User Manual

For

Administrator's Online Affiliation System

Version 1.0

Bundelkhand University, Jhansi

Designed & Developed By:



Submitted By :

up© esco

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1. Opening Registration form

- Type URL https://www.bujhansi.org in address bar of browser to open website of Bundelkhand University, Jhansi.
- Click on Affiliation link from menu tab
- The browser will display following screen:

| Bundelkhand University Jhansi |
|--|
| ONLINE AFFILIATION SYSTEM |
| You are requested to read the below Government Orders, Terms & Conditions & Checklist and check your eligibility before applying for Affiliation of your College / Institute to Bundelkhand University. |
| > Government Order |
| > Terms & Conditions |
| > Checklist |
| > User Manual for NOC Form Filling |
| Note: The Government Order is also available on Higher Education Website View which may change from time to time. |
| EII hereby confirm that I have read all the Government Orders, Rules & Regulations and Checklist for the Attiliation of my Institute/College with Bundelkhand University, Jhansi and I accept the same. |
| Continue |

Image: Terms and Conditions Screen

- The above screen has following Portable Document File (PDF) to download
 - Government Order
 - Terms and Conditions
 - Checklist
 - User Manual for NOC
- A link is given to user to view Government Order from Higher Education Website
- To continue registration process, a user must accept the declaration given in the form by clicking checkbox

"After clicking 'Continue' button the page will redirect to Registration Form"

2. NOC Registration Form Screen

• The browser will open registration form given as below:

| REGISTRATION FO | OR NOC | | | | |
|-----------------------|-----------------|---------------------------|-----------------|---|------------------------|
| lame of Trust/Society | 1 | Name of Institute/Col | aga : | | |
| Date of Registration | 1 | Registration valid Up | 0 | | |
| Tit Im- | 1 Mt. | | | | |
| First Name | # | Last Name | 3 | | |
| Seeignation | 4 | | | | |
| Noblin No. | ā. | ta Primary Mobile | No.? Add Gancal | | |
| mail Address | 1 | Is PrimaryEmail 6 | Add Cancel | | Fill all the details a |
| Address of Trust/So | ciety | the second react to wrong | | | then clic |
| Address Lise 1 | 1 | Address Line 2 | 1 | | on |
| City | 1 | Pin Code | I. | 1 | REGISTER or RESET |
| State | T Uttar Pradosh | District | , AGRA | | UI KLJLI |
| Address of Propose | d Site | | | | |
| Address Line 1 | 1 | Address Line 2 | - | | |
| Сну | ± | Pin Code | t. | | |
| State | Uttar Prodesh | District | , Banda | | |

Image: Registration form for NOC Screen

3. Field description of Registration form

| Field Name | Description |
|----------------------------|--|
| Name of Trust/Society | Enter Name of Trust/ Society |
| Name of Institute/ College | Name of existing/proposed Institute/College |
| Date of Registration | Date of Registration of Trust/Society * Must be minimum 3 years old to proceed |
| Registration Valid Up to | Date when registration of Trist/Society will expire |
| Title | Title of person who filling the form |
| First Name | First Name of Person who is filling the form |
| Last Name | Last Name of Person who is filling the form |
| Designation | Designation of person in Trust/Society who is filling the form |
| Mobile Number | Mobile number for contact * a user may enter up to 5 mobile numbers, at least one must be declared as primary |
| Email Address | Email Address for contact * a user may enter up to 5 Email addresses, at least one must be declared as primary |
| Address of Trust/Society | |
| Address Line 1 | Enter First line of address |
| Address Line 2 | Enter second line of address |
| City | Enter city |
| Pin Code | Enter PIN Code of city |
| State | Select State. Select Other that Uttar Pradesh if Trust/Society registered from any other district |
| District | Type name of district |
| Address of Proposed Site | |
| Address Line 1 | Enter First line of address |
| Address Line 2 | Enter second line of address |
| City | Enter city |
| Pin Code | Enter PIN Code of city |
| State | Select State |
| District | Select city where Institute/College is exist/proposed |

- A link is given below the form to view terms and condition
- To proceed user must agree term and conditions by clicking checkbox

"After clicking 'Register' button the page will redirect to Payment Page of Registration"

