

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

(A State Univ. Estd. by Govt. of Punjab vide Punjab Act No. 5 of 2015 and Approved u/s 2(f) & 12 (B) of UGC; Member AIU)

Bathinda-151001 (Punjab), India

MANUAL

Affiliation & Approval Module



MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

Bathinda-151001 (Punjab), India

MANUAL – AFFILIATION & APPROVAL MODULE



2021

**INTERNAL QUALITY ASSURANCE CELL
MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY
BATHINDA 151001**

MANUAL – Affiliation & Approval Module

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Year 2021

INTERNAL QUALITY ASSURANCE CELL

MANUAL – Affiliation & Approval Module

2021

MRSPTU COLLEGE DEVELOPMENT COUNCIL

Module List:

- 1) USER MODULE(Front End)
- 2) ADMINISTRATOR MODULE(Front End)

Introduction of College Development Council:

- College Development Council is an appropriate body of the University for ensuring proper planning and integrated development of affiliated colleges and to provide the college's necessary help and guidance.
- It functions as a policy making body in regard to proper planning and integrated development of colleges.
- CDC advises the University on all matters relating to development of affiliating colleges, such as provision of adequate facilities - academic and physical - for raising the standard of learning, teaching and research and its periodic evaluation for enabling the University to maintain reasonable continuity of policy in regard to development of colleges.
- It prepares perspective plan for the development and opening of new colleges, to enable the University and State Education authorities to take long term decisions on the planning and development of colleges and may advise the University on matters relating to different disciplines taught in colleges at different levels of University education.

1) USER MODULE Front End:

How to Apply – Registration

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.

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY
(Established By Govt. of Punjab vide Punjab Act No. 5 of 1975 and Under Section 2(F) of U.P.A. Act No. 10 of 1986)

College Development Council

HOME ABOUT US CDC MEMBERS COLLEGES AFFILIATION GUIDELINES REGISTRATION LOGIN

REGISTER INSTITUTE

*Institute Type:

*Institute Name:

*Date of Establishment of Institute:

*Address:

*City:

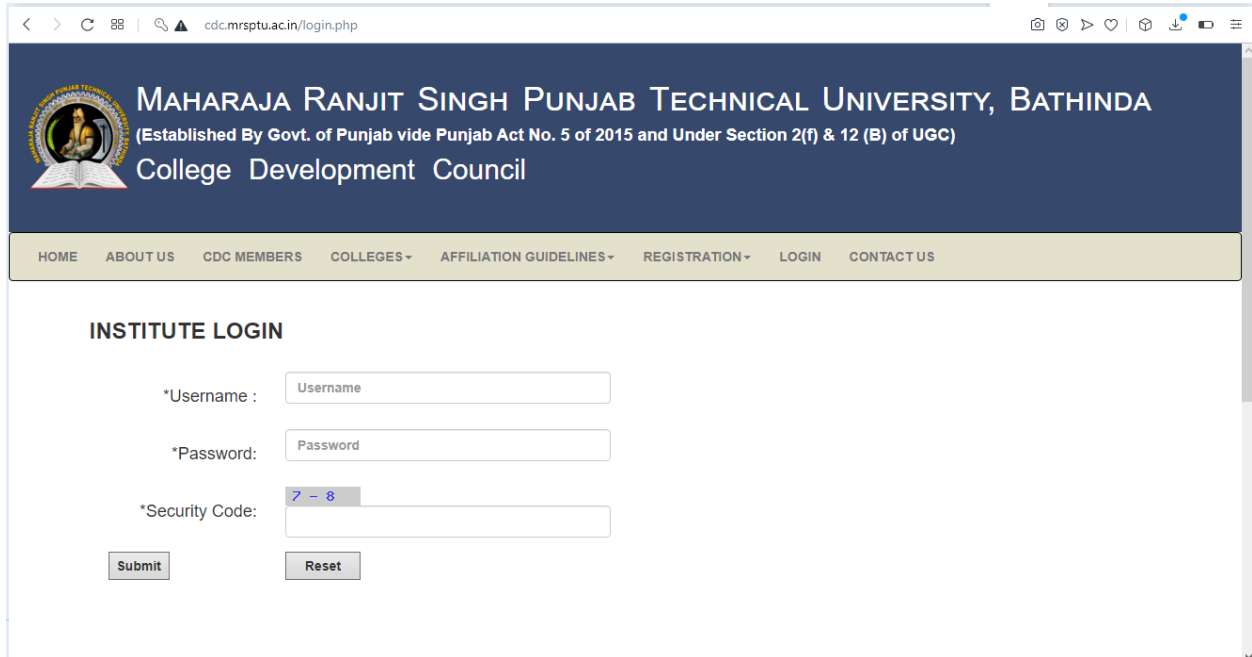
Select College:

