

JUNE 9, 2022



USER MANUAL FOR COLLEGE
AFFILIATION(ENGINEERING/
NON-ENGINEERING-BTER)

FOR ADMIN

REPRESENTED BY:
DEPARTMENT OF INFORMATION TECHNOLOGY &
COMMUNICATION

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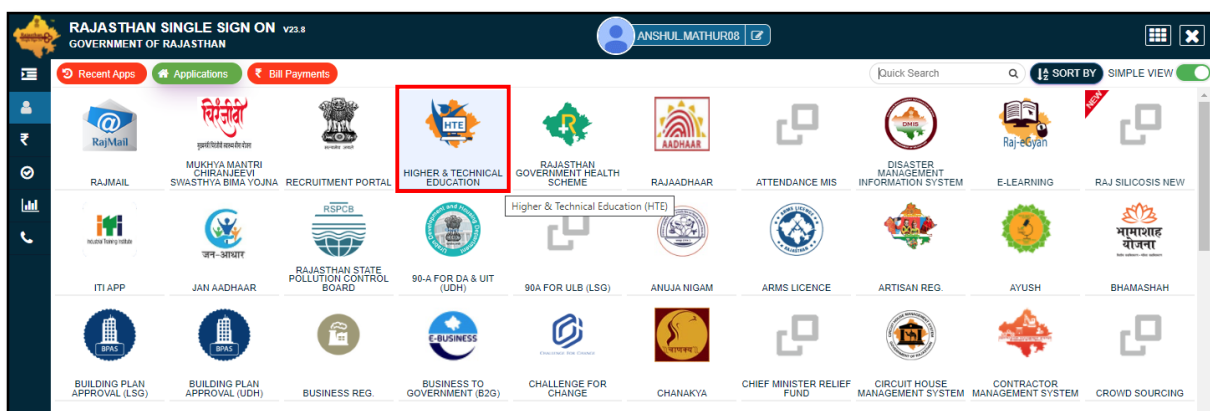
Introduction:

The objective of this document is to provide the process flow information that how a admin can complete an Affiliation process.

Process Flow of Affiliation by Admin:

- SSO login page (<https://sso.rajasthan.gov.in/signin>) for the user.

- After successful login by the admin, click on the "HIGHER & TECHNICAL EDUCATION" icon. This screen will be shown as:



- User now select organization as BTR Engineering/Non-Engineering and affiliation as application and click on "Continue" button.

LOGIN

Select Your Organization and Application to start your session

Board of Technical Education (BTR Engineering) ▼

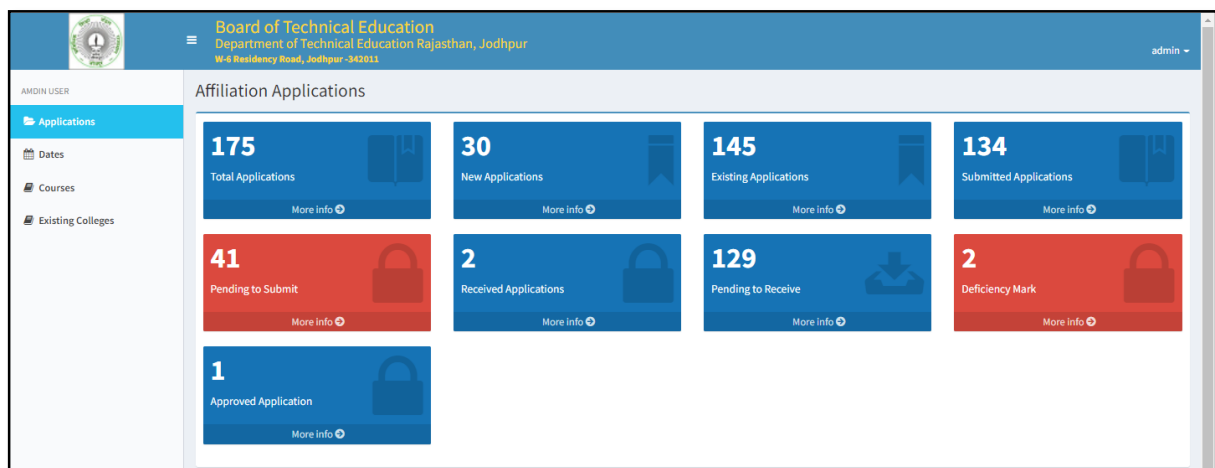
Affiliation ▼

Continue...