4. NOC Payment Page

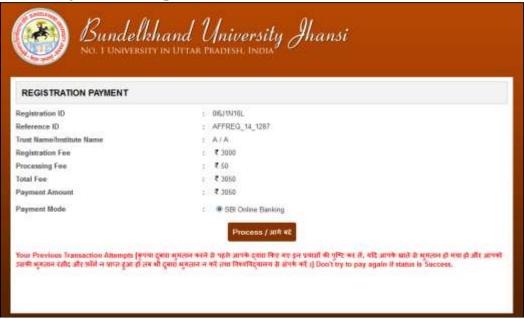


Image: Registration Payment Page

- To precede payment click 'Process' button, page will be redirected to confirm submit page
- Click on Submit Fees button
- The page will be redirected to payment gateway

| NET | BANKING | | CARC | PAYMENTS | |
|-------------------------------|--------------------|---|----------------------------------|---------------------|---|
| State Bank of India | Bank Charges: Nill | 2 | State Bank ATM-cam-Debit Card | Bank Charges: 11.24 | 3 |
| Toro Best of Khanir and Japar | Eans Charges NI | 2 | Other Banks Debit Cardy | Bank Charges: 0.02 | 3 |
| Trans Bank of Hyderabad | Bank Charges: No | | Credit Cards | Bank Charges: 0.02 | |
| Rate Bank of Mysore | Bank Charges: Nil | 2 | OTHER P | AYMENT MODES | |
| State Bank of Patiala | Bank Charges: Nil | | SBI BRANCH | Behk Chargas: Nil | 0 |
| State Bank of Travancore | Bank Charges: Nill | | Other Banks Internet Sanling | Bank Charges: Nil | |

Image: State Bank Multi Option Payment System Screen

- User may pay fees through State Bank Net Banking or by Card Payment, choose as per your convenience
- After successful payment the browser will display the following screen given below:

"Note: a fresh registration will be needed if payment unsuccessful"

5. Mobile and Email Verification

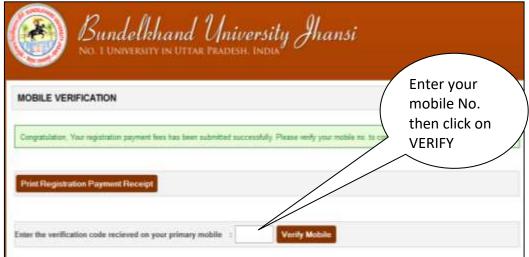


Image: Mobile Verification Page after Successful Payment

- A code will be sent to Mobile number, registered as primary
- Type code into given Mobile verification textbox

"After successful mobile verification, an email activation link will be sent to the email address, registered as primary"

- Click on activation link, page will be redirected to Email Activation Successful page
- After successful email activation a User ID and a Password will be sent to the email address, registered as primary, and a link where user may login to fill-up NOC form. After clicking NOC Login form, browser will display the screen given on the next page

6. Filling NOC Form

| Bundelkh | and Universe College Login | Enter User Name | |
|---|-------------------------------|--|---|
| Login User Name Password Login Reset | | Enter your Password Click to Login or Reset |) |

Image: College Login Form

• Enter User Name and Password provided in email and click Login button. After successful login page will be redirected to Home Page of NOC, as given below:

| | Bundelkhand University in Uttal Pradesh. | rsity Jhansi | |
|---------------|--|---------------------------------|--------|
| Welcome : [12 | 804] BMS COLLEGE | | Lógnat |
| | > Rules and Regulation | > Terms and Conditions | |
| | > Prerequisite For Form Filling | > Instructions For Form Filling | |

Image: Home Page of NOC

• Before Starting:

"Every user must read/ download the prerequisite of form filling for preparation of NOC. All files given in prerequisite must be saved in Computer System used to upload, and information will be ready to enter as per requirement in the form to save time."

• About Working Session:

"Note: Login session is restricted for 20 minutes in idle condition. As user works and action performed by user, the system automatically increases the working session timing; instead a warning message will be displayed when working time span remains 10 minutes."

• About Payment Process:

"The payment process of NOC is initialized only when all the required information of College Profile and Organization Detail is fulfilled. If required information of any page is not given, the payment link will redirect to that particular page.

"The payment Process is same as described earlier, Online Affiliation System track and displays all the success and failed transactions (if any), on the payment page."

• Click Fill NOC Form to continue, page will be redirected to College Profile Page, as given below, containing following links:

| 0 | Home | Navigate to Home Page |
|---|----------------------------|--|
| 0 | Registration Detail | Navigate to Registration Form (Read Only) |
| 0 | College Profile | Navigate to College Profile Form |
| 0 | Organization Detail | Navigate to Organization Detail Form |
| 0 | Payment | To proceed NOC payment |
| | | The link will not work until all information provided to College Profile and Organization Detail |
| 0 | Logout | To logout NOC from Online Affiliation System |
| 0 | Print | This link is enabled only after successful |
| | | Payment, A hard copy of NOC form filed will be printed |

