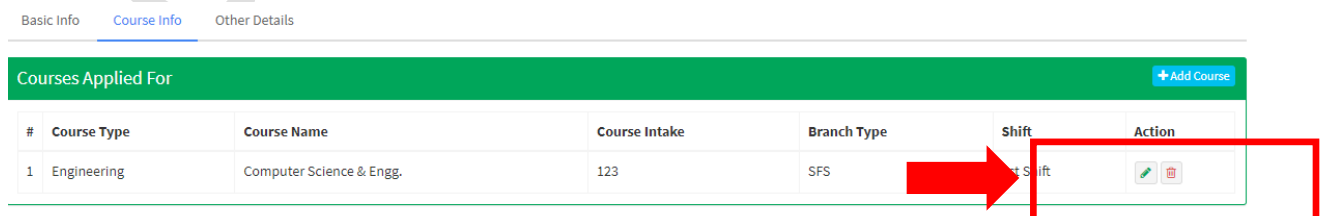


The screenshot shows the 'Add Course' form with the following fields:



- 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 points to it from the left. A 'Cancel' button is also visible.

- 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	1st Shift	 

The 'Action' column for the first row is highlighted with a red box, and a red arrow points to it from the right.

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.

Basic Info Course Info **Other Details**

Whether the Institute and the course(s) to be commenced are approved by the Government of Rajasthan and NOC has been issued?:

YES

1. NOC Number: * 2. Date: *

3. Attach copy of the approval letter (LOA):(Only pdf/image file.) (Max.Size 1MB): *

NO FILE CHOSEN

Details of AICTE LOA:

YES

4. AICTE LOA No.: * 5. Date: *

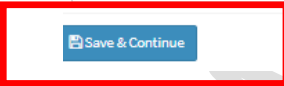
6. Attach copy of the approval letter (LOA):(Only pdf/image file.) (Max.Size 1MB): *

NO FILE CHOSEN

Application Form

7. Upload soft copy of application form:(Only pdf/image file.) (Max.Size 1MB): *

NO FILE CHOSEN



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	test1	महाविद्यालय का नाम (हिन्दी)	तेस्तर
Management Type	Private	College Type	Co-ed
College District	Ajmer	Division	Ajmer Division
Address of College as given in AICTE EOA	wwwqwewq		
College Email	test1@gmail.com		
Mobile	*****1884	Urban/Rural	Urban
Pincode	323232	Landline Number With STD Code	0141323232
Name Head of College	dgrfdg	Designation	fgdgd
Permanent Address Head of College	dfdgd	Landline Number Head of College	0141323232
Phone Head of College	9877777774		

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	test1	महाविद्यालय का नाम (हिन्दी)	तेस्तर
Management Type	Private	College Type	Co-ed
College District	Ajmer	Division	Ajmer Division
Address of College as given in AICTE EOA	wwwqwewq		
College Email	test1@gmail.com		
Mobile	*****1884	Urban/Rural	Urban
Pincode	323232	Landline Number With STD Code	0141323232
Name Head of College	dgrfdg	Designation	fgdgd
Permanent Address Head of College	dfdgd	Landline Number Head of College	0141323232
Phone Head of College	9877777774		

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

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

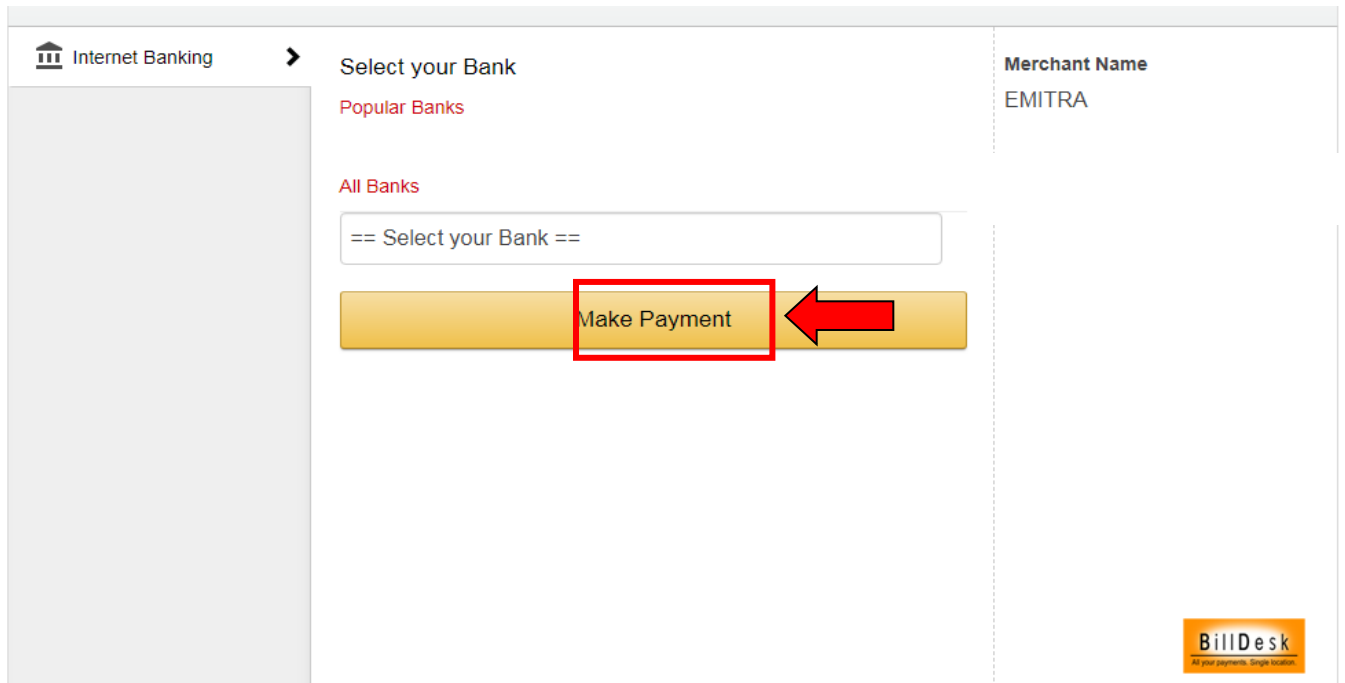
User : VIRENDRA CHOUDHARY

Email Id : a@a.com

Mobile No. : 9999999999

Proceed

Cancel



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

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