Member College:
Maharaja Ranjit Singh Punjab Technical University (Main Campus) Bathinda
Chand Zail Singh Campus College of Engineering & Technology, Ghatwas Road, Bathinda
Punjab Institute of Technology, Mansa
Punjab Institute of Technology, Moga
Punjab Institute of Technology, Rajpura
Punjab Institute of Technology, Village Chandigarh, Dist. Bathinda
Jawahar Bhagat Singh State Technical Campus, Moga Road, Faridkot
Adarsh Institute of Information & Technology, Faridkot Road, Dist. Faridkot
Adarsh Institute of Engineering & Technology, Sadiq Road, Dist. Faridkot
Jawahar College of Pharmacy & Technical Education, Village Khatwas, Dist. Sangrur
Akal Institute of Management and Computer Applications, Baniya-Baniya Highway, Voh
Jalpa Educational & Research Society Group of Institutions, Village Akha Kahan, Gurdaspur
Agarwal Institute of Information & Technology, Moga
Aryabhata Group of Institutions, Village Chahama, Ludhiana, Dist. Bathinda
Aryana Business School, Village Kargra, Chandigarh-Pathankot Highway, Tehsil Kargra, Dist. Bathinda
Aryana College of Engineering, Village Thana, Chandigarh-Pathankot Highway, Tehsil Kargra
Aryana Institute of Management & Technology, Village Kargra, Chandigarh-Pathankot Highway
Aryana College of Engineering & Technology, 241-1st, Pathankot Highway, Village Kargra
Baba Inder Singh College of Pharmacy, VPO Gurga, Dist. Moga.

How to Login

Step 1.a – Registration:

- Using these login details, login into your account.



The screenshot shows a web browser window with the URL `cdc.mrsptu.ac.in/login.php`. The page header features the logo of Maharaja Ranjit Singh Punjab Technical University, Bathinda, and the text: "MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY, BATHINDA (Established By Govt. of Punjab vide Punjab Act No. 5 of 2015 and Under Section 2(f) & 12 (B) of UGC) College Development Council". A navigation menu includes links for HOME, ABOUT US, CDC MEMBERS, COLLEGES, AFFILIATION GUIDELINES, REGISTRATION, LOGIN, and CONTACT US. The main content area is titled "INSTITUTE LOGIN" and contains three input fields: "*Username:" with a placeholder "Username", "*Password:" with a placeholder "Password", and "*Security Code:" with a placeholder "7 - 8". Below the fields are "Submit" and "Reset" buttons.

How to Apply - Affiliation Application-PART-1:

Step2–Affiliation Application-PART-1:

- Institutes will be able to see this screen on successfully login with there credentials which they had received from email.
- After clicking on Part 1of Affiliation Application they will be able to see screen’s which are displayed on next slide



The screenshot shows a user interface for the "Affiliation Application" process. The header is identical to the previous screenshot. Below the navigation menu, there is a welcome message: "Welcome HDFC TESTING COLLEGE OF ENGINEERING". The main content area contains several red buttons: "Part 1 of Affiliation Application", "Generate Fee Challan", "Part 2 of Affiliation Application", "Print Application Part 1", and "Print Application Part 2". An "Online Payment Gateway" button is also visible. At the bottom left, there is a link for "Important information for institutes".

