

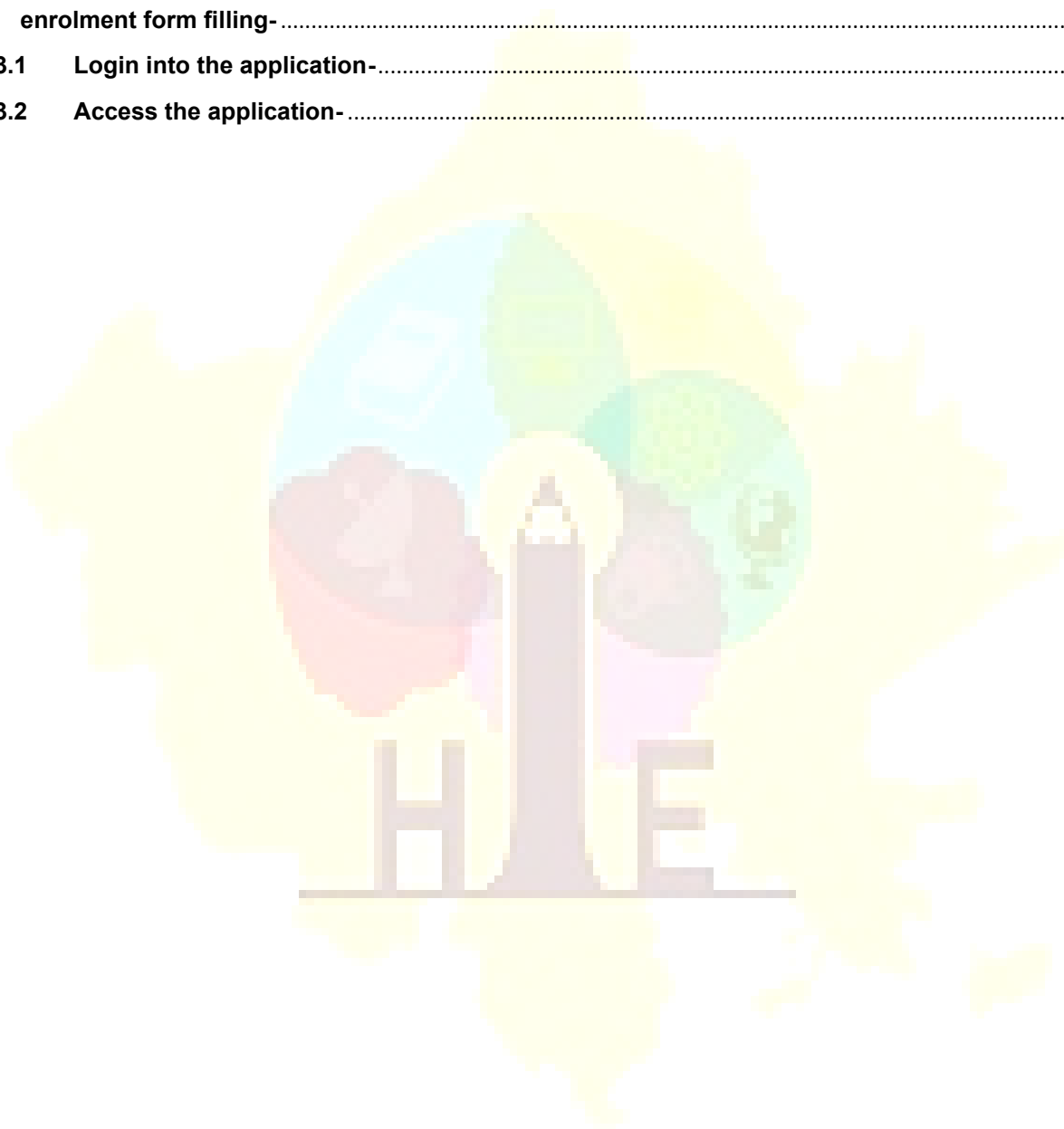


USER MANUAL ENROLMENT
FORM-COLLEGE USER
ENGINEERING-
BTER
(BOARD OF TECHNICAL
EDUCATION, RAJASTHAN)-
COLLEGE

HIGHER AND TECHNICAL
EDUCATION PORTAL

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1. INTRODUCTION-

This document intends to explain the enrolment fee deposition process of Engineering courses of BTER. This manual will help to understand the college user about the process of Enrolment fees deposition of Engineering students.

