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

2023-24

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

MANUAL – Affiliation & Approval Module

Prepared by:

- Prof. (Dr.) Naresh Kumar Garg, Incharge ITeS
- Er. Ashok Kumar, Programmer ITeS

Year 2023-24

INTERNAL QUALITY ASSURANCE CELL

MANUAL – Affiliation & Approval Module

2023-24

MRSPTU COLLEGE DEVELOPMENT COUNCIL

Module List:

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

<u>Introduction of College Development Council:</u>

- 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.

How to Login

Step 1.a – Registration:

- Using these login details, login into your account.
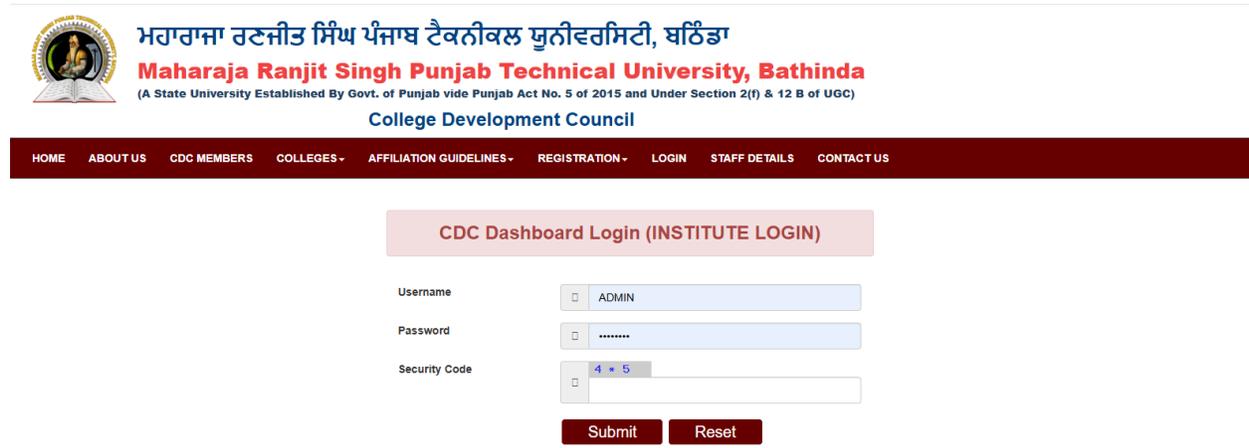
How to Apply - Affiliation Application-PART-1:

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
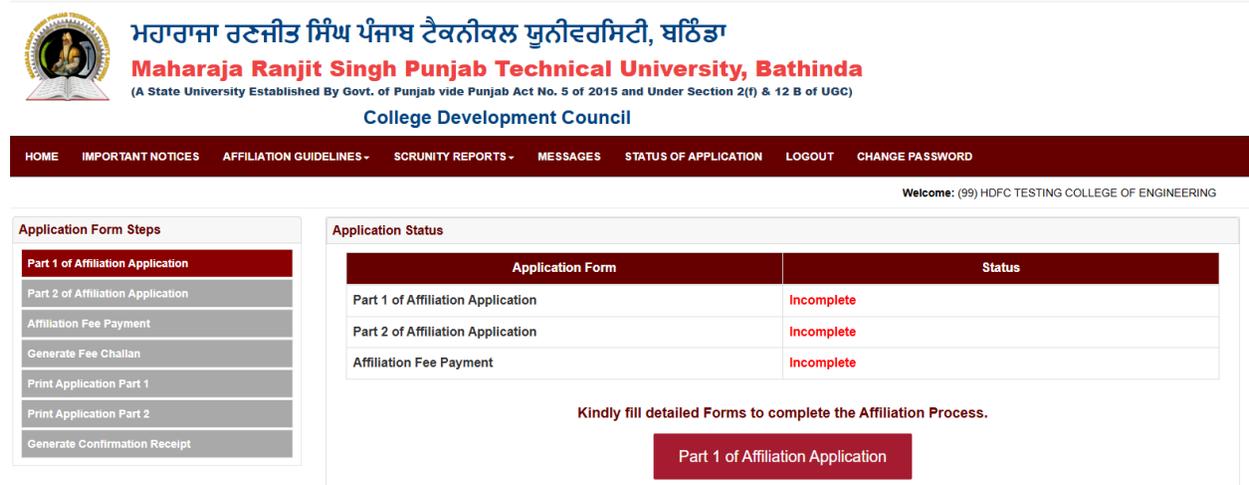
Step2– Affiliation Application-PART-1:

