# 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:

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*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)

# 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.

CDC MEMBERS	COLLEGES -	AFFILIATION GUIDELINES+	REGISTRATION	LOGIN STAFF DE	TAILS CONTAC	TUS
	1	New Registratio	on for Institu	te Academic S	Session 202	4-25
	- Institute Ty	pe*		Institute Name *		
	New Instiut	te	~	Institute Name		
	Address Lir	ne 1 *		Address Line 2 *		
	Address Lin	ne 1		Address Line 2		
	City *		District*		State *	
	City		Select District	~	Select	Ŷ
	Pin Code*			Date of Establishme	nt of Institute *	
	Pin Code			dd/mm/yyyy		
	Official Ema	ail Id of Director/Principal *		Confirm Official Em	ail Id of Director/Prin	icipal *
	Official Ema	ail Id of Director/Principal		Confirm Official Ema	il Id of Director/Princip	bal
	Alternate O	fficial Email Id of Director/Princi	ipal *	Alternate Official En	nail Id of Director/Pri	ncipal *
	Alternate O	fficial Email Id of Director/Principal		Alternate Official Em	ail Id of Director/Princ	ipal
	Official Mot	bile of Director/Principal *		Alternate Official Mo	bile of Director/Prin	cipal *
	Mobile			Alternate Official Mol	bile of Director/Princip	al
	Alternate O	fficial Mobile of Director/Princip	al *	STD Code *		
	Alternate O	fficial Mobile of Director/Principal		STD Code		
	Landline *			Alternate Landline *		
	Landline			Alternate Landline		
	Alternate La	andline *		Fax *		
	Alternate La	andline		Fax		
	PAN *			Minority Institute *		
	PAN			○ Yes ○ No		
	Website *			Alternate Website *		
	Website			Alternate Website		
	Institute Ca	tegory *				
	Institute Ca	ategory	~			

#### How to Login

## Step 1.a – Registration:

• Using these login details, login into your account.

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HOME	ABOUTU	5	CDC MEMBERS	COLLEGES+		REGISTR	ATION -	LOGIN	STAFF DETAILS	CONTACT
					CDC Dash	nboard		(INST	TUTE LOGII	<b>V)</b>
					Password					
					Security Code		4 * 5			
							Submit		Reset	

# 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

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HOME IMPORTANT NOTICES AFFILIATION GU	JIDELINES - SCRUNITY REPORTS - MESSAGES STATUS OF APPLICATION	LOGOUT CHANGE PASSWORD									
		Welcome: (99) HDFC TESTING COLLEGE OF ENGINEERING									
Application Form Steps	Application Status										
Part 1 of Affiliation Application	Application Form	Status									
Part 2 of Affiliation Application	Part 1 of Affiliation Application	Incomplete									
Part 2 of Affiliation Application Affiliation Fee Payment	Part 1 of Affiliation Application Part 2 of Affiliation Application	Incomplete									
Part 2 of Affiliation Application Affiliation Fee Payment Generate Fee Challan	Part 1 of Affiliation Application Part 2 of Affiliation Application Affiliation Fee Payment	Incomplete Incomplete Incomplete									
Part 2 of Affiliation Application Affiliation Fee Payment Generate Fee Challan Print Application Part 1	Part 1 of Affiliation Application Part 2 of Affiliation Application Affiliation Fee Payment	Incomplete Incomplete Incomplete									
Part 2 of Affiliation Application Affiliation Fee Payment Generate Fee Challan Print Application Part 1 Print Application Part 2	Part 1 of Affiliation Application Part 2 of Affiliation Application Affiliation Fee Payment Kindly fill detailed Forms to c	Incomplete Incomplete Incomplete Incomplete Incomplete									