Step2- Affiliation Application-PART-1:

- Filling/Update of Institute details
- Trust Details

The screenshot shows the 'INSTITUTE DETAILS' form. On the left is a navigation menu with options: Institute Details, Trust Details, Governing Members, Head of Institute, Contact Persons for Affiliation, Land Details, Building Details, Bank Details, Application Details, Programme & Courses, View Part 1 of Affiliation Application, and View Fee Details. The main form fields are as follows:


*Institute Type	New Institute
*Institute Name	HDFC TESTING COLLEGE OF ENGINEERING
*Date of Establishment of Institute	06/01/2018
*Address	TESTING
*City	TESTING
*District	Meerut
*State	UP
*Pin Code	180069
*Official Email Id of Director/Principal	WEBUPDATE@MRPTU.AC.IN
Alternate Official Email Id of Director/Principal	WEBUPDATE@MRPTU.AC.IN
*Official Mobile of Director/Principal	980232764
Alternate Official Mobile of Director/Principal	980232764
*STD Code	172
*Latitude	637837

- Governing Member's Details
- Head of Institute

The screenshot shows the 'GOVERNING MEMBERS' section. On the left is the same navigation menu as in the previous screenshot. The main content area displays a table with the following data:

Sr No.	Member Name	Designation	Qualification	Experience	Mobile	Edit	Delete
1	S. Baldev Singh	VICE CHAIRMAN	Phd	More than 10	941782198	EDIT	DELETE

Below the table is a red button labeled 'Add New Governing Body Member'.


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College Development Council

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Welcome HDFC TESTING COLLEGE OF ENGINEERING

- Institute Details
- Trust Details
- Governing Members
- Head of Institute
- Contact Persons for Affiliation
- Land Details
- Building Details
- Bank Details
- Application Details
- Programme & Courses

HEAD OF INSTITUTE

*Name

*Father Name

*Designation

*Personal Address

*Gender Male Female


*DOB
(YYYY-MM-DD)*

*Email ID

*Mobile No.

*Joining Date
(YYYY-MM-DD)*

- Contact Person's Details
- Land Details


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Welcome HDFC TESTING COLLEGE OF ENGINEERING

- Institute Details
- Trust Details
- Governing Members
- Head of Institute
- Contact Persons for Affiliation
- Land Details
- Building Details
- Bank Details
- Application Details

CONTACT PERSON

Sr No.	Person Name	Address	Designation	Email	Mobile	Edit	Delete
1	Dr. Baldev Singh	274 phase 3b1	Principal	baldev.singh@gmail.com	898232754	Edit	Delete

Add Contact Persons


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Welcome HDFC TESTING COLLEGE OF ENGINEERING

- Institute Details
- Trust Details
- Governing Members
- Head of Institute
- Contact Persons for Affiliation
- Land Details
- Building Details
- Bank Details
- Application Details
- Programme & Courses

LAND DETAILS

*Land Location

*Registration
(YYYY-MM-DD)*

*Total Area In Acres

*Land Use Certificate Issued By

*Land Use Certificate Issued Date
(YYYY-MM-DD)*

*Land Mortgaged Yes No

*Mortgaged Purpose

*Ownership Type

Documents to be uploaded

Document Name	Uploaded	Download
*Registered sale deed and other land documents	<input type="button" value="Choose File"/> <input type="button" value="Upload"/>	
*Document related to land use certificate	<input type="button" value="Choose File"/> <input type="button" value="Upload"/>	
*Document related to the Khazana of the land	<input type="button" value="Choose File"/> <input type="button" value="Upload"/>	

Step2- Affiliation Application-PART-1:

- Building Details
- Bank Detail

- Institute Details
- Trust Details
- Governing Members
- Head of Institute
- Contact Persons for Affiliation
- Land Details
- Building Details
- Bank Details
- Application Details
- Programme & Courses

BUILDING DETAILS

Sr No.	Available	Area Planned	Area Ready	Total Instructional Area	Total Administrative Area	Edit	Delete
1	Yes	4352.49 sqr.mtr	4352.49 sqr.mtr	1223.32 sqr.mtr	175.62 sqr.mtr	Edit	Delete

[Add New Building](#)