7. College Profile Screen

| Bundelkhand Univer | sity Jhansi | |
|--|--|-------------------------|
| | | |
| Management | straton Details College Profile Digensation Details Parment Logens | |
| COLLEGE PROFILE | | |
| Name of Degree College/Institute | I INSTITUTE OF ENVIRONMENT AND MANAGEMENT | |
| In the Degree College/Institute established? | ○ Yes ○ No | |
| Name of Nearest Railway Station Iron Degree College-Institute | 0 | |
| Distance of Degree College-Institute from the Railway Station (in Ker) | 1 | |
| Distance of Degree-College/Institute from the City (in Ker) | 1 | |
| Type of Degree College | -Select | |
| Category of Degree College/Sestitute | i -Select- | |
| Is Degree College/Institute Registered as Ministry? | 1 O'he Ofe | |
| Authorized as Minority from | t -Salach | |
| | | |
| Registration & Other Details | - | |
| Minority certificate-Document platech PDF Max Size 3 MID | Bases No file selected Upload | |
| | ape in basing antabilished? If YES, then martine the details below | Fill all the |
| To any Degree College located within 15 km of the place where the College | ge is being established? If YE's, their marriers the details betwee | details and |
| Line Cologo/Sulface of Descent of Descent of Descent of Sulface Section (Section 1) (Section 2) (Secti | | upload the |
| | | documents then click |
| | | on SAVE & |
| a set menseum complexities when its to and a strategy repo | and institute/College? IF TES, then mention the details below. $: \odot \gamma_{PS} \odot \gamma_{PS}$ | |
| | Train for Destine (Train for Balance) Bane Destine (Train for Balance) Bane Destine (Train for Balance) Bane Destine (Train for Bane) Bane (Bane Destine) Bane (Bane D | PROCEED or RESET |
| | | |
| Keiging is view, the existing college, the need for Higher Education net | naie unfulfilled in the particular field of education? O Yus O Ya | |
| If a new Degree College is opened in the proposed site, will a minimum new College, without any adverse inquest on the approved student intuit WIII 60 students at the undergraduate level and 45 students at the postgr Degree Colleges of the area siter approval of 46 students at the postgr Degree Collegest of the area siter approval of 46 students at the new count lance of Coursett) for which 40C is sought | a is the courses being run in the existing Degree Colleges? | |
| WE Counted Intering by Still City's City's under Linus Spectra | Second Carter | |
| SA SCOM SHIELD S SECON SHIELD S SECON SHIELD S SECON SHEELD S SECON SHEELD S SECON S S S S S S S S S S S S S S S S S S S | | |
| Select Course (4) | | |
| In the Degree College being ran since previous semiim(s)? Namber of tabjectnicsenses at Undergraduate Postgraduate level and the duratio | \sim 0.745 \odot Ne at since when itsuccing is being dote and the number of students is each cauche | |
| Rame of courses Catagory (SUP); Second ance when the Co | ing to being three (in years) Resident of Stationes. Percentage of Read IN | |
| Description of the leachers appointed in courses being ran earlier, with they eligit | Add | |
| None of Teacher Eligibility-Deathcatum | Surface of Aggusterment Courter Modele No. * | |
| | Select- | |
| Som & P | Proceed Reset | |

Image: College Profile Page

8. Field Description of College Profile

| Field Name | Description |
|--|---------------------------------------|
| Name of Degree College/Institute | Carried from Registration Details |
| Is the Degree College/Institute established? | Select Yes or No |
| Name of Nearest Railway Station from | Enter Name of Nearest Railway |
| Degree College/Institute | Station |
| Distance of Degree College/Institute from the | Enter Distance of Degree |
| Railway Station (in Km) | College/Institute from the Railway |
| | Station (in Km) |
| Distance of Degree College/Institute from the | Enter Distance of Degree |
| City (in Km) | College/Institute from the City (in |
| | Km) |
| Type of Degree College | Selection from List Aided or SFS |
| Category of Degree College/Institute | Selection from List, Women or Co- |
| | education |
| Is Degree College/Institute Registered as | Select Yes or No |
| Minority? | |
| Authorized as Minority from | Select from List |
| Registration & Other Details | Enter minority registration and |
| | other detail |
| Minority certificate/Document | Uploaded Minority certificate/ |
| | Document |
| Is any Degree College located within 15 km of | Select Yes or No |
| the place where the College is being | |
| established? | |
| Full Name of College/Institute | Enter full name of College/ Institute |
| Affiliated from (Name of University) | Enter Name of University |
| Distance from the existing/proposed college | Enter Distance from the |
| (in Km) | existing/proposed college (in Km) |
| Distance from the Railway Station (in Km) | Enter Distance from the Railway |
| | Station (in Km) |
| Distance from the Bus Stand (in Km) | Enter Distance from the Bus Stand |
| | (in Km) |
| Name of Course(s) running in | Enter Name of Course(s) running in |
| Institute/Colleges | Institute/Colleges |
| Is any Intermediate College located within 15 | Select Yes or No |
| km area of existing/proposed | |
| institute/College? | |
| Full Name of Intermediate College | Enter Full Name of Intermediate |
| $A f C^{1} = \{ a \in \mathcal{L} : a \in \mathcal{D} \}$ | College |
| Affiliated from (Board) | Enter Affiliated from (Board) |
| Distance from the existing/proposed college | Enter Distance from the |
| (in Km) | existing/proposed college (in Km) |
| Distance from the Railway Station (in Km) | Enter Distance from the Railway |
| $\mathbf{D}_{\mathbf{r}}^{\mathbf{r}} = \mathbf{f}_{\mathbf{r}} + \mathbf{f}_{\mathbf{r}} + \mathbf{f}_{\mathbf{r}} = \mathbf{f}_{\mathbf{r}} + \mathbf{f}_{\mathbf$ | Station (in Km) |
| Distance from the Bus Stand (in Km) | Enter Distance from the Bus Stand |
| Name of Course(a) manain a in | (in Km) |
| Name of Course(s) running in | Enter Name of Course(s) running in |