# Step2– Affiliation Application-PART-1:

- Filling/Update of Institute details
- Trust Details



# ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ

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HOME IMPORTANT NOTICES AFFILIATION GUIDEL	INES - SCRUNITY REPORTS - MESSAGES STATU	S OF APPLICATION LOGOUT CHANGE PA	ASSWORD
			Welcome: HDFC TESTING COLLEGE OF ENGINEERING
Part 1 of Affiliation Application	TRUST DETAILS		
Institute Details	*Name of the Chairman	Name of the Chairman	
	*Name of the Trust	Organization Name	
Governing Members	tract Tract	Organization Type	
Head of Institute	. Trust type	Select	- 7
<ul> <li>Contact Persons for Affiliation</li> </ul>	• Year of Establishment of Trust	Jerece '	
Land Details	*Registered With	Registered With	
Building Details	*Registration Date	(YYYY-MM-DD)	(YYYY-MM-DD)*
- Bank Details	*Regiation Number	Regiation Number	
Application Datalle	*Address	Address	
Application Details	*City	City	
	*District	Select District	0
	*Ctato	Select	7
	State	Pin Code	
	*Pin Code		
	*Website of the trust	websité	
	*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	Res	

# Governing Member's Details



# ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ

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College Development Council

			Welcome: HDFC TESTING COLLEGE OF ENGINEERING
Part 1 of Affiliation Application			
Institute Details	GOVERNING MEMBERS		
<ul> <li>Governing Members</li> </ul>		Add New Governing Body Member	
Head of Institute			
<ul> <li>Contact Persons for Affiliation</li> </ul>			
Building Details			
Application Details			
Programme & Courses			

#### Head of Institute

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						,	Welcome: HDFC TESTING COLLEG	E OF ENGINEERING
Part 1 of Affiliation Application	HEAD OF INSTITU	ITE						
🖉 Institute Details		*Name	Name					
Trust Details		Father Name						
Governing Members		*Designation	Designation					
Head of Institute		Designation	Address					
Contact Persons for Affiliation	-	Personal Address	Address					
🖋 Land Details		*Gender	Male Female					
Building Details		*DOB	(YYYY-MM-DD)*					
		*Email ID	Email ID					
Application Details		*Mobile No.	Mobile No.					
Programme & Courses	*Joinig Date		(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	8				
		*Job Type	Regular Basi		~			
	*Experience Re:	search (In Years)	0		~			
	*Experience Tea	aching (In Years)	0		~			
		*STD Code	STD Code					
		Landline(Office)	Landline					
		*Fax (Office)	Fax					
	*PAN Nu	imber (Personal)	Pan					
	*Aadha	aar Card Number	Aadhaar Card					
		Submit			Reset			

#### • Contact Person's Details



# ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ

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IMPORTANT NOTICES AFFILIATION GUIDELINES -SCRUNITY REPORTS - MESSAGES STATUS OF APPLICATION LOGOUT CHANGE PASSWORD Welcome: HDFC TESTING COLLEGE OF ENGINEERING Part 1 of Affiliation Application ADD CONTACT DETAILS OF THE OFFICIAL HANDLING AFFILIATION PROCESS( not Institute Details below level of Supdt. \*Person Name Person Name Trust Details \*Address Address Governing Members \*Designation Designation Head of Institute Email ID Contact Persons for Affiliation \*Email ID \*Mobile No. Mobile No Land Details Building Details Submit Bank Details Application Details Programme & Courses

#### • Land Details

				Welcor	ne: HDFC TESTING
Part 1 of Affiliation Application	LAND DETAILS		Docun	nents to be upl	oaded
Institute Details	*Land Location	Select 👻	Document Name	Uploaded	Download
Trust Details	*I stitude and	Latitude and Longitude			
Governing Members	Longitude		*Registered sale deed and other	Choose File Ne	
Head of Institute	*Registration Number	Registration Number	land documents	Upload	
Contact Persons for Affiliation	*Registration	(YYYY-MM-DD)		Choose File N	
Land Details	Date	(YYYY-MM-DD)*	*Document related to land	Upload	
Building Details	*Khasra Number	Khasra Number	use certificate		
Bank Details	*Plot Number,	Plot Number, Survey Number and etc	*Document	Choose File No	
Application Details	Survey Number etc		related to the Khasra of the land	Upload	
Programme & Courses	*Total Area In Acres	Total Area In Acres			
	*Land Use	Land Use Certificate Issued By			
	Certificate Issued By				
	*Land Use	(YYYY-MM-DD)			
	Issued Date	(YYYY-MM-DD)*			
	*Land Mortgaged	ýes No			
	*Mortgaged Purpose	Mortgaged Purpose			
	*Ownership	Ownership Type			