- Institute Details
- Trust Details
- Governing Members
- Head of Institute
- Contact Persons for Affiliation
- Land Details
- Building Details
- Bank Details
- Application Details
- Programme & Courses

BANK DETAILS

Sr No.	Bank	Bank Account No	Bank Address	IFSC Code	Delete
1	State Bank Of India	1288820000000	LEHRAGAGA	SBIN0050035	Delete

[Add Bank Details](#)

Step2- Affiliation Application-PART-1:

- Application Detail
- Provide New/Existing Course and Branches for your institute

- Institute Details
- Trust Details
- Governing Members
- Head of Institute
- Contact Persons for Affiliation
- Land Details
- Building Details
- Bank Details
- Application Details
- Programme & Courses

APPLICATION DETAILS

*Whether applying for Progressive closure YES NO
 *Whether applying for Abrupt closure YES NO
 *Whether applying for change of site YES NO
 *Whether applying for conversion to co-education YES NO
 *Have you deposited the endowment fund bill date YES NO
 *Whether applying for any variations (Other than Restoration of Previous Intake) YES NO
 *Are you applying for restoration of intake YES NO

Institute Details
Trust Details
Governing Members
Head of Institute
Contact Persons for Affiliation
Land Details
Building Details
Bank Details
Application Details
Programme & Courses

PROGRAMME & COURSES

Sr No.	Programme	Course	Branch	Current Intake (2017-18)	Applied Intake (2018-19)	Delete
1	NONAICTE-Pharmacy.	Pharm.D	Pharm.D (Post Baccalaureate)	10	10	
2	AICTE-Engineering	B.Tech.	Construction Engineering & Management	60	60	
3	AICTE-Engineering	B.Tech.	Computer Science & Engineering	30	60	
4	AICTE-Engineering	B.Tech.	Aeronautical Engineering	210	210	
5	AICTE-Pharmacy	Pharm.D	Pharm.D	00	90	Delete
6	NONAICTE-Textile	Bachelor	B.Sc. Textile Design	00	60	Delete
7	NONAICTE-Engineering.	PG Diploma	PG Diploma in Hardware & Networking	00	30	Delete

Add Application Branch

Warning : Data will not be editable after submission of Lock Part 1 of Affiliation Application Button.

Lock Part 1 of Affiliation Application

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.

The screenshot shows the web application interface for Maharaja Ranjit Singh Punjab Technical University, Bathinda. The header includes the university name and 'College Development Council'. A navigation menu contains links for HOME, IMPORTANT NOTICES, AFFILIATION GUIDELINES, SECURITY REPORTS, MESSAGES, STATUS OF APPLICATION, LOGOUT, and CHANGE PASSWORD. The main content area displays the 'PROGRAMME & COURSES' table with the following data:

Sr No.	Programme	Course	Branch	Current Intake (2020-21)	Applied Intake (2021-22)	Delete
1	AICTE-Engineering	B.Tech.	Civil Engineering	00	30	Delete
2	NONAICTE-Engineering.	Skill Certificate Course	Skill Certificate Course in Sewing Operator	00	40	Delete
3	NONAICTE-Pharmacy.	B.Sc.	Operation Theater Technology	00	30	Delete
4	AICTE-Pharmacy	MBA	MBA in Pharmaceutical Management	00	90	Delete
5	NONAICTE-Media	BA	(Journalism & Mass Communication)	00	60	Delete
6	NONAICTE-Pharmacy.	M.Sc	Anesthesia & Operation Theater Technology	00	30	Delete
7	AICTE-Pharmacy	B.Pharm.	B.Pharm.	00	100	Delete

On the left side of the interface, there is a vertical menu with options: Institute Details, Trust Details, Governing Members, Head of Institute, Contact Persons for Affiliation, Land Details, Building Details, Bank Details, Application Details, Programme & Courses, and View Part 1 of Affiliation Application.

