JUNE 9, 2022



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

FOR ADMIN

REPRESENTED BY: DEPARTMENT OF INFORMATION TECHNOLOGY & COMMUNICATION

Table of Contents

Introduction:	. 2
Process Flow of Affiliation by Admin:	. 2

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.

Rajasthan Single Sign On v29 One Digital Identity for all Applications		English हिन्दी
G2G APPS	Login Digital Identity (SSOID/ Use	Registration
G2C/ G2B APPS	Password	
IDENTITIES	Lo I Forgot my Digital Identit I Forgot my Password. <u>Cli</u>	

• 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 (BTER Engineerin V Affiliation V Continue	
Back to SSO	

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

Q	Board of Technical Education ■ Department of Technical Education Rajasthan, Jodhpur W & Residency Read, Jodhpur - 342011	≜ dmin ~
AMDIN USER	Affiliation Applications	
Applications		
🛗 Dates	175 30 145 134 J	
Courses	Total Applications Existing Applications Submitted Applications	
Existing Colleges	More info ● More info ● More info ● More info ●	
	41	
	Pending to Submit Received Applications Pending to Receive Deficiency Mark	
	More Info O	
	1	
	Approved Application	
	More info 🖸	

• 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.

Q	Board of Technical Education Department of Technical Education Rajasthan, Jodhpur W+8 Residency Novel, Jodhpur-342011 admin											
AMDIN USER	Affiliation Applications											
Applications	Search Colleges -											
🛗 Dates	Search By Dist	rict:		Search By Coll	ege Name:		Search By College Ema	iil:		Search By	College Type:	
Courses	ALL		~	ENTER COLLEGE NAME			ENTER COLLEGE EMAIL			ALL	~	
Existing Colleges	Search By App	lication Status:		Search By Application Id:			Search By Management Types:					
	APPLICATIO	N SUBMITTED	TTED Y SEARCH BY APPLICATION ID ALL				~		Q Search 😂 Reset			
	10	✓ Records per seconds per	er page									
	Application Id	District	College		Management Type	College Em	ail	College Type	Status		Action	
	21100008 Sikar Shekhawati Polytechnic College, 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.

		of Technic tent of Techni ncy Road, Jodhpu		ation ion Rajasthan, Jodhpur				≏ admin ~				
AMDIN USER	Affiliation	iation Applications Deshboard > STERApplication										
Applications	Search Coll	arch Colleges –										
🛗 Dates	Search By Dis	earch By College Name: Search By College Name: Search By College Email: Search By College Type:										
Courses	ALL				ENTER COLLEGE EMA	а,		ALL 🗸				
Existing Colleges		Dication Status:		Received Application		Types:	~	Q. Search 27 Reset				
	APPLICATIO	IN SUBMITTED		Application Id:- 21100008 College Name:- Shekhawati Polytec	hnic College, Jaipur		· · ·	Q Search 37 Reset				
					0,7,1							
	10	✓ Records p	oer page	Enter Inword No.!: *								
	Application	District	College	1212		College Type	Status	Action				
	21100008	Sikar	Shekhawa	Date of Received: *		Existing		ted On Change Status to Received Application				
	21100008	Sikar	Jaipur	08/06/2022	Ĩ	Existing	10/07/2021 14:02	Change Status to Received Application				
	21100009	Churu	Asha Devi Churu		RECEIVED APPLICATION LATER	Existing	Application Submit 07/07/2021 16:39	ted On Change Status to Received Application				
	21100010	Kota	Kota Polyt	echnic College, Kota Private	kpckota@gmail.com	Existing	Application Submit	ted On 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.

	Department		ical Education nical Education Raj. pur-342011	asthan, Jodhpur					admin -			
AMDIN USER	Affiliation	Affiliation Applications Dashboard > BTER Application										
Applications	Search Colle	Search Colleges -										
🛗 Dates	Search By Dist	Search By District: Search By College Name: Search By College Email: Search By College Type:										
Courses	ALL		~	ENTER COLLEGE NAME		ENTER COLLEGE EMAIL		ALL	~			
Existing Colleges	Search By App		s: ¥		Search By Application Id: Search By Management Type SEARCH BY APPLICATION ID ALL			~	Search CReset			
	10	✓ Records	s per page									
	Application Id	District	College		Management Type	College Email	College Type	Status	Action			
	21100004	Dungarpur	Dungarpur College of B Dungarpur	ngineering & Technology,	PPP (Public Private Partnership)	dcet.rajasthan@gmail.com	Existing	Application Received On 16/03/202 05:00	2 Deficiency mark			
	21100008	Sikar	Shekhawati Polytechn	c College, Jaipur	Private	ranjeet3333@rediffmail.com	Existing	Application Received On 08/06/202 05:00	2 Deficiency mark Deficiency mark			
	21100178	Bharatpur	asha		Govt.	dashd@gnagi.com	New	Application Received On 11/11/201 05:00	1 Oeficiency mark			