# • Building Details

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HOME IMPORTANT NOTICES AFFILIATION GU	JIDELINES - SCRUNITY REPORTS - MESSAGES	STATUS OF APPLICATION LOGOUT	CHANGE PASSWORD								
Part 1 of Affiliation Application	ADD BUILDING DETAILS		Welcome: HDFC TESTING COLLEGE OF ENGINEERING								
	*Available	Yes No									
	*Area Planned (in sq Meter)	Area Planned									
Governing Members	*Area Ready (in sq Meter)	Area Ready									
Head of Institute	*Total Instructional Area Ready(in	Total Instructional Area									
Contact Persons for Affiliation	sq Meter)										
Land Details	*Total Adminstrative Area Ready (in sq Meter)	Total Adminstrative Area									
Building Details	*Total Amenity Area Ready(in sq	*Total Amenity Area									
Bank Details	Meter)										
Application Details	*Total Access and Circulation Area Available (in sq Meter)	*Total Access and Circulation Area Available									
Programme & Courses	*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	Rese	et .								

#### Bank Detail

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ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ Maharaja Ranjit Singh Punjab Technical University, Bathinda (A State University 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 GUI	DELINES + SCRUNITY REPORTS - MESSAGES	STATUS OF APPLICATION LOGOUT	CHANGE PASSWORD								
Part 1 of Affiliation Application	BANK DETAILS		Welcome: HDFC TESTING COLLEGE OF ENGINEERING								
Institute Details	*Bank	Select Bank									
Trust Details	*Bank Account No	Bank Account No									
Governing Members	*Pank Addrose	Bank Address									
Head of Institute	*IESC Code	*IFSC Code									
Contact Persons for Affiliation											
Land Details	Submit	Res	et								
Building Details											
Bank Details											
<ul> <li>Application Details</li> </ul>											
Programme & Courses											

#### **Application Detail** ٠



# ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ

Maharaja Ranjit Singh Punjab Technical University, Bathinda (A State University Established By Govt. of Punjab vide Punjab Act No. 5 of 2015 and Under Section 2(f) & 12 B of UGC)

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HOME	IMPORTANT NOTICES	AFFILIATION GUIDELINES -	SCRUNITY REPORTS -	MESSAGES	STATUS OF APPLICATION	LOGOUT	CHANGE PASSWORD	

		weicome: HDFC TESTING COLLEGE OF ENGINEERING
Part 1 of Affiliation Application	APPLICATION DETAILS	
Institute Details	*Whether applying for	⊖yes €no
	Progressive closure	
Governing Members	*Whether applying for Abrupt closure	⊖yes €No
Head of Institute	*Whether applying for change of site	⊖yes €no
<ul> <li>Contact Persons for Affiliation</li> </ul>		
Land Details	*Whether applying for conversion to co-education	⊖yes ®no
Building Details	*Have you deposited the endowment fund till date	⊖yes ®no
Bank Details	*Whether applying for any	Oyes INO
<ul> <li>Application Details</li> </ul>	variations	_
Programme & Courses	Submit Reset	

Provide New/Existing Course and Branches for your institute



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#### ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ

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HOME	IMPORTANT NOTICES AFFILIATION		SCRUNITY REPORTS -	MESSAGES ST	ATUS OF APPLICATION LOGOU	T CHANGE PASS	VORD		
		_				,	Velcome: HDFC TESTIN	G COLLEG	E OF ENGINEERING
	Part 1 of Affiliation Application	PRO	GRAMME & CO	IIDSES					
	Institute Details	FRG	GRAMME & CO	UKSES					
1	Trust Details	Sr No.	Programme	Course	Branch	Current Intake (2023-24)	Applied Intake (2024-25)	Delete	
-	Governing Members	1	NONAICTE- Engineering.	Skill Certificate Course	Skill Certificate Course in Sewing Operator	40	40 ~		
-	Head of Institute Contact Persons for Affiliation	2	NONAICTE- Pharmacy.	B.Sc.	B.Sc. Operation Theater Technology	40	40 ~		
,	Land Details	3	AICTE-Pharmacy	MBA	MBA in Pharmaceutical Management	90	90 ~		
1	Building Details	4	NONAICTE-Media	BA	BA(Journalism & Mass Communication)	60	60 ~		
	Bank Details	5	NONAICTE- Pharmacy.	M.Sc	Anesthesia & Operation Theater Technology	30	30 ~		
-	Programme & Courses	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