| Field Name | Description |
|--|-----------------------------|
| Institute/Colleges | Institute/Colleges |
| Keeping in view, the existing college, the | Select Yes or No |
| need for Higher Education remain unfulfilled | |
| in the particular field of education? | |
| If a new Degree College is opened in the | Select Yes or No |
| proposed site, will a minimum of 100 students | |
| be available in the first year in the proposed | |
| new College, without any adverse impact on | |
| the approved student intake in the courses | |
| being run in the existing Degree Colleges? | |
| Will 60 students at the undergraduate level | Select Yes or No |
| and 40 students at the postgraduate level be | |
| available without any adverse impact in other | |
| Degree Colleges of the area after approval of | |
| affiliation of the new course in the existing | |
| college? | |
| Selected Course | Selection from List Box |
| Is the Degree College being run since | Selection from Radio Button |
| previous session(s)? | |
| Name of courses | Enter by User |
| Category (UG/PG) | Selection from Radio Button |
| Session since when teaching is being done (In | Enter by User |
| years) | - |
| Number of Students | Enter by User |
| Percentage of Result (%) | Enter by User |

• After filling up above information click Save and Proceed. Page will be redirected to Organization Detail, as given below:

9. Organization Detail Screen

| 80.11 | ndolkhand Univer. | DIA | | | |
|---|--|---|--|-------------------------------------|------------------------------------|
| Welcome : (1066) Institu Vanagement | te of Environment and | tramon Datable College Prote | Concentrations Free | | |
| ORGANISATION DETA | 4.8 | | | | |
| Name of Operating | - INSTITUTE OF ENVIRONMENT AND N | Types of Operating | - Balan- | 121 | |
| Trust Toolarly Depiremites status of | 11 | Organization | | 151 | |
| Society/Trust | - Negistered - | Registered With | - Trier | (5) | |
| Date of Regentration | × [16/06/0110 | Registration valid Lipse | 1 SUMMER IN | | |
| tize 5 580) | Settlikane of Society/Societ Shitack POF Man | - Binnen Ito to serviced | | Clateral | |
| Address of Trust/Socie | ty | | | | |
| Address | BETHND GAVKTREMANDER | | | | |
| firmers/Willinger | Cecares model | State | LINTAR PRADESPI | 3 | |
| Diserton | LINNING | Phy Code | 225001 | 1 | |
| \$10 Cards | | Lamiline Plans No. | (4) | | |
| Fies No. | | Website | 1 | 1 | |
| ounder Member Detail | | | | | |
| Time Passadar D | ander Some Transaction of Street, Stre | senter Barrison's Bartison' The | Trainer Street or other | | |
| | | | Person | | |
| Salact (| allt it. | | | 111 | |
| or adding Active and Life (| Monthey of Transforciety Approved by Bagiste | ac all Society/Competents | Dial R. Piercia | | |
| | | | | | Fill all the |
| insurces of Income of the Sc | ciety/Tout managing the Degree College/In | ditute | | | details an |
| rinual incame in prev | ious three years of the Society/Trust | managing the Degree Co | slege/metitubor. Duty verif | heat by | upload th |
| ources of income in t | he previous three years of the Bocie | ty/Trust managing the De | gree College/Institution | and the | |
| New 1 - (200) | he previous three years of the Bocie domail image (R. is inc) | ty/Trust managing the De | | Explored Explored | then click |
| Year 1 - (200) | Annual Income (Re. in Sec) | (december) has been assured | 16 16 | Elphonet Elphonet | then click |
| Team 1 + (2011) | Annual income (Ro. in Inc) | | 48 44 | Edgeboard Edgeboard Edgeboard | then click on SAVE & PROCEED |