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

(@)	E D	80ard of Technical Education lepartment of Technical Education Rajasthan 16 Residency Read, Jodhpur -342011	, Jodhpur		adn	lmin -
AMDIN USER	Che	eck Deficiency			Dashboard > Institution > Check Defin	liciency
Applications						
🛗 Dates	as	ba Deficiency Details	Deficiency(Yes/No)	Existing Document	Remarks	
Courses	1	Attach copy of NOC	YES	✓ ▲	NOT ACCEPTED G	ī
Existing Colleges						8
	2	Attach copy of the approval letter (LOA).	YES	× 🛃	NOT ACCEPTED	1
						1
	3	8 Fees is submited?	YES	✓ N/A	NOT ACCEPTED	
						_
	s	Submit			Cancel	1

• 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.

Q	 Board of Technical Education Department of Technical Education Rajasthan, Jodhpur W-8 Residency Read, Jodhpur-342011 			admin -
AMDIN USER	Check Deficiency			Dashboard > Institution > Check Deficiency
Applications				
🛗 Dates	asha # Deficiency Details	Deficiency(Yes/No)	Existing Document	Remarks
Courses	1 Attach copy of NOC	NO Y		
Existing Colleges				· · · · · · · · · · · · · · · · · · ·
	2 Attach copy of the approval letter (LOA).	NO 🗸	٨	
	3 Fees is submited?	NO	N/A	
	Submit			Cancel

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

	■ Board of Technical Educatic Department of Technical Education F W-6 Residency Road, Jodhpur-342011				admin ~						
AMDIN USER	Affiliation Applications Dashboard > BTER Application										
Applications	Search Colleges -										
🛗 Dates	Search By District:	Search By College Name:	Search By College Email:	Search	By College Type:						
E Courses	ALL	ENTER COLLEGE NAME	ENTER COLLEGE EMAIL	ALL	~						
Existing Colleges	Search By Application Status:	Search By Application Id:	Search By Management 1	Types:							
	DEFICIENCY MARK	SEARCH BY APPLICATION ID	ALL	*	Q Search 2 Reset						
	10 V Records per page	10 v Records per page									
	Application Id District College	Application Id District College Management Type College Email College Type Status									
	21100002 Ajmer Satyam Institute Of Technology Beawar, Ajmer PPP (Public Private Partnership) sitbeawar@gmail.com Existing Deficiency Mark On 31/03/2022 15:53										

• 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.

Ø	■ Board of Technical Education Department of Technical Education Raja: W-6 Residency Road, Jodhpur -342011	sthan, Jodhpur		admin -
AMDIN USER	Affiliation Applications			
Applications				
🛗 Dates	175 L	30	145	134
Courses	Total Applications	New Applications	Existing Applications	Submitted Applications
Existing Colleges	More info 😏	More info \Theta	More info 😏	More info 오
	41	2	129 IL	2
	Pending to Submit	Received Applications	Pending to Receive	Deficiency Mark
	More info 🕥	More info 📀	More info 🕥	More info 오
	1			
	Approved Application			
	More info 🕤			

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

	Board of Technical Education Department of Technical Education Rajasthan, Jodhpur W-4 Residency Read, Jodhpur - 342011 admin -										
AMDIN USER	Affiliation	Affiliation Applications									
Applications	Search Colle	Search Colleges -									
🛗 Dates	Search By Distri	ict:		Search By College Na	me:	Search By College Email:		Search By College Type	22		
Courses	ALL		~	ENTER COLLEGE NAME		ENTER COLLEGE EMAIL		ALL	~		
Existing Colleges	Search By Appli	cation Status	:	Search By Application	n Id:	Search By Management T	ypes:				
	DEFICIENCY N	IARK	~	SEARCH BY APPLICATION ID ALL			~	Q Search			
	10 V Records per page										
	Application Id District College College Email College Email College Type							Action			
	21100002	Ajmer	Satyam Institute Of Te	chnology Beawar, Ajmer	PPP (Public Private Partnership)	sitbeawar@gmail.com	Existing	Deficiency Mark On 31/03/2022 15:5	3 dit Deficiency mark		

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

Q	Board of Technical Education Department of Technical Education Rajasthan, Jodhpur W-4 Reidency Road, Jodhpur-J42011							admin -
AMDIN USER	Chec	Check Deficiency Dashboard > Institution > Check Deficiency						
Applications								
🛗 Dates	asha # DeficiencyDetails Deficiency(Yes/No) New Document Remarks Is Rejected							- 1
Courses	1	Attach copy of NOC	VES	~		АВС		
Existing Colleges			YES	Ŷ		ABC	NO V	
	2	Attach copy of the approval letter (LOA).	YES	~	8	ABC	NO V	
	3	Fees is submited?	YES	~	8	ABC	NO V	
	Sul	bmit					Ca	ncel

End of the Document