Bundelkhand University, Jhansi

User's Guide
Online Affiliation System
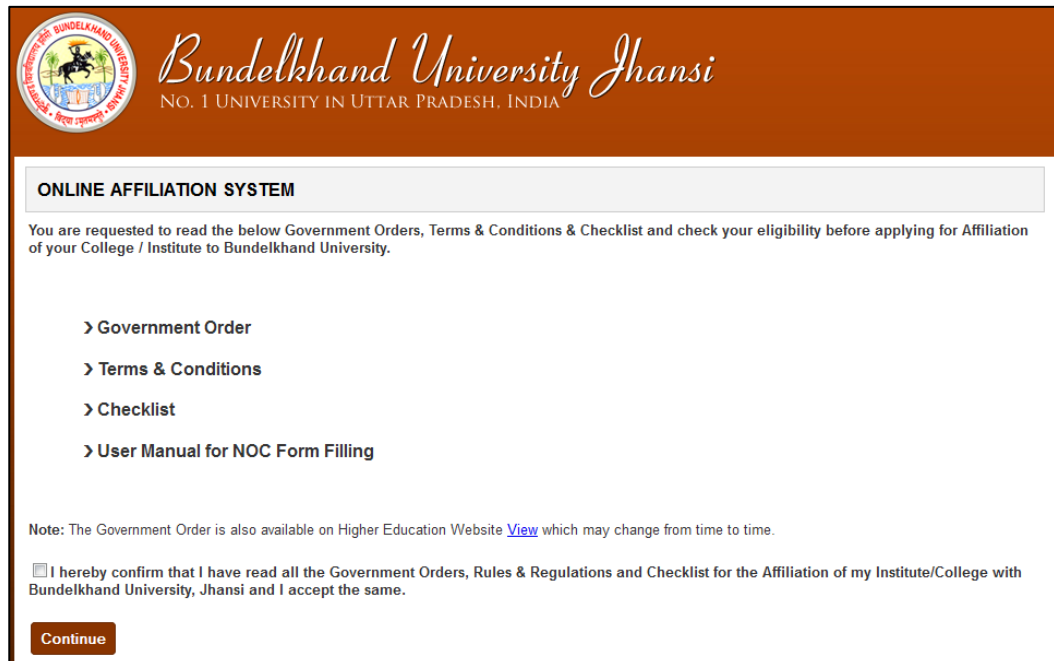
Contents

Instructions for using Online Affiliation System

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:

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"

NOC Registration Form Screen

- The browser will open registration form given as below:

Image: Registration form for NOC Screen

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 three 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 filling the form
Last Name	Last Name of Person who filling the form
Designation	Designation of person in Trust/Society who 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"
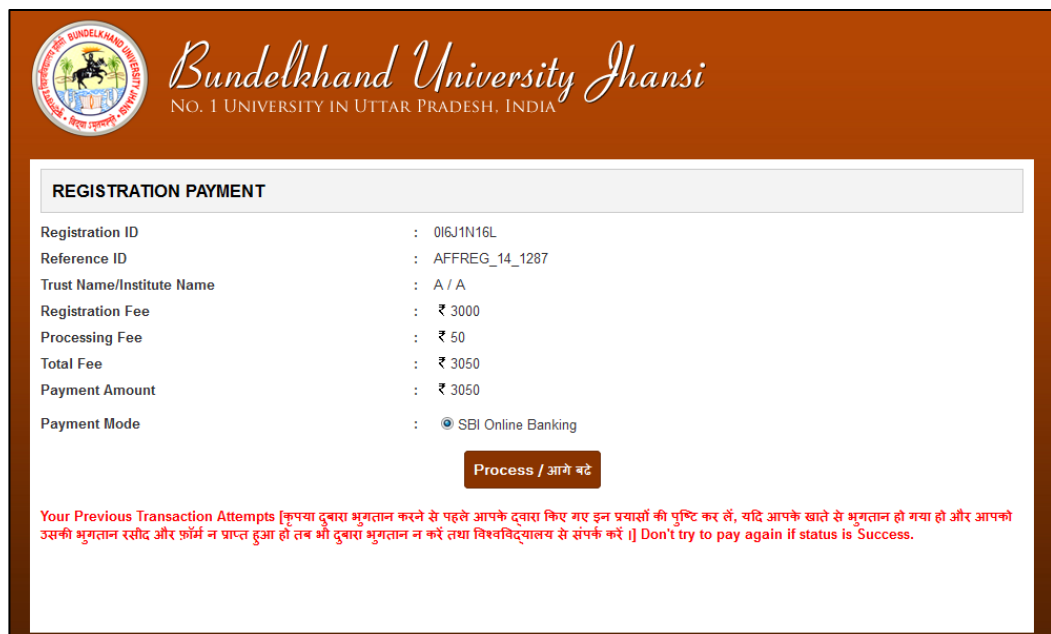
NOC Payment Page