- Filling/Update of Institute details

- Trust Details

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Welcome: HDFC TESTING COLLEGE OF ENGINEERING

Part 1 of Affiliation Application

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

TRUST DETAILS

Field	Value
*Name of the Chairman	Name of the Chairman
*Name of the Trust	Organization Name
*Trust Type	Organization Type
*Year of Establishment of Trust	Select
*Registered With	Registered With
*Registration Date	(YYYY-MM-DD) (YYYY-MM-DD)*
*Regiation Number	Regiation Number
*Address	Address
*City	City
*District	--Select District--
*State	Select
*Pin Code	Pin Code
*Website of the trust	Website
*Email Id of the trust	Email Id
*Email Id of the Chairman	Email Id of the Chairman
*Mobile of the chairman	Mobile
	Mobile
*STD Code	STD Code
Landline	Landline
*Fax	Fax
*PAN No. of the Trust	PAN

Submit   **Reset**

- Governing Member's Details

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- Application Details
- Programme & Courses

GOVERNING MEMBERS

Add New Governing Body Member

- Head of Institute

Welcome: HDFC TESTING COLLEGE OF ENGINEERING

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- Institute Details
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- Application Details
- Programme & Courses

HEAD OF INSTITUTE

*Name — Name
*Father Name — Father Name
*Designation — Designation
*Personal Address — Address
*Gender — ○ ○ Male Female
*DOB — (YYYY-MM-DD) **(YYYY-MM-DD)***
*Email ID — Email ID
*Mobile No. — Mobile No.
*Joinig Date — (YYYY-MM-DD) **(YYYY-MM-DD)***

Qualification	Degree Percentage	Passout Year	University Name	Specialization
*PHD	PHD Degree	PHD Passout	PHD Univers	PHD Special
*Master Degree	Master Degr	Master Degr	Master Degr	Master Degr
*Bachelor Degree	Bachelor De	Bachelor De	Bachelor De	Bachelor De
*Diploma	Diploma Per	-	-	-
*Other Degree	Other Degre	-	-	-

*Job Type — Regular Basis
*Experience Research (In Years) — 0
*Experience Teaching (In Years) — 0
*STD Code — STD Code
*Landline(Office) — Landline
*Fax (Office) — Fax
*PAN Number (Personal) — Pan
*Aadhaar Card Number — Aadhaar Card

Submit   Reset

- Contact Person's Details

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- ✎ Building Details
- ✎ Bank Details
- ✎ Application Details
- ✎ Programme & Courses

ADD CONTACT DETAILS OF THE OFFICIAL HANDLING AFFILIATION PROCESS(not below level of Supdt.

*Person Name [Person Name]

*Address [Address]

*Designation [Designation]

*Email ID [Email ID]

*Mobile No. [Mobile No]

[Submit]   [Reset]

- Land Details

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- ✎ Bank Details
- ✎ Application Details
- ✎ Programme & Courses

LAND DETAILS

*Land Location [Select ▾]

*Latitude and Longitude [Latitude and Longitude]

*Registration Number [Registration Number]

Registration Date [(YYYY-MM-DD)] (YYYY-MM-DD)

*Khasra Number [Khasra Number]

*Plot Number, Survey Number etc [Plot Number, Survey Number and etc]

*Total Area In Acres [Total Area In Acres]

*Land Use Certificate Issued By [Land Use Certificate Issued By]

Land Use Certificate Issued Date [(YYYY-MM-DD)] (YYYY-MM-DD)

*Land Mortgaged ○ ○ Yes No

*Mortgaged Purpose [Mortgaged Purpose]

*Ownership Type [Ownership Type]

[Submit]   [Reset]