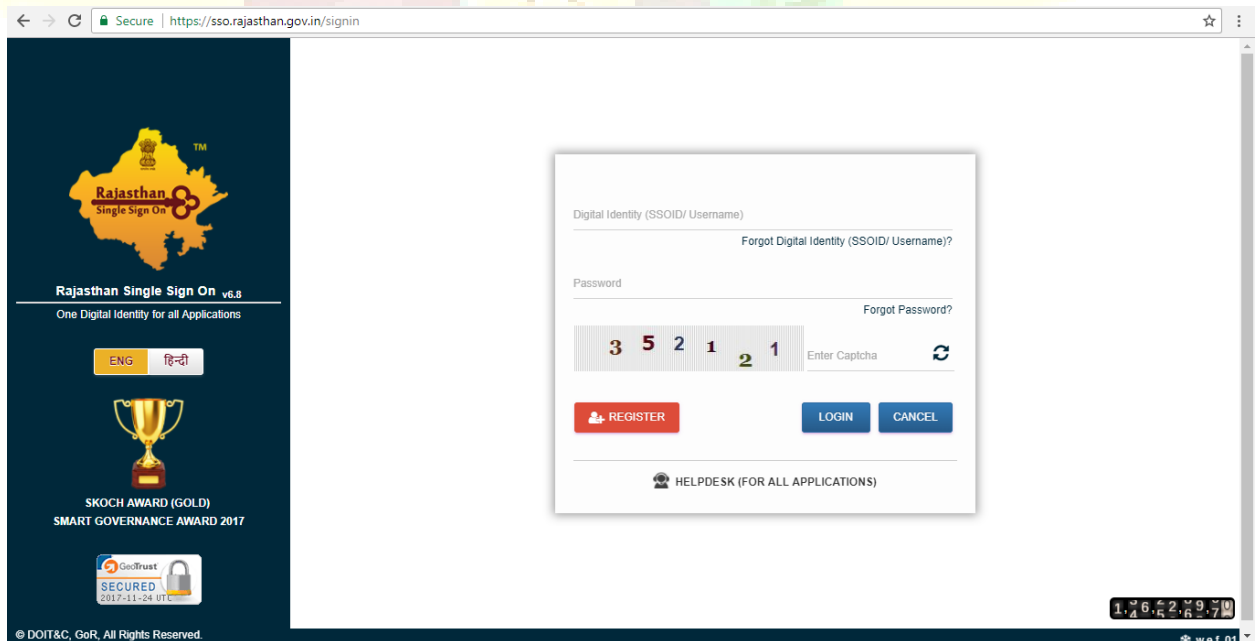
2. FLOW OF ENROLMENT FORM FILLING

The students will appear in the college login in “Select for Enrolment” status. The college user will edit the student details (if required) and save the form. The status of student’s form will change to “Submitted”. The college user will download the form and give to the student. The student can deposit its fee through e-mitra kiosk or through SSO log-in (online). After the student deposit its fee, the status of student will change to “Fees Paid”. The college user will mark the “Fees paid” student to “Enrolled”. Student will qualify Enrolment only when he/she is marked as “Enrolled”