Step 4 – Generate Fee Challan:

Institute Details
Trust Details
Governing Members
Head of Institute
Contact Persons for Affiliation
Land Details
Building Details
Bank Details
Application Details
Programme & Courses
View Part 1 of Affiliation Application
View Fee Details

APPLICATION FEE CHARGES DETAIL

Sr No.	Fee Type	Current Intake	Applied Intake	Unit Size	Unit Count	Total Fee
1	Application Fee -					Rs 30000
2	Inspection Fee - Civil Engineering	00	30			Rs 15000
3	Inspection Fee - Skill Certificate Course in Sewing Operator	00	40			Rs 0
4	Inspection Fee - Operation Theater Technology	00	30			Rs 15000
5	Inspection Fee - MBA in Pharmaceutical Management	00	90			Rs 15000
6	Inspection Fee - (Journalism & Mass Communication)	00	60			Rs 15000
7	Inspection Fee - Anaesthesia & Operation Theater Technology	00	30			Rs 15000
8	Inspection Fee - B.Pharm.	00	100			Rs 15000
9	Sports Fee					Rs 7500
10	Youth Fee					Rs 7500

Step5-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



Downinstructions for 2.1 - 2.11

- 1) Download the Excel format
- 2) Fill the required information in the prescribed downloaded form
- 3) Save the filled Excel files as .pdf file
- 4) Upload the pdf file

2.1	Faculty & Staff Details	Download Format	<input type="button" value="Choose File"/> No fi...osen <input type="button" value="Upload"/>
2.2	Built up Area	Download Format	<input type="button" value="Choose File"/> No fi...osen <input type="button" value="Upload"/>
2.3	Laboratories	Download Format	<input type="button" value="Choose File"/> No fi...osen <input type="button" value="Upload"/>
2.4	Library	Download Format	<input type="button" value="Choose File"/> No fi...osen <input type="button" value="Upload"/>
2.5	Computer Centre	Download Format	<input type="button" value="Choose File"/> No fi...osen <input type="button" value="Upload"/>

Step 6 – Payment of Fees :

- Download challan for fee payment, calculated based on courses and intake mentioned in application.



MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY, BATHINDA
(Established By Govt. of Punjab vide Punjab Act No. 5 of 2015 and Under Section 2(f) & 12 (B) of UGC)
College Development Council

HOME IMPORTANT NOTICES AFFILIATION GUIDELINE S - SCRUMITY REPORTS - MESSAGE S STATUS OF APPLICATION LOGOUT CHANGE PA S SWORD

Challan No :2021022401013899

Date :4th June 2021

College Affiliation Fee Challan

Valid Till : 24th April 2021

Type of Payment : Affiliation 2021 - 22

Institute Code: INS00099

Institute Name: HDFC TESTING COLLEGE OF ENGINEERING

Academic Session: 2021 - 22

Sr No.	Fee Type	Current Intake	Applied Intake	Unit Size	Unit Count	Total Fee
1	Application Fee -					Rs 30000
2	Inspection Fee - Civil Engineering	00	30			Rs 15000
3	Inspection Fee - Skill Certificate Course in Sewing Operator	00	40			Rs 0
4	Inspection Fee - Operation Theater Technology	00	30			Rs 15000
5	Inspection Fee - MBA in Pharmaceutical Management	00	90			Rs 15000
6	Inspection Fee - (Journalism & Mass Communication)	00	60			Rs 15000
7	Inspection Fee - Anesthesia & Operation Theater Technology	00	30			Rs 15000
8	Inspection Fee - B.Pharm.	00	100			Rs 15000
9	Sports Fee					Rs 7500
10	Youth Fee					Rs 7500

Smo.	Details of fees	Amount(Rs)
1.	Application Fee	30000
2.	Inspection Fee	90000

4	Inspection Fee - Operation Theater Technology	00	30	Rs 15000
5	Inspection Fee - MBA in Pharmaceutical Management	00	90	Rs 15000
6	Inspection Fee - (Journalism & Mass Communication)	00	60	Rs 15000
7	Inspection Fee - Anesthesia & Operation Theater Technology	00	30	Rs 15000
8	Inspection Fee - B.Pharm.	00	100	Rs 15000
9	Sports Fee			Rs 7500
10	Youth Fee			Rs 7500