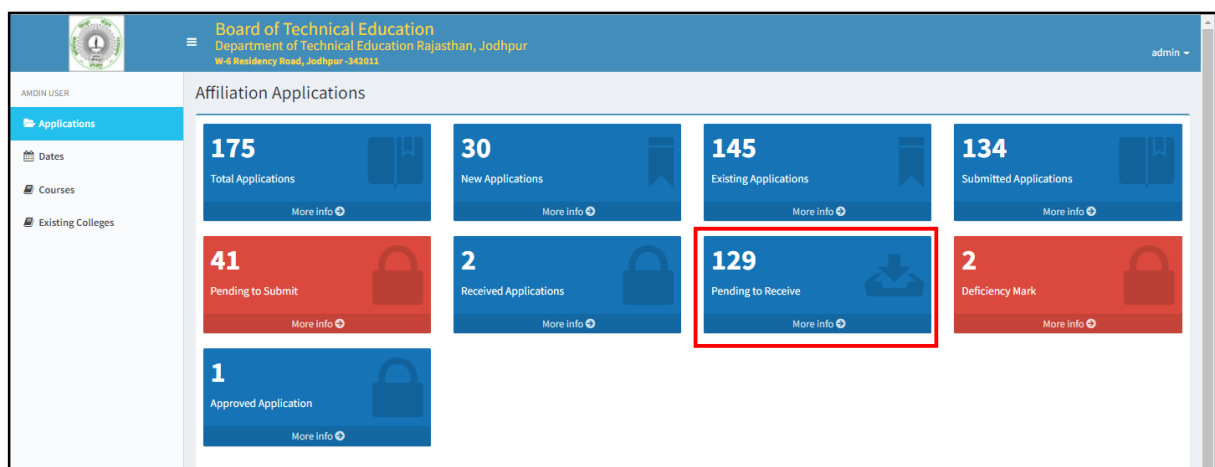
OR

Back to SSO

- Through the screen shown, the admin can see the brief description and status of the Affiliation Applications from the dashboard menu.



- The admin can view the details of the application brought for affiliation by clicking on the "Pending to Receive" button shown on the dashboard.



- Admin Click on "Change Status of Received Application" button to change the status of receipt of the application submitted by the applicant.

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Department of Technical Education Rajasthan, Jodhpur
W-6 Residency Road, Jodhpur -342011

ADMIN USER

Applications

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Courses

Existing Colleges

Affiliation Applications

Search Colleges

Search By District: ALL

Search By College Name: ENTER COLLEGE NAME

Search By College Email: ENTER COLLEGE EMAIL

Search By College Type: ALL

Search By Application Status: APPLICATION SUBMITTED

Search By Application ID: SEARCH BY APPLICATION ID

Search By Management Types: ALL

Search Reset

10 Records per page

Application Id	District	College	Management Type	College Email	College Type	Status	Action
21100008	Sikar	Shekhawati Polytechnic College, Jaipur	Private	ranjeet3333@rediffmail.com	Existing	Application Submitted On 10/07/2021 14:02	Change Status to Received Application

- Admin fill the given fields and click on the "Received Application" button.

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Search By Application Status: APPLICATION SUBMITTED

Search By Application ID: SEARCH BY APPLICATION ID

Search By Management Types: ALL

Search Reset

10 Records per page

Received Application

Application Id:- 21100008

College Name:- Shekhawati Polytechnic College, Jaipur

Enter Inword No.:- *

1212

Date of Received: *

08/06/2022

RECEIVED APPLICATION LATER

Application Id	District	College	Management Type	College Email	College Type	Status	Action
21100008	Sikar	Shekhawati Polytechnic College, Jaipur	Private	ranjeet3333@rediffmail.com	Existing	Application Submitted On 10/07/2021 14:02	Change Status to Received Application
21100009	Churu	Asha Devi Churu	Private	lpckkota@gmail.com	Existing	Application Submitted On 07/07/2021 16:39	Change Status to Received Application
21100010	Kota	Kota Polytechnic College, Kota	Private	lpckkota@gmail.com	Existing	Application Submitted On 07/07/2021 11:30	Change Status to Received Application

- Select the Application Received option from the dropdown as shown on the admin screen. Click on the Deficiency Mark button to mark the deficiency.

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Search By College Type: ALL

Search By Application Status: APPLICATION RECEIVED

Search By Application ID: SEARCH BY APPLICATION ID

Search By Management Types: ALL

Search Reset

10 Records per page

Application Id	District	College	Management Type	College Email	College Type	Status	Action
21100004	Dungarpur	Dungarpur College of Engineering & Technology, Dungarpur	PPP (Public Private Partnership)	dcet.raasthan@gmail.com	Existing	Application Received On 16/03/2021 05:00	Deficiency mark
21100008	Sikar	Shekhawati Polytechnic College, Jaipur	Private	ranjeet3333@rediffmail.com	Existing	Application Received On 08/06/2022 05:00	Deficiency mark
21100178	Bharatpur	asha	Govt.	dashd@gnagi.com	New	Application Received On 11/11/2011 05:00	Deficiency mark

- Admin fill the given fields to mark the deficiency and click on the “Submit” button.