| Year 1 2001 Year 2 2002 Year 3 2003 year 4 2003 | Annual incume (Rs. in Inc) + | Amazani, In Tre surret Denman, Inference Bernand, Net Vie surret Bernand, Vie Vie surret Amazani, Vie Vie surret Amazani, Viet Mare Surr & Mill | 48 44 | Edgeboard Edgeboard Edgeboard | then click on SAVE & |
| Years 1 2001 Years 2 2002 Stars 2 2003 antered proof of the sectors. 2 Wears 3 4 the sectors. Wears 4 2 Wears 5 2 Wears 4 3 Wears 5 3 Wears 5 3 Wears 5 3 Wears 6 3 Wears 7 3 Wears 7 4 Wears 7 4 | Annual income (Ro. in Inc) | Annual Information States | 48 44 | Edgeboard Edgeboard Edgeboard | then click on SAVE & PROCEED |
| Yeas 1 = 2007 | Annual income (No. in Inc) | Browne, The Yes execution Browne, Net Yes execution Browne, Net Yes execution Browne, Yes Yes execution Account #100 Comparison of Author March #100 mer #55C Cashe Marce of Augmented architect | eli eli (fig) and the suscess of income i [| Edgeboard Edgeboard Edgeboard | then click on SAVE & PROCEED |
| Vess 1 + 2001 | Annual income (Ro. in Inc) | Annexes, Inc. Yes secure Annexes, Inc. Yes secure Annexes, Yes Yes secure Annexes, Yes Yes secure Annexes, Yes Yes Songerbert Author Annexes Annexes Annexes Approxem Approx | eli eli eli eli eli eli eli eli eli eli | Edgeboard Edgeboard Edgeboard | then click on SAVE & PROCEED |
| Yeas 1 = 2007 | farmel income (Rs. in Inc) | Amazan, Ito Ye concel Amazan, Ito Ye concel Amazan, Ito Ye concel Amazan, Ye Ye concel Amazan, Ye Ye San Ye Andrew Market POP Mar Shar Ye Mills Market North Ho San Ye Mar Portainen Amazan at CCTV concerner Portainen | eli eli eli eli eli eli eli eli eli eli | Edgeboard Edgeboard Edgeboard | then click on SAVE & PROCEED |
| Verse 1 = 2002 | Annual income (Ro. in Inc) Control of the second s | Brown, In Tre second Brown, Inte Tre second Brown, Net We enter Brown, Net We enter Brown, Yehr He enter | ell eff eff off and the surrow of interest a a a a | Edgeboard Edgeboard Edgeboard | then click on SAVE & PROCEED |
| Veen 1 = 2007 | Annual income (Ro. in Inc) Control of the second s | Brown, In Tre second Brown, Inte Tre second Brown, Net We enter Brown, Net We enter Brown, Yehr He enter | ell eff eff off and the surrow of interest a a a a | Edgeboard Edgeboard Edgeboard | on SAVE & PROCEED |
| Veen 1 = 2007 | Annual income (Ro. in Inc) Control of the second s | Brown, In Tre second Brown, Inte Tre second Brown, Net We enter Brown, Net We enter Brown, Yehr He enter | ell eff eff off and the surrow of interest a a a a | Edgeboard Edgeboard Edgeboard | then click on SAVE & PROCEED |
| Yeas 1 = 2007 | Annual income (Ro. in Inc) Control of the second s | Brown, In Tre several Brown, Inc Yes several Brown, Yes Yes several Brown, Yes Yes several Brown, Yes Yes several Accountrated Comparison Auditor Addition Yes Yes Song Yes Song Yes Brown Adaption the other plan Providence of CCTV canners propried constructed building | ell eff eff off and the surrow of interest a a a a | Edgeboard Edgeboard Edgeboard | then click on SAVE & PROCEED |
| Yeas 1 = 300 | Annual income (Ro. in Inc) Control of the second s | Brown, In Tre several Brown, Inc Yes several Brown, Yes Yes several Brown, Yes Yes several Brown, Yes Yes several Accountrated Comparison Auditor Addition Yes Yes Song Yes Song Yes Brown Adaption the other plan Providence of CCTV canners propried constructed building | ell eff eff off and the surrow of interest a a a a | Edgeboard Edgeboard Edgeboard | then click on SAVE & PROCEED |