3. ENROLMENT FORM FILLING-

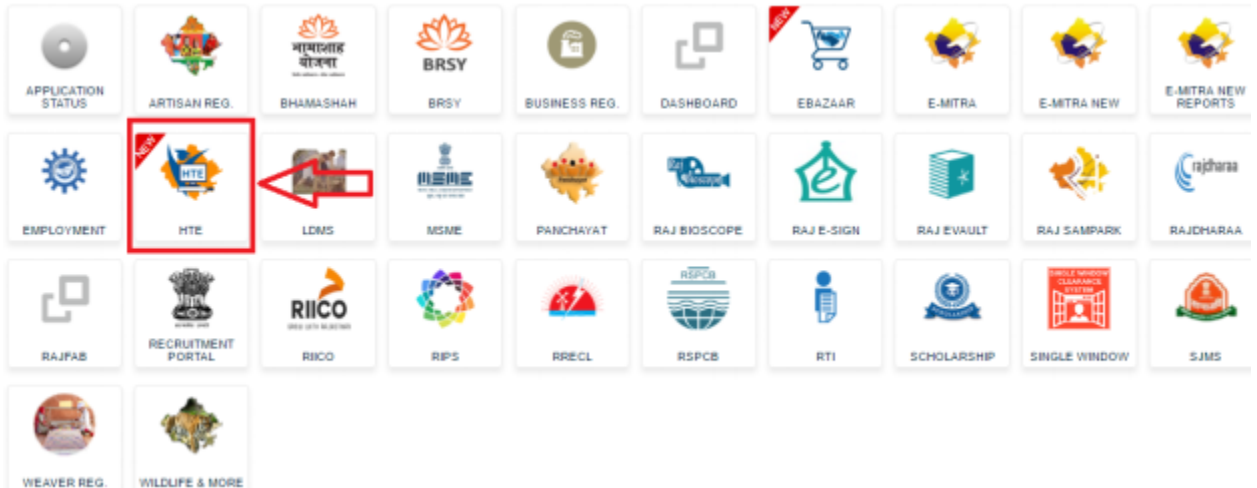
3.1 Login into the application-

- i. College user access the URL- www.sso.rajasthan.gov.in

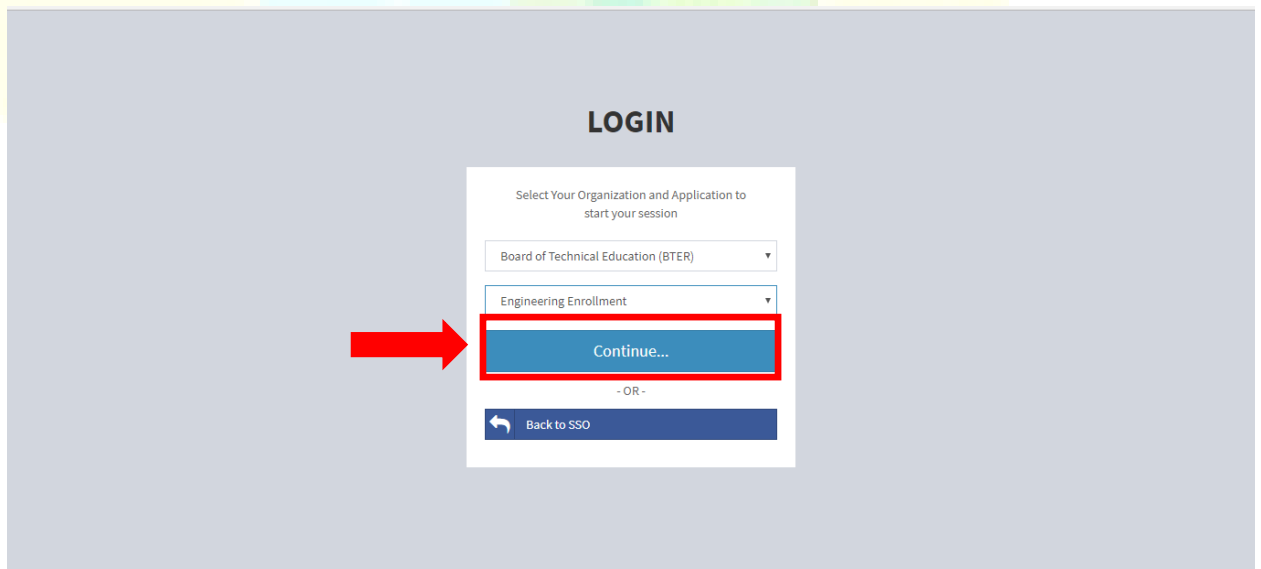


The screenshot shows a web browser window with the URL <https://sso.rajasthan.gov.in/signin>. The page is titled "Rajasthan Single Sign On v6.8" and features a dark blue background with a map of Rajasthan. It includes a "REGISTER" button, a "LOGIN" button, and a "CANCEL" button. A captcha is displayed with the numbers 3, 5, 2, 1, 2, 1. The page also mentions "SKOCH AWARD (GOLD) SMART GOVERNANCE AWARD 2017" and "SECURED 2017-11-24 UTC".

- ii. It will enter its user name and password and click on Login button.
- iii. The system will display the SSO dashboard page.
- iv. Admin will click on “HTE” icon on the dashboard page.




- v. College user will select Organization as “BTER” and application as Engineering-Enrolment and click on continue button. The system will display following page-





3.2 Access the application-

- 1) The college user will click on “More info” button of “Select for Enrolment” tab to view the list of students.

