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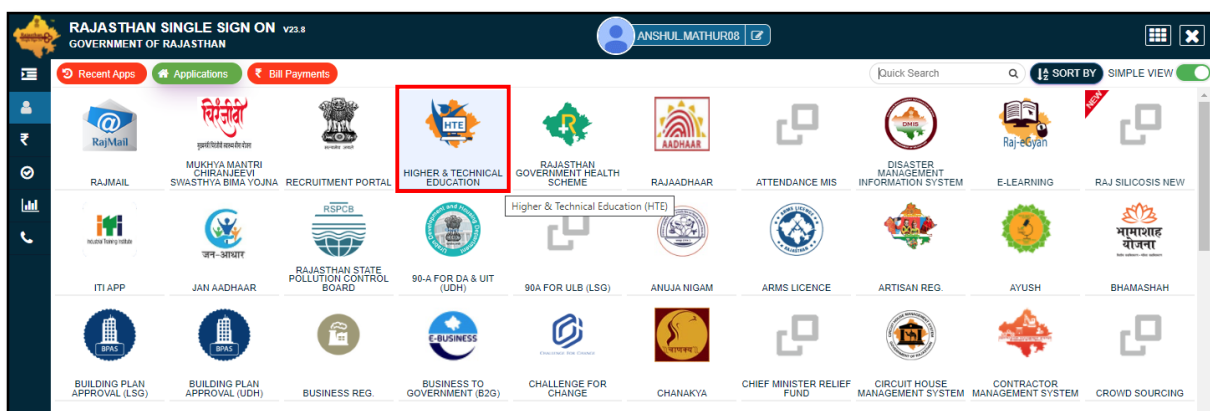
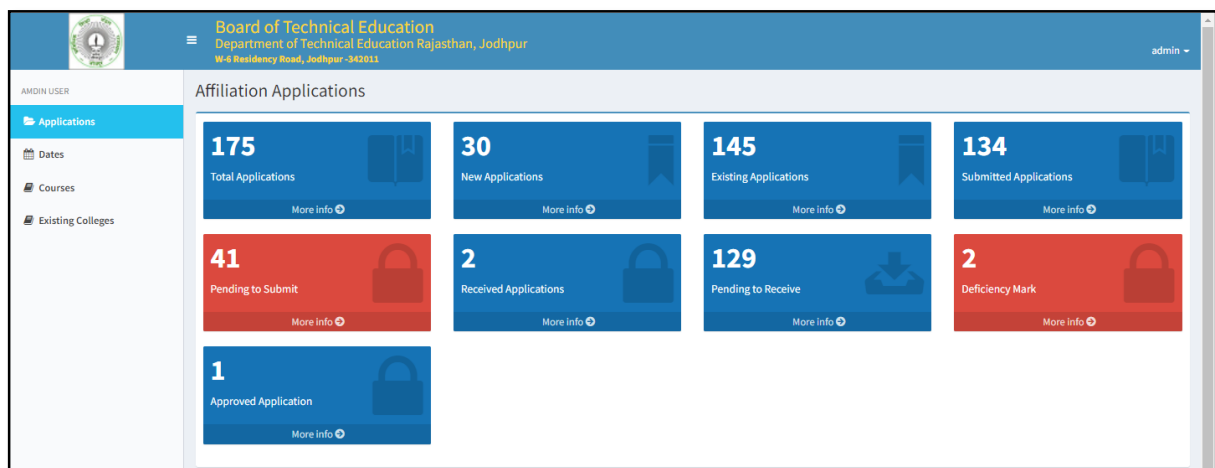- User now select organization as BTR Engineering/Non-Engineering and affiliation as application and click on "Continue" button.

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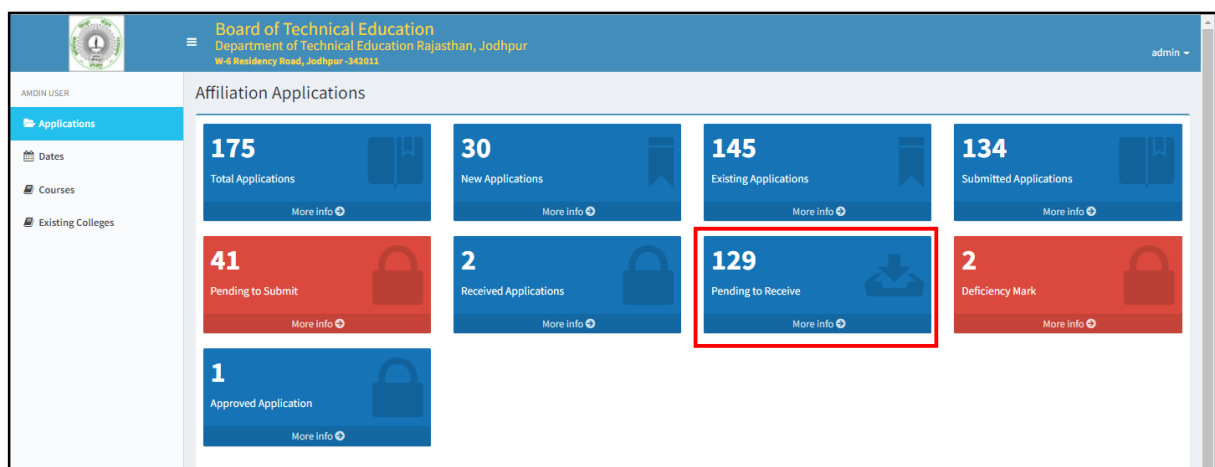
- Admin Click on "Change Status of Received Application" button to change the status of receipt of the application submitted by the applicant.

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

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

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

- 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.

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

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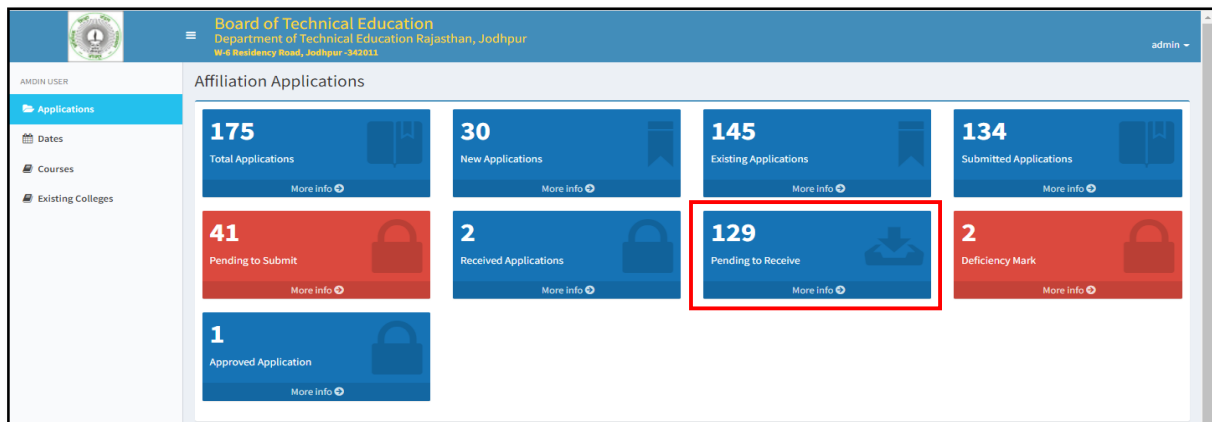
- After select the "Deficiency Mark" and click on "Edit Deficiency Mark" button to approve or reject the respective application

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

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