Image: Registration Payment Page

● To precede payment click Proceed button, page will be redirected to confirm submit page
● Click on Submit Fees button
● The page will be redirected to payment gateway

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*"

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 below

Filling NOC Form

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:

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 to 20 minutes in idle condition, as work and action performed by user, the system automatically increases the session timing, instead a warning message will be displayed when working time spam remain 10 minutes."

About Payment Process:

"The payment process of NOC 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 above, instead 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:

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

College Profile Screen

Image: College Profile Page

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 Degree College/Institute	Entered Name of Nearest Railway Station
Distance of Degree College/Institute from the Railway Station (in Km)	Entered Distance of Degree College/Institute from the Railway Station (in Km)
Distance of Degree College/Institute from the City (in Km)	Entered Distance of Degree 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 Minority?	Select Yes or No
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 the place where the College is being established?	Select Yes or No
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 (in Km)	Enter Distance from the 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 Institute/Colleges	Enter Name of Course(s) running in Institute/Colleges
Is any Intermediate College located within 15 km area of existing/proposed institute/College?	Select Yes or No
Full Name of Intermediate College	Enter Full Name of Intermediate College
Affiliated from (Board)	Enter Affiliated from (Board)
Distance from the existing/proposed college (in Km)	Enter Distance from the 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 Institute/Colleges	Enter Name of Course(s) running in Institute/Colleges
Keeping in view, the existing college, the need for Higher Education remain unfulfilled in the particular field of education?	Select Yes or No
If a new Degree College is opened in the 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?	Select Yes or No
Will 60 students at the undergraduate level 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?	Select Yes or No
Selected Course	Selection from List Box
Is the Degree College being run since previous session(s)?	Selection from Radio Button
Name of courses	Entered by User
Category (UG/PG)	Selection from Radio Button
Session since when teaching is being done (In years)	Entered by User
Number of Students	Entered by User
Percentage of Result (%)	Entered by User

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

Organization Detail Screen

Image: Organization Detail Form Screen

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 Trust/ Society (Max Size 5 MB)	Upload Latest Registration Certificate of Trust/ Society using *Browse* Button then 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
Mobile No. of Contact Person	Enter Mobile Number of Founder Member
Email	Enter Email Address of Founder Member
For adding Active and Life Member of Trust/Society Approved by Registrar of Society/Competent Authority : Click on Click Here Link, this will open additional Popup to enter Active and Life Members 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 managing the Degree College/Institute	Enter Source of Income of Trust/ Society
Annual income in previous three years of the Society/Trust managing the Degree College/Institution Duly verified by Registered Chartered Accountant/ Competent Authority	
Annual income (Rs. in lac) Year 1	Enter amount of given year in Lacs and upload the proof
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 designed the site plan	Enter Name of Approved architecture 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 30 meter of site plan	Situation around site plan in all four directions, enter details
Is site plan situated in village?	Select Yes or No
Proposed site plan design (Attach pdf Max Size 5 MB)	Upload
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 fire fighting 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

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 freeze for NOC verification from the Bundelkhand University, Jhansi, so make sure that all entries are fulfilled correctly before Final Submit"

Reports and Print Outs

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