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Dashboard

9

Selected For Enrollment

[More info](#)

0

Submitted

[More info](#)

0

Fee Paid

[More info](#)

0

Eligible For

[More info](#)



- The list of students will be displayed. The college user will click on Edit button to edit the details of students.

Dashboard > Students

Enter Search Criteria
[Download Annexure-2](#)

Mark As

10 Records per page

Name	Father Name	Mother Name	Institute	Branch	Status	Action
<input type="checkbox"/> YASH SHARMA	PRAMOD SHARMA		001-Govt. Polytechnic College, Ajmer	CIVIL ENGINEERING	Submitted	<input type="button" value="Edit"/>
<input type="checkbox"/>	MADAN SINGH		001-Govt. Polytechnic College, Ajmer	ELECTRICAL ENGINEERING	Selected For Enrollment	<input type="button" value="Edit"/>
<input type="checkbox"/> MOHAMMAD MUWAZ KHAN	MADAN KATHAT		001-Govt. Polytechnic College, Ajmer	ELECTRICAL ENGINEERING	Selected For Enrollment	<input type="button" value="Edit"/>

- The college user will update the details of students. After filling the details, it click on “Submit” button. The status of student will change to “Submitted”.



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Edit Student #37699

Dashboard > Students > Edit Student #37699

[Download Enrollment Form](#)

Name: <input type="text" value="Abhishek meena"/>	Gender Name: <input type="text" value="Male"/>
Father's Name: <input type="text" value="Morpal meena"/>	Branch Name: <input type="text" value="CIVIL ENGINEERING (GAS)"/>
Mother's Name:* <input type="text" value="Rajeshwari meena"/>	Category 1:* <input type="text" value="ST"/>
Student's Name in Hindi:* <input type="text" value="अभिषेक मीण"/>	Category 2:* <input type="text" value="OTHER"/>
Father's Name in Hindi:* <input type="text" value="मोरपाल मीणा"/>	Bank Name: <input type="text" value="Enter Bank Name"/>
Mother's Name in Hindi:* <input type="text" value="राजेश्वरी मीणा"/>	Bank IFSC Code: <input type="text" value="Enter Bank IFSC Code"/>
Mobile Number: * <input type="text" value="1234567890"/>	Bank Account: <input type="text" value="Enter Bank Account"/>
Email ID: * <input type="text" value="asd@mail.com"/>	Date of Birth: * (03-14-99) Please Enter date in dd/mm/yyyy format. <input type="text" value="14/03/1999"/>

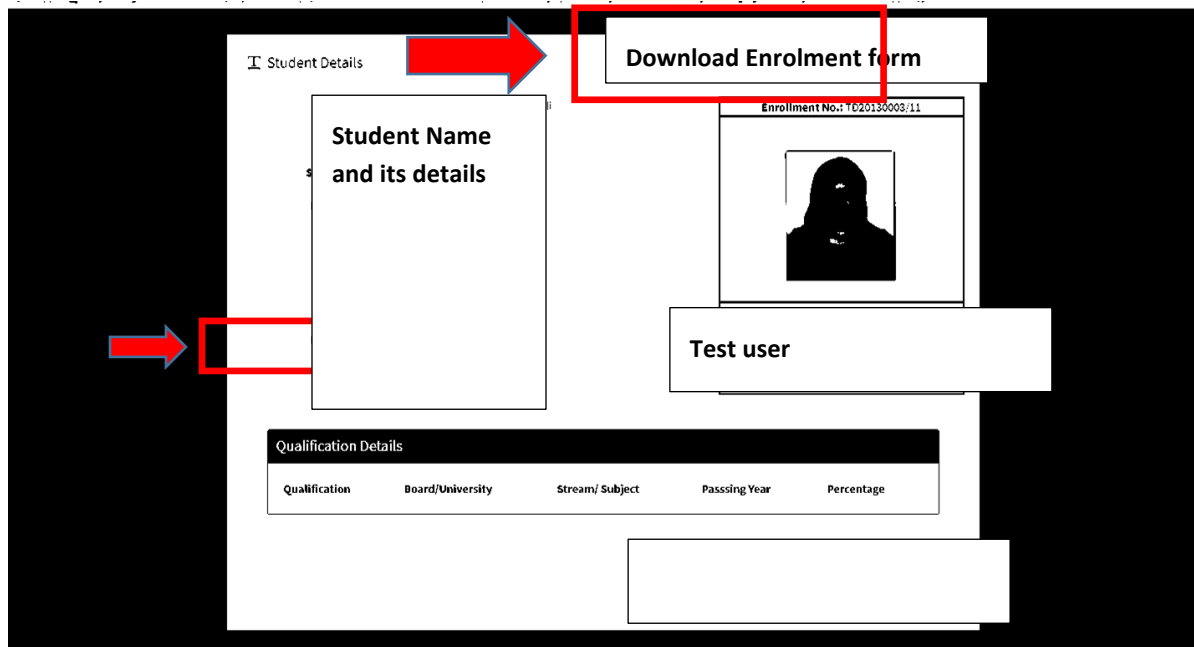
Address:* <input type="text" value="RAILWAY BANGLOW NO L 82 HAJARI BHAG AJMER"/>	Photograph: * <input type="button" value="Choose File"/> No file chosen	Signature: * <input type="button" value="Choose File"/> No file chosen
Aadhar: * <input type="text" value="180018001800"/>	The photograph and signature should of minimum 20 kb and maximum 50 kb size. The photograph and signature should of jpeg/png/gif file type.	
Bhamashah: <input type="text" value="Enter Bhamashah"/>		