Documents to be uploaded

Document Name	Uploaded	Download
*Registered sale deed and other land documents	Choose File No [Upload]	
*Document related to land use certificate	Choose File No [Upload]	
*Document related to the Khasra of the land	Choose File No [Upload]	

- Building Details

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ

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- Bank Details
- Application Details
- Programme & Courses

ADD BUILDING DETAILS

Field	Input
*Available	○ ○ (Yes No)
*Area Planned (in sq Meter)	Area Planned
*Area Ready (in sq Meter)	Area Ready
*Total Instructional Area Ready(in sq Meter)	Total Instructional Area
*Total Adminstrative Area Ready (in sq Meter)	Total Adminstrative Area
*Total Amenity Area Ready(in sq Meter)	*Total Amenity Area
*Total Access and Circulation Area Available (in sq Meter)	*Total Access and Circulation Area Available
*Wheather toilet area is maintained as per National Building Code(NBC)	○ ○ (Yes No)
*Wheather access and circulation area is maintained as per National Building Code(NBC)	○ ○ (Yes No)

Submit   Reset

- Bank Detail

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- Bank Details
- Application Details
- Programme & Courses

BANK DETAILS

Field	Input
*Bank	--Select Bank--
*Bank Account No	Bank Account No
*Bank Address	Bank Address
*IFSC Code	*IFSC Code

Submit   Reset

- Application Detail

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ
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Part 1 of Affiliation Application

APPLICATION DETAILS

- Institute Details
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- Application Details
- Programme & Courses

*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 till date ○YES ●NO

*Whether applying for any variations ○YES ●NO

[Submit] [Reset]

- Provide New/Existing Course and Branches for your institute

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ
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- Bank Details
- Application Details
- Programme & Courses

PROGRAMME & COURSES

Sr No.	Programme	Course	Branch	Current Intake (2023-24)	Applied Intake (2024-25)	Delete
1	NONAICTE-Engineering.	Skill Certificate Course	Skill Certificate Course in Sewing Operator	40	40	
2	NONAICTE-Pharmacy.	B.Sc.	B.Sc. Operation Theater Technology	40	40	
3	AICTE-Pharmacy	MBA	MBA in Pharmaceutical Management	90	90	
4	NONAICTE-Media	BA	BA(Journalism & Mass Communication)	60	60	
5	NONAICTE-Pharmacy.	M.Sc	Anesthesia & Operation Theater Technology	30	30	
6	AICTE-Pharmacy	B.Pharm.	B.Pharm.	120	120	
7	AICTE-Computer Applications.	BCA	BCA	60	60	

[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.

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ

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- Bank Details
- Application Details
- Programme & Courses
- View Part 1 of Affiliation Application
- View Fee Details

PROGRAMME & COURSES

Sr No.	Programme	Course	Branch	Current Intake (2023-24)	Applied Intake (2024-25)	Delete
1	NONAICTE-Engineering.	Skill Certificate Course	Skill Certificate Course in Sewing Operator	40	40	
2	NONAICTE-Pharmacy.	B.Sc.	B.Sc. Operation Theater Technology	40	40	
3	AICTE-Pharmacy	MBA	MBA in Pharmaceutical Management	90	90	
4	NONAICTE-Media	BA	BA(Journalism & Mass Communication)	60	60	
5	NONAICTE-Pharmacy.	M.Sc	Anesthesia & Operation Theater Technology	30	30	
6	AICTE-Pharmacy	B.Pharm.	B.Pharm.	120	120	
7	AICTE-Computer Applications.	BCA	BCA	60	60	

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

Step 4 – Generate Fee Challan:

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Welcome: HDFC TESTING COLLEGE OF ENGINEERING