Smo.	Details of fees	Amount(Rs)
1.	Application Fee	30000
2.	Inspection Fee	90000
3.	Continuation Fee	0
4.	Sports Fee	7500
5.	Youth Fee	7500
6.	Late Fee	0
7.	Penalty Fee	0
Total		135000

Procedure to Pay Online

1. Check your fee calculated in the fee challan based on courses and intake mentioned in application.
2. Using the details mentioned in the challan, directly deposit the fee mentioned in the challan (After being enabled by Admin, CDC, MRSPTU, Bathinda) using online payment gateway link only (Credit/ Debit card/ Net Banking).
3. Last date for make payment without late fee is 24th-April-2021.
4. Late fee of Rs. 2000/- per day (with a maximum limit of 20 days) will be added after due date.

How to Apply - Payment of Fees

Step 6 – Payment of Fees :

- 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).

cdc.mrsptu.ac.in

Order No : 20210224010138992 Total Amount : INR **175000**

HDFC Bank Credit Card >

VISA MasterCard UPI

HDFC Bank Debit Card

Other Bank Credit Card

Other Bank Debit Card

Net Banking

UPI

Name On Card :

Card Number :

Card Expiry : Month Year

Card CVV :

Make Payment INR **175000**

more people around the world go with VISA

VERIFIED by VISA MasterCard SecureCode

No convenience fee or service charge is payable by the customer on debit card / UPI transactions

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ADMINISTRATOR MODULE Front End:

Administrator Part of College Development Council

Step 7 – Administrator Part:

- The admin can see the detail of the applications filed by the institutes, date when filed, link to view the fee challan, Fee deposited, Balance amount if any, mode of Fee Submission.
- Then there should be provision of obtaining print outs of the list of institutes for each category of application.
- The list of institutes who have failed to apply should also be provided.

Welcome ADMIN

MANAGE INSTITUTE

Sr No.	College Code	Institute Name	New/ Existing	Private/ Government	Application Part One	Application Part Two	FEE	Application Part One	Application Part Two	Fee Details	Enable Online Payment Gateway	Affiliation Letter	Enable Online Payment Gateway Second	Second Fee Details
1	MRSPTUCDC99	HDFC TESTING	New Institute	Private	Submitted	Submitted	Pending	View	View	View	Enabled	Affiliation Letter	Enable	View
2	MRSPTUCDC111	Akila Educational & Research Society Group of Institutions	Existing Institute	Private	Submitted	Submitted	Pending	View	View	View	Enabled	Affiliation Letter	Enable	View
3	MRSPTUCDC112	Alpine Institute of Information & Technology, Post Office, Rode, Mogga, Pincode-142049 (Pb.)	Existing Institute	Private	Submitted	Submitted	Received	View	View	View	Enabled	Affiliation Letter	Enable	View
4	MRSPTUCDC113	Arayabhata Group of Institutes, NH-71,	Existing Institute	Private	Submitted	Submitted	Received	View	View	View	Enabled	Affiliation Letter	Enable	View

Step 8- Administrator Part:

- The admin can see the detail of type of application i.e. New college, New course, increase in seats, decrease in seats, closure of course, closure of institute, Extension only.

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 College Development Council

HOME INSTITUTES- ACCOUNTS- MASTER DATA- **Select a report type** RESET PASSWORD

REPORT COLLEGE SEAT INTAKE

Select a report type

- New College
- New Course
- Increase in Seats
- Decrease in Seats
- Closure Course
- Progressive Course
- Abrupt Course
- Change of Sight
- Conversion to Co-Education

Select a report type

Welcome ADMIN

Step 9- Administrator Part:

- Admin should be able to upload the scrutiny/ expert visit report for all colleges.