| Yees 1 + 2007 | Annual income (Ro. in Inc) Control of the second s | Annument In The second International In | ell eff eff off and the surrow of interest a a a a | Edgeboard Edgeboard Edgeboard | then click on SAVE & PROCEED |
| Yees 1 + 2001 | Annual income (Ro. in Inc) | Annexe, he for event Annexe of Approval authors Annexe | eff eff eff eff eff and the summers of linearne i and and billion of the summers of linearne i and and and billion of the summers of linearne i and and and billion of the summers of linearne i and and and and and and and and | Explored Apriced Apriced | then click on SAVE & PROCEED |
| Yees 1 = 2001 | Annual income (Ro. in Inc) Control of the second s | Alternative Text Section 1 and | eff. | Explored Aptional Actional | then click on SAVE & PROCEED |
| Veen 1 = 2007 | Annual income (Ro. in Inc) | | eff. | Explored Aptional Actional | then click on SAVE & PROCEED |
| New 1 = 2007 | Annual income (Re. in Inc) | | ent | Explored Aptional Actional | then click on SAVE & PROCEED |
| New 1 = 2001 | Annual income (Rs. in Inc) Annual Income (Rs. in | | ent | Explored Aptional Actional | then click on SAVE & PROCEED |
| New 1 = 2007 | Annual income (No. in Inc) | | ent | Explored Aptional Actional | then click on SAVE & PROCEED |
| Veen 1 = 2007 | Annual income (Re. in Inc) | | ent | Explored Aptional Actional | then click on SAVE & PROCEED |
| Year 1 = 2007 | Annual income (No. in Inc) | Emmony: Ten Yer connect Emmony: Ten Yer connect Emmony: Yer Yer connect Emmony: Yer Yer connect Emmony: Yer Yer connector Action research Emmony: Yer Yer connector Emmony: Yer Yer connector Proceedings of the connector Proceeding connector Proceeding connector South | ent | Explored Aptional Actional | then click on SAVE & PROCEED |
| Veen 1 = 2007 | Annual income (Re. in Inc) | Emmony: Ten Yer connect Emmony: Ten Yer connect Emmony: Yer Yer connect Emmony: Yer Yer connect Emmony: Yer Yer connector Action research Emmony: Yer Yer connector Emmony: Yer Yer connector Proceedings of the connector Proceeding connector Proceeding connector South | ent | Explored Aptional Actional | then click on SAVE & PROCEED |
| Yees 1 = 2007 | Annual income (No. in Inc) | Annual In The second and here the second and the second and here there the second and here the second and here the second | ent | Explored Aptional Actional | then click on SAVE & PROCEED |
| Year 1 = 2007 | Annual income (No. In Inc) | Brown, In Tre second Brown, Inc. Tre second Brown, Inc. Tre second Brown, Inc. Tre second Brown, Inc. Second activity Book Stormer Historie of Approximation activity Book Stormer Historie of Approximation activity Book Stormer Brown, Inc. Second activity Book Stormer West South | ent | Explored Aptional Actional | then click on SAVE & PROCEED |
| Team 1 = 2001 | Annual income (No. in Inc) Annual income (No. inc) Annual income (N | Brown, In Tre second Brown, Inc. Tre second Brown, Inc. Tre second Brown, Inc. Tre second Brown, Inc. Second activity Book Stormer Historie of Approximation activity Book Stormer Historie of Approximation activity Book Stormer Historie of Comparison activity Book Stormer Historie of the Internet Store Store Historie of the Internet Store Downer, Int. Not Storescenarie Historie Internet Historie Int | ent of the summer of latitudes in a summer of | Explored Aptional Actional | then click on SAVE & PROCEED |
| Veen 1 = 2000 | Annual income (No. in Inc) | Emmony: In the research | end end end flags and the summary of laterates is and and and backgroup of the summary of laterates is and and and and and and and and | Explored Aptional Actional | then click on SAVE & PROCEED |