#### <u>Step 3 – Lock PART-1 of the application form to enable next part of the application:</u>

• 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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HOME IMPORTANT NOTICES AFFILIATION GUIDELINES. SCRUNITY REPORTS. MESSAGES STATUS OF APPLICATION LOGOUT CHANGE PASSWORD

Institute Details							
Trust Details	Sr No.	Programme	Course	Branch	Current Intake (2023-24)	Applied Intake (2024-25)	Delete
Governing Members	1	NONAICTE- Engineering.	Skill Certificate Course	Skill Certificate Course in Sewing Operator	40	40	
Head of Institute	2	NONAICTE- Pharmacy.	B.Sc.	B.Sc. Operation Theater Technology	40	40	
Contact Persons for Affiliation	- 3	AICTE-Pharmacy	MBA	MBA in Pharmaceutical Management	90	90	
Building Details	4	NONAICTE-Media	BA	BA(Journalism & Mass Communication)	60	60	
Bank Details	5	NONAICTE- Pharmacy.	M.Sc	Anesthesia & Operation Theater Technology	30	30	
Application Details	6	AICTE-Pharmacy	B.Pharm.	B.Pharm.	120	120	
Programme & Courses	7	AICTE-Computer Applications.	BCA	BCA	60	60	

Welcome: HDFC TESTING COLLEGE OF ENGINEERING

View Fee Details

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

### <u>Step 4 – Generate Fee Challan:</u>

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SCRUNITY REPORTS - MESSAGES STATUS OF APPLICATION LOGOUT CHANGE PASSWORD HOME IMPORTANT NOTICES AFFILIATION GUIDELINES -

#### APPLICATION FEE CHARGES DETAIL

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

Part 1 of Affiliation Application

Sr No.	Fee Туре	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

Welcome: HDFC TESTING COLLEGE OF ENGINEERING

# 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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College Development Council

HOME IMPORTANT NOTICES AFFILIATION GUIDELINES+ SCRUNITY REPORTS+ MESSAGES STATUS OF APPLICATION LOGOUT CHANGE PASSWORD

Welcome: (99) HDFC TESTING COLLEGE OF ENGINEERING

# DowInstructions for 2.1 - 2.11

Download the Excel format
 Fill the required information in the prescribed downloaded form
 Save the filled Excel files as .pdf file
 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 filosen	Upload	
2.4	Library	Download Format		Choose File No filosen	Upload	
2.5	Computer Centre	Download Format		Choose File No filosen	Upload	
2.6	Financial Details	Download Format		Choose File No filosen	Upload	
2.7	Endowment Fund Details	Download Format		Choose File No filosen	Upload	
2.8	Fee Structure	Download Format		Choose File No filosen	Upload	
2.9	Other Facilities	Download Format		Choose File No filosen	Upload	
2.10	BOG & Other Committees	Download Format		Choose File No filosen	Upload	
2.11	Self Declaration(s)	Download Format		Choose File No filosen	Upload	
Your Upload	ded files					
File Name			View		Action	
r ne marrie			VICW		ACIUIT	

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.