Report Need To Uploaded	
*TO	Select College
*Subject	Scrutiny Report First
*Message	Message
*Action	Select a report type
*Upload the Document	Choose File No fi...hosen
Last Date	(YYYY-MM-DD) (YYYY-MM-DD)

Upload

ALL REPORT'S UPLOADED TILL DATE BY COLLEGE

Sr No.	College Code	College Name	Report Name	Uploaded document Date & Time	Uploaded Document	Message	Message Send to College Code	Message Send to College Name	Action
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ALL REPORT'S UPLOADED TILL DATE BY ADMIN

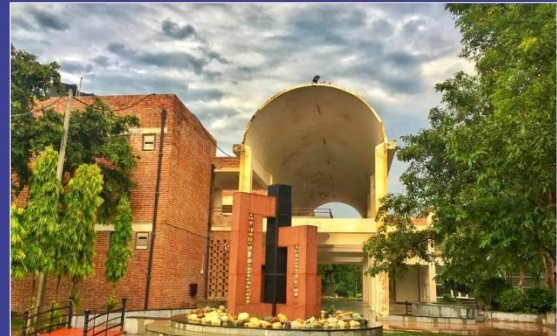
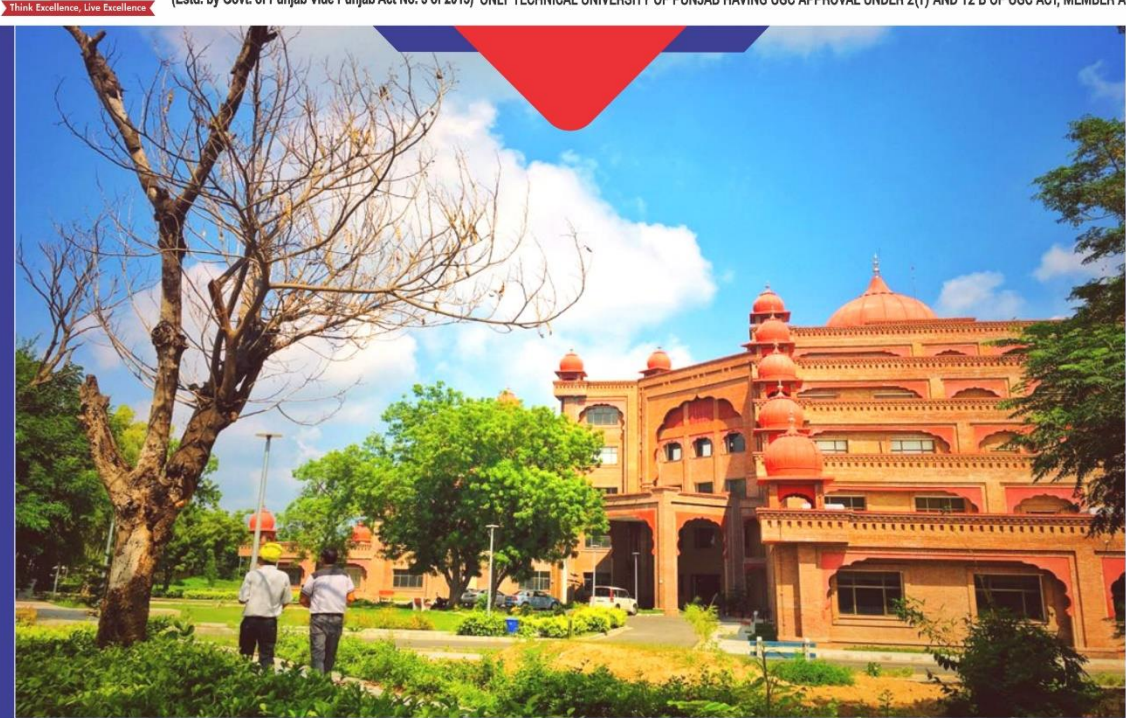
Sr No.	College Code	College Name	Report Name	Uploaded document Date & Time	Uploaded Document	Message	Message Send to College Code	Message Send to College Name	Last Date (YYYY-MM-DD)*
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MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

Dabwali Road, Bathinda (Pb.) - 151001

(Estd. by Govt. of Punjab Vide Punjab Act No. 5 of 2015) ONLY TECHNICAL UNIVERSITY OF PUNJAB HAVING UGC APPROVAL UNDER 2(f) AND 12 B OF UGC ACT, MEMBER AIU.



INTERNAL QUALITY ASSURANCE CELL
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(DABWALI ROAD, BATHINDA (PB.)- 151001)