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Applications

Check Deficiency

asha

#	Deficiency Details	Deficiency(Yes/No)	Existing Document	Remarks
1	Attach copy of NOC	YES		NOT ACCEPTED
2	Attach copy of the approval letter (LOA).	YES		NOT ACCEPTED
3	Fees is submitted?	YES	N/A	NOT ACCEPTED

Submit

Cancel

- If the Admin does not want to mark deficiency, then select No from the dropdown as shown in the below screen and click on Submit button.

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Applications

Check Deficiency

asha

#	Deficiency Details	Deficiency(Yes/No)	Existing Document	Remarks
1	Attach copy of NOC	NO		
2	Attach copy of the approval letter (LOA).	NO		
3	Fees is submitted?	NO	N/A	

Submit

Cancel

- If the admin wants to edit in any deficiency mark, click on the "Edit Deficiency Mark" button.

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ADMIN USER

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Affiliation Applications

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Search By College Type: ALL

Search By Application Status: DEFICIENCY MARK

Search By Application Id: SEARCH BY APPLICATION ID

Search By Management Types: ALL

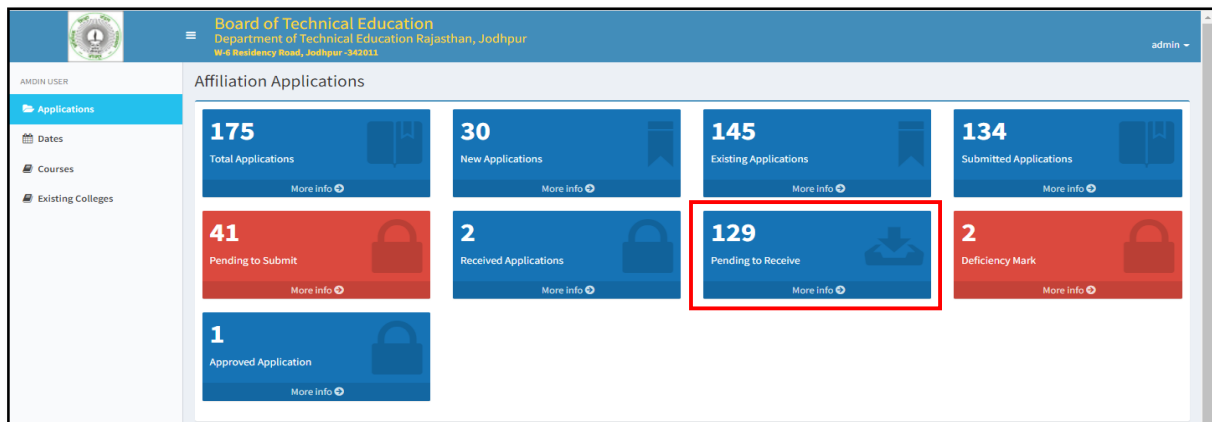
Search

Reset

10 Records per page

Application Id	District	College	Management Type	College Email	College Type	Status	Action
21100002	Ajmer	Satyam Institute Of Technology Beawar, Ajmer	PPP (Public Private Partnership)	sitbeawar@gmail.com	Existing	Deficiency Mark On 31/03/2022 15:53	Edit Deficiency mark

- The applicant shall submit the required documents against the deficiency sent by the verifier. After that, the admin will retrieve the application by clicking on the “Pending to Receive” icon. Please follow the steps mentioned above to change the status of the application.



- After select the “Deficiency Mark” and click on “Edit Deficiency Mark” button to approve or reject the respective application

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Affiliation Applications

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Search By Management Types: ALL

Search

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10 Records per page

Application Id	District	College	Management Type	College Email	College Type	Status	Action
21100002	Ajmer	Satyam Institute Of Technology Beawar, Ajmer	PPP (Public Private Partnership)	sitbeawar@gmail.com	Existing	Deficiency Mark On 31/03/2022 15:53	Edit Deficiency mark

- Select Yes or No to reject the application and click on submit button to complete the process.

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ADMIN USER

Check Deficiency

asha

#	Deficiency Details	Deficiency(Yes/No)	New Document	Remarks	Is Rejected
1	Attach copy of NOC	YES		ABC	NO
2	Attach copy of the approval letter (LOA).	YES		ABC	NO
3	Fees is submitted?	YES		ABC	NO

Submit

Cancel

End of the Document