

# How to Apply

## Step 1 - Registration

- Register through the registration tab on home page with correct details.
- After successful submission, an email with login details will be sent to the email Id submitted during registration.
- Using these login details, login into your account.

## Step 2 - Affiliation Application-PART-1

- Filling/Update of Institute details
- Trust Details
- Governing Member's Details
- Head of Institute
- Contact Person's Details
- Land Details
- Building Details
- Bank Detail
- Application Detail
- Provide New/Existing Course and Branches for your institute

## Step 3 – Lock PART-1 of the application form to enable next part of the application.

- Kindly note that after locking Part-1 the information filled will not be editable.

## Step 4 – Generate Fee Challan

## Step 2 - Affiliation Application-PART-2

- Teaching Faculty & Staff Detail
- Built Up Area Details: -Instructional, Administrative, Amenities
- Laboratory Details
- Library Details
- Computational Details
- Financial Details
- Endowment Fund Details
- Fee Structure
- Other Facilities
- BOG & Other Committees
- Self Declarations & Certificates

## Step 3 - Payment of Fees

- Download challan for fee payment, calculated based on courses and intake mentioned in application.
- Print the challan and using it, directly deposit fee (After being enabled by Admin, CDC,

MRSPTU, Bathinda) using online payment gateway link only (Credit/ Debit card/ Net Banking).

#### **Step 4 - Final Submission of Application**

- After successful online payment, button for final submission and Print of application Part-1, Part-2 will be enabled for you.
- After final submission of application, take printout of the application and the complete application form along with the duly attested supporting documents in the office of College Development Council, MRSPTU, Bathinda on or before the date as mentioned in the schedule.