Image: Organization Detail Form Screen

10. Field Description of Organization Detail

| Field | Remarks | | | | | | | |
|---|--|--|--|--|--|--|--|--|
| Name of Degree Operating Trust/ Society | Carried from Registration Details | | | | | | | |
| Type of Organization | Select from the list | | | | | | | |
| Registration Status of Trust/ Society | Non Editable | | | | | | | |
| Registered With | Carried from Registration Details | | | | | | | |
| Date of Registration | Carried from Registration Details | | | | | | | |
| Registration Valid Up to | Carried from Registration Details | | | | | | | |
| | Upload Latest Registration Certificate of | | | | | | | |
| Upload Latest Registration Certificate of | Trust/ Society using <i>Browse</i> Button then | | | | | | | |
| Trust/ Society (Max Size 5 MB) | click Upload | | | | | | | |
| Address | Carried from Registration Details | | | | | | | |
| Town/Village | Carried from Registration Details | | | | | | | |
| State | Carried from Registration Details | | | | | | | |
| District | Carried from Registration Details | | | | | | | |
| Pin Code | Carried from Registration Details | | | | | | | |
| STD Code | Enter STD Code of City/Town | | | | | | | |
| Landline Phone No | Enter Landline Phone Number | | | | | | | |
| Fax No | Enter Fax Number | | | | | | | |
| Website | Enter Website URL | | | | | | | |
| Founder Member Details | | | | | | | | |
| Title | Select Title of Founder Member | | | | | | | |
| Founder Member Name | Enter Name of Founder Member | | | | | | | |
| Founder Member's Father Name | Enter Father Name of Founder Member | | | | | | | |
| Founder Member's Mother Name | Enter Mother Name of Founder Member | | | | | | | |
| Founder Member's Designation | Enter Designation of Founder Member | | | | | | | |
| | Enter Mobile Number of Founder | | | | | | | |
| Mobile No. of Contact Person | Member | | | | | | | |
| | Enter Email Address of Founder | | | | | | | |
| Email | Member | | | | | | | |
| For adding Active and Life Member of Tru | st/Society Approved by Registrar of | | | | | | | |
| Society/Competent Authority : Click on Cl | | | | | | | | |
| Popup to enter Active and Life Members D | Detail | | | | | | | |
| Member Name | Enter Name of Member | | | | | | | |
| Father's Name | Enter Father Name | | | | | | | |
| Mother's Name | Enter Mother's Name | | | | | | | |
| Membership Type | Select from List | | | | | | | |
| Contact Number | Enter Contact Number | | | | | | | |
| Email | Enter Email Address | | | | | | | |
| Sources of Income of the Society/Trust | Enter Source of Income of Trust/ | | | | | | | |
| managing the Degree College/Institute | Society | | | | | | | |
| Annual income in previous three years of t | | | | | | | | |
| College/Institution Duly verified by Regist | ered Chartered Accountant/ Competent | | | | | | | |
| Authority | | | | | | | | |
| | Enter amount of given year in Lacs and | | | | | | | |
| Annual income (Rs. in lac) Year 1 | upload the proof | | | | | | | |
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| Field | Remarks |
|---|---|
| Annual income (Rs. in lac) Year 2 | Enter amount of given year in Lacs and upload the proof |
| Annual income (Rs. in lac) Year 3 | Enter amount of given year in Lacs and upload the proof |
| PAN No. of Trust/Society or Founder Member | Enter PAN of Trust/ Society |
| Bank Name | Enter name of Bank |
| Primary Bank Account No. | Enter Bank Account Number |
| IFSC Code | Enter IFSC Code of Branch |
| Site plan (Showing Sazra no.) approved by | Select from List |
| Name of Approved architect who | Enter Name of Approved architecture |
| designed the site plan | designed the site plan |
| Building plan Approved from | Select from the list |
| Provision of CCTV camera in proposed constructed building | Select Yes or N0 |
| Situation around 20 mater of site plan | Situation around site plan in all four |
| Situation around 30 meter of site plan | directions, enter details |
| Is site plan situated in village? | Select Yes or No |
| Proposed site plan design (Attach pdf | Upload |
| Max Size 5 MB) | Opioad |
| Form/Certificate 143-Residential/Non- | |
| Agriculture land (Attach PDF Max Size 5 MB) | Upload |

| Form/Certificate 176-joint Certification (Attach PDF Max Size 5 MB) | Upload |
|--|--------|
| Khasra-Khatauni duly verified by the Tehsildar/SDM/ADM (Attach pdf Max Size 5 MB) | Upload |
| Nazri Naksha (Attach PDF Max Size 5 MB) | Upload |
| Image of Road connecting to existing/proposed site showing existing width of approach road (Attach JPEG/JPG Max Size 5 MB) | Upload |
| Certificate of firefighting from the competent authority as per NBC (National Building Code) (Attach PDF Max Size 5 MB) | Upload |
| Structural Design by a qualified structural Engineering for the proposed building showing details on MAP as per NBC(National Building Code) (Attach PDF Max Size 5 MB) | Upload |

11. Click Save and Proceed to continue Payment

"Note: After successful NOC payment (Final Submit), all the fields of College Profile and Organization Details will be freezed for NOC verification from the Bundelkhand University, Jhansi, so make sure that all entries are fulfilled correctly before Final Submit"

12. Reports and Print Outs

- Registration Payment Receipt: after successful payment of registration
- NOC Payment Receipt: after successful payment of NOC
- NOC Report

Login to University Management System

- Open University Management System by typing https://ums.bujhansi.org/bujhansi lms in browser
- Login page will be open, as given below:



Image: University/College UMS Login Screen

- Type your User Name and Password and click Login button
- The University Management System will open, the interactive screen is given below:

13. Dashboard

Steps :

• Dashboard looks like this:-Click on Affiliation tab Welcome, Omni Net . 1 -1 1 2 \leq C 1 -0 * --

Image: Dashboard

- Click Affiliation Tab, page will be navigated to Affiliation Module.
- The Affiliation Module screen is given below:

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• Click on NOC List of Old Colleges for B.Ed. Tab.