Qualification Details Enter Last qualification which make you eligible for enrollment to the program

Qualification	Board/University	Stream/ Subject	Passing Year	Percentage	Document
10th	<input type="text" value="CBSE"/>	<input type="text" value="ALL"/>	<input type="text" value="2015"/>	<input type="text" value="68.4000"/>	<input type="button" value="Choose File"/> No file chosen
12th	<input type="text" value="Select Board"/>	<input type="text" value="Enter Subject/Stream"/>	<input type="text" value="Select Yr"/>	<input type="text" value="Enter Percentage"/>	<input type="button" value="Choose File"/> No file chosen
ITI	<input type="text" value="Enter Board/University Name"/>	<input type="text" value="Enter Subject/Stream"/>	<input type="text" value="Select Yr"/>	<input type="text" value="Enter Percentage"/>	<input type="button" value="Choose File"/> No file chosen
Other	<input type="text" value="Enter University Name"/>	<input type="text" value="Enter Subject/Stream"/>	<input type="text" value="Select Yr"/>	<input type="text" value="Enter Percentage"/>	<input type="button" value="Choose File"/> No file chosen

The file should of minimum 100 KB and maximum 150 KB size. The file should of pdf/jpeg/png/gif file type.

- 4) After the status of student changes to “Submitted”. The college user click on student name and pop-up will be displayed. The college user will click on “Download application form” button. The form will be downloaded. The college user will hand over the downloaded student form for fees to be deposited by the student.



- 5) After the student pay its fee, the status of student changes to “Fee paid”.
- 6) The college user will select only those students which are in “Fee paid” status and these students can be marked as “Enrolled”. The college user will click on “Mark as” button and click on “Enrolled”. System will ask user that if he/she is sure to mark user as “Enrolled” and if he/she clicks Ok then status of students change to “Enrolled”

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Home Students Back To SSO Logout

Students

Dashboard > Students

Enter Search Criteria [Download Annexure-2](#)

Search By Name Search By Mobile Search By Branch

Selected For Enrolment

Search Clear

Mark As 10 Records per page

Enrolled	Father Name	Mother Name	Institute	Branch	Status	Action
<input checked="" type="checkbox"/>	AMIT VAISHNAV	SHRAVAN LAL VAISHNAV	001-Govt. Polytechnic College, Ajmer	CIVIL ENGINEERING	Fee Paid	
<input type="checkbox"/>	ANIL RAWAT	VIJAY SINGH RAWAT	001-Govt. Polytechnic College, Ajmer	CIVIL ENGINEERING	Selected For Enrolment	
<input type="checkbox"/>	ANJALI SAHU	GIRIRAJ	001-Govt. Polytechnic College, Ajmer	CIVIL ENGINEERING	Selected For Enrolment	
<input type="checkbox"/>	ANKUSH ASOPA	PRADEEP KUMAR ASOPA	001-Govt. Polytechnic College, Ajmer	CIVIL ENGINEERING	Selected For Enrolment	
<input type="checkbox"/>	ASHU DHARMA	MUKESH DHARMA	001-Govt. Polytechnic College, Ajmer	CIVIL ENGINEERING	Selected For Enrolment	