Part 1 of Affiliation Application

- ✎ Institute Details
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- ✎ Governing Members
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- ✎ 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 0
2	Inspection Fee - Skill Certificate Course in Sewing Operator	40	40			Rs 0
3	Inspection Fee - B.Sc. Operation Theater Technology	40	40			Rs 0
4	Inspection Fee - MBA in Pharmaceutical Management	90	90			Rs 0
5	Inspection Fee - BA(Journalism & Mass Communication)	60	60			Rs 0
6	Inspection Fee - Anesthesia & Operation Theater Technology	30	30			Rs 0
7	Inspection Fee - B.Pharm.	120	120			Rs 0
8	Inspection Fee - BCA	60	60			Rs 0
9	Inspection Fee - BCA	60	60			Rs 0
10	Continuation Fee - Skill Certificate Course in Sewing Operator	40	40	40	2	Rs 16000
11	Continuation Fee - B.Sc. Operation Theater Technology	40	40	40	2	Rs 60000
12	Continuation Fee - MBA in Pharmaceutical Management	90	90	90	3	Rs 135000
13	Continuation Fee - BA(Journalism & Mass Communication)	60	60	60	2	Rs 60000
14	Continuation Fee - Anesthesia & Operation Theater Technology	30	30	30	1	Rs 30000
15	Continuation Fee - B.Pharm.	120	120	120	4	Rs 180000
16	Continuation Fee - BCA	60	60	60	2	Rs 90000
17	Continuation Fee - BCA	60	60	60	2	Rs 90000
18	Sports Fee					Rs 9000
19	Youth Fee					Rs 9000
20	Application Fee -					Rs 0
21	Inspection Fee - Skill Certificate Course in Sewing Operator	40	40			Rs 0
22	Inspection Fee - B.Sc. Operation Theater Technology	40	40			Rs 0
23	Inspection Fee - MBA in Pharmaceutical Management	90	90			Rs 0
24	Inspection Fee - BA(Journalism & Mass Communication)	60	60			Rs 0
25	Inspection Fee - Anesthesia & Operation Theater Technology	30	30			Rs 0
26	Inspection Fee - B.Pharm.	120	120			Rs 0
27	Inspection Fee - BCA	60	60			Rs 0
28	Continuation Fee - Skill Certificate Course in Sewing Operator	40	40	40	2	Rs 16000
29	Continuation Fee - B.Sc. Operation Theater Technology	40	40	40	2	Rs 60000
30	Continuation Fee - MBA in Pharmaceutical Management	90	90	90	3	Rs 135000
31	Continuation Fee - BA(Journalism & Mass Communication)	60	60	60	2	Rs 60000
32	Continuation Fee - Anesthesia & Operation Theater Technology	30	30	30	1	Rs 30000
33	Continuation Fee - B.Pharm.	120	120	120	4	Rs 180000
34	Continuation Fee - BCA	60	60	60	2	Rs 90000
35	Sports Fee					Rs 9000
36	Youth Fee					Rs 9000
37	Late Fee					Rs 40000
38	Penalty Fee					Rs 80000

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

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DowInstructions for 2.1 - 2.11

1) Download the Excel format
2) Fill the required infomation 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	Choose File No fil...osen	Upload
2.2	Built up Area	Download Format	Choose File No fil...osen	Upload
2.3	Laboratories	Download Format	Choose File No fil...osen	Upload
2.4	Library	Download Format	Choose File No fil...osen	Upload
2.5	Computer Centre	Download Format	Choose File No fil...osen	Upload
2.6	Financial Details	Download Format	Choose File No fil...osen	Upload
2.7	Endowment Fund Details	Download Format	Choose File No fil...osen	Upload
2.8	Fee Structure	Download Format	Choose File No fil...osen	Upload
2.9	Other Facilities	Download Format	Choose File No fil...osen	Upload
2.10	BOG & Other Committees	Download Format	Choose File No fil...osen	Upload
2.11	Self Declaration(s)	Download Format	Choose File No fil...osen	Upload

Your Uploaded files

File Name	View	Action

Note: Print of uploaded files, must be attested by the Principal/Chairman of the institution and attached in the Hard Copy to be submitted to the College Development Council of the university.