14. NOC List of Old Colleges for B.Ed. Form

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Image: NOC List of Old Colleges for B.Ed.

- Type **Name of Institute/College** and Click on **Search** Button to Search the record.
- Click on **College with Affiliation fee Tab**.

15. College with Affiliation Fee

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| | 3.0 | 3477 | DR RAM NANDHAR LOHIN MY WITH LASS | 75000 | Hain Course |

Image: College with Affiliation Fee

- Type Name of Institute/College and Click on Search Button to Search the record.
- Click on **Registration Report Tab**.

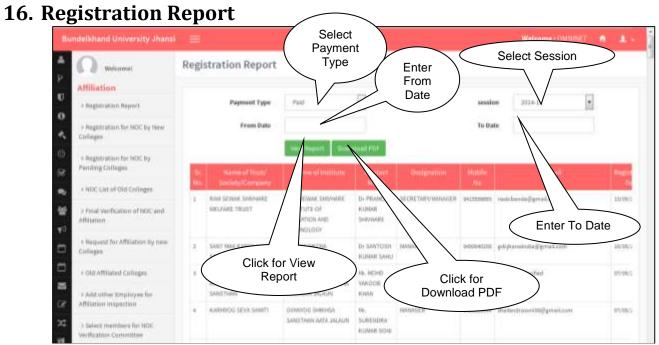


Image: Registration Report

- Select Type and Click on **View Report** Button to View the record.
- Click on **Registration for NOC by New Colleges Tab**.

| . Registration fo | or NOC by New Colleges | Click On Search Button |
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Image: Registration for NOC by New Colleges

- Type Name of Institute/College and Click on Search Button to Search the record.
- Click on **Registration for NOC by Pending Colleges Tab**.

18. Registration for NOC by Pending Colleges

| Enter Name of Institute/College | Requ | est for NOC | by Pendin | g Colle | ge | From Date | To Date | Enter To Date | - | ick for earch |
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Image: Registration for NOC by Pending Colleges

- Type **Name of Institute/College** and Click on **Search** Button to Search the record.
- Click on NOC List of Old Colleges Tab.

| 19. NO | C List of Old | l C | olle | eges | | | | \langle | Click for Search |
|----------|---|--------|------------|--|---------------------------------------|--------------------------|------------------|--|----------------------|
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Image: NOC List of Old Colleges

- Type **Name of Institute/College** and Click on **Search** Button to Search the record.
- Click on Final Verification of NOC and Affiliation Tab.

20. Final Verification of NOC and Affiliation

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Image: Final Verification of NOC and Affiliation

• Click on **Request for Affiliation by New Colleges Tab**.

21. Request for Affiliation by New Colleges Form

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Image: Request for Affiliation by New Colleges

• Click on **Old Affiliated College Tab**.

22. Old Affiliated College

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Image: Old Affiliated College

• Click on Add Other Employee for Affiliation Inspection Tab.

23. Add Other Employee for Affiliation Inspection Form

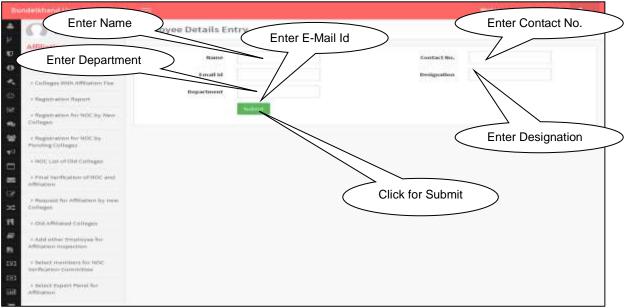


Image: Add Other Employee for Affiliation Inspection

- In this section, **Administrator** will fill the required details of **Employee** and Click on **Submit** button to add the Record.
- Click on Select Members for NOC Verification Committee Tab.

24. Select Members for NOC Verification Committee Form

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| | 34 | 111 | 81,7,8,008 | TR. DHIHMENDRA BADAL | Assistant Peakempt | INSTITUTE OF MASIC MORNER IDERMITMENT OF HATHEMATICAL | |

Image: Select Members for NOC Verification Committee

- In this section, **Administrator** will fill the required details and Click on **Search Employee** button to Search the Record.
- Click on Select Expert Panel for Affiliation Tab.

25. Select Expert Panel for Affiliation Form

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Image: Select Expert Panel for Affiliation

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