🕋 ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ

10.00	(A State University Esta	blished By Govt. of Punjab vide Punjab Act No. 5 of 20	)15 and Under Section 2(f) &	12 B of 0	UGC)			
		College Development Cou	ncil					
HOME I	MPORTANT NOTICES AFFILIATIO	DN GUIDELINES - SCRUNITY REPORTS - MESSAGES	STATUS OF APPLICATION	LOGOL	JT CHANGE	PASSWORD		
Challan No : 20	021022401013899							Date : 30th October 20
							`	/alid Till : 7th March 20
		c	ollege Affiliation Fee Challan					
patitute Code:	101200089	Туре	of Payment : Affiliation 2024-25					
nstitute Code:	HDFC TESTING COLLEGE OF ENG	INEERING						
Academic Ses	sion: 2024-25							
Sr. No.	<b>Fee Type</b>		Current Intake	Applie	ed 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 I	Fee - MBA in Pharmaceutical Management	90		90			Rs 0
5	Inspection Fe	ee - 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 Fe	e - 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 F	Fee - BA(Journalism & Mass Communication)	60		60	60	2	Rs 60000
14	Continuation Fe	e - 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 I	Fee - MBA in Pharmaceutical Management	90		90			Rs 0
24	Inspection Fe	ee - 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 Fe	e - 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 F	ee - BA(Journalism & Mass Communication)	60		60	60	2	Rs 60000
32	Continuation Fe	e - 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 Authoraties 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).

ppy, oner vano on min, on or (o, oo), ui	Transaction tim <u>es out in 1</u> ,	4:51 mins	A TREASURE REPORT
			English
ayment Informa	tion	ORDER DETAILS	20244020000
Credit Card	We Accept : 🚓 RuPay> VISA	Order #: Order Amount	1508000.0
Debit Cards	Card Number	Total Amount	INR 1508000.00
Net Banking	Expiry Date CVV		
UPI	Month Vear V		
	I agree with the Privacy Policy by proceeding with this payment.	s e)	

#### **ADMINISTRATOR MODULE Front End:**

Administrator Part of College Development Council

# <u>Step 7 – Administrator Part:</u>

- 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.

4	ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ Maharaja Ranjit Singh Punjab Technical University, Bathinda (A State University Established By Govt. of Punjab Vide Punjab Act No. 5 of 2015 and Under Section 2(1) & 12 B of UGC) College Development Council															
н	OME	INSTITUTES+	ACCOUNTS- M	ASTER DAT	A- FEE-	REPORTS	CHECK F	PAYMENT STA	TUS DISCI	REPANCY	LOGOUT	RESET	PASSWORD			
															Weld	come ADMIN
							MAN	NAGE IN	STITUTE							
											-					
	No.	College Code	institute Name	Existing	Government	Part One	Part Two	FEE	Part One	Part Two	Details	Online Payment Gateway	Letter	Payment Gateway Second	Fee Details	Program and Course
	1	MRSPTUCDC99	HDFC TESTING COLLEGE OF ENGINEERING	Existing Institute	Private	Submitted	Submitted	Pending	View	View	View	Enabled	Affiliation Letter	Enable	View	Add Program and course
			EntomeEntimo										AICTE Letter			
													NON-			
													Letter			

## 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.

Q	ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ Maharaja Ranjit Singh Punjab Technical University, Bathinda (A State University 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	INSTITUTES -	ACCOUNTS+	MASTER DATA -	FEE-	REPORTS -	CHECK PAYMENT STATUS	DISCREPANCY	LOGOUT	RESET PASSWORD	
										Welcome ADMIN
			R	EPORT	COLLEG	E SEAT INTAKE				
						Select a report typ	e v			

## Step 9– Administrator Part:

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



ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ

Maharaja Ranjit Singh Punjab Technical University, Bathinda (A State University Established By Govt. of Punjab vide Punjab Act No. 5 of 2015 and Under Section 2(f) & 12 B of UGC) College Development Council

	RESET PASSWORD	LOGOUT	DISCREPANCY	CHECK PAYMENT STATUS	REPORTS -	FEE -	MASTER DATA -	ACCOUNTS -	INSTITUTES+	HOME
Welcome ADM										

#### Report Need To Uploaded

*то	Select College	
*Subject	Scrutiny Report First	~
*Message	Message	
*Action	Select a report type	~
*Upload the Document	Choose File No filosen	
*Last Date	(YYYY-MM-DD) (YYYY-MM-DD)*	



#### 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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