Lock Part 2 of Affiliation Application

Step 6 – Payment of Fees:

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

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Challan No : 2021022401013899

Date : 30th October 2024

Valid Till : 7th March 2024

College Affiliation Fee Challan
Type of Payment : Affiliation 2024-25

Institute Code: INS00099

Institute Name: HDFC TESTING COLLEGE OF ENGINEERING

Academic Session: 2024-25

Sr. No.	Fee Type	Current Intake	Applied Intake	Unit Size	Unit Count	Total Fee
1	Application Fee -					Rs 0
2	Inspection Fee - Skill Certificate Course in Sewing Operator	40	40			Rs 0
3	Inspection Fee - B.Sc. Operation Theater Technology	40	40			Rs 0
4	Inspection Fee - MBA in Pharmaceutical Management	90	90			Rs 0
5	Inspection Fee - BA(Journalism & Mass Communication)	60	60			Rs 0
6	Inspection Fee - Anesthesia & Operation Theater Technology	30	30			Rs 0
7	Inspection Fee - B.Pharm.	120	120			Rs 0
8	Inspection Fee - BCA	60	60			Rs 0
9	Inspection Fee - BCA	60	60			Rs 0
10	Continuation Fee - Skill Certificate Course in Sewing Operator	40	40	40	2	Rs 16000
11	Continuation Fee - B.Sc. Operation Theater Technology	40	40	40	2	Rs 60000
12	Continuation Fee - MBA in Pharmaceutical Management	90	90	90	3	Rs 135000
13	Continuation Fee - BA(Journalism & Mass Communication)	60	60	60	2	Rs 60000
14	Continuation Fee - Anesthesia & Operation Theater Technology	30	30	30	1	Rs 30000
15	Continuation Fee - B.Pharm.	120	120	120	4	Rs 180000
16	Continuation Fee - BCA	60	60	60	2	Rs 90000
17	Continuation Fee - BCA	60	60	60	2	Rs 90000
18	Sports Fee					Rs 9000
19	Youth Fee					Rs 9000
20	Application Fee -					Rs 0
21	Inspection Fee - Skill Certificate Course in Sewing Operator	40	40			Rs 0
22	Inspection Fee - B.Sc. Operation Theater Technology	40	40			Rs 0
23	Inspection Fee - MBA in Pharmaceutical Management	90	90			Rs 0
24	Inspection Fee - BA(Journalism & Mass Communication)	60	60			Rs 0
25	Inspection Fee - Anesthesia & Operation Theater Technology	30	30			Rs 0
26	Inspection Fee - B.Pharm.	120	120			Rs 0
27	Inspection Fee - BCA	60	60			Rs 0
28	Continuation Fee - Skill Certificate Course in Sewing Operator	40	40	40	2	Rs 16000
29	Continuation Fee - B.Sc. Operation Theater Technology	40	40	40	2	Rs 60000
30	Continuation Fee - MBA in Pharmaceutical Management	90	90	90	3	Rs 135000
31	Continuation Fee - BA(Journalism & Mass Communication)	60	60	60	2	Rs 60000
32	Continuation Fee - Anesthesia & Operation Theater Technology	30	30	30	1	Rs 30000
33	Continuation Fee - B.Pharm.	120	120	120	4	Rs 180000
34	Continuation Fee - BCA	60	60	60	2	Rs 90000
35	Sports Fee					Rs 9000
36	Youth Fee					Rs 9000
37	Late Fee					Rs 40000
38	Penalty Fee					Rs 80000

Sr. No.	Details of fees	Amount(Rs)
1	Application Fee	0
2	Inspection Fee	0
3	Continuation Fee	1232000
4	Sports Fee	9000
5	Youth Fee	9000
6	Late Fee	40000
7	Penalty Fee	80000
	Total	1370000

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 7th March 2024.
4. Late fee of Rs. 2000/- per day (with a maximum limit of 20 days) will be added after due date.
5. The Institution can Apply with in another 20 days with the permission of Higher Authorities of University and shall be required to pay additional Late fee of Rs. 4000/- per day.

Print Challan

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

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.

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.

Step 9– Administrator Part:

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

HOME	INSTITUTES ▾	ACCOUNTS ▾	MASTER DATA ▾	FEE ▾	REPORTS ▾	CHECK PAYMENT STATUS	DISCREPANCY	LOGOUT	RESET PASSWORD

Welcome ADM

Report Need To Uploaded

*TO	Select College
*Subject	Scrutiny Report First
*Message	Message
*Action	Select a report type
*Upload the Document	Choose File No fil...osen
*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

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)*