

# NOC Application- New College

**Directorate of Technical Education**



## **User Manual for NOC Application**



RajCOMP Info Services Ltd.  
(formerly RajCOMP)  
(A Government of Rajasthan Undertaking)

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## 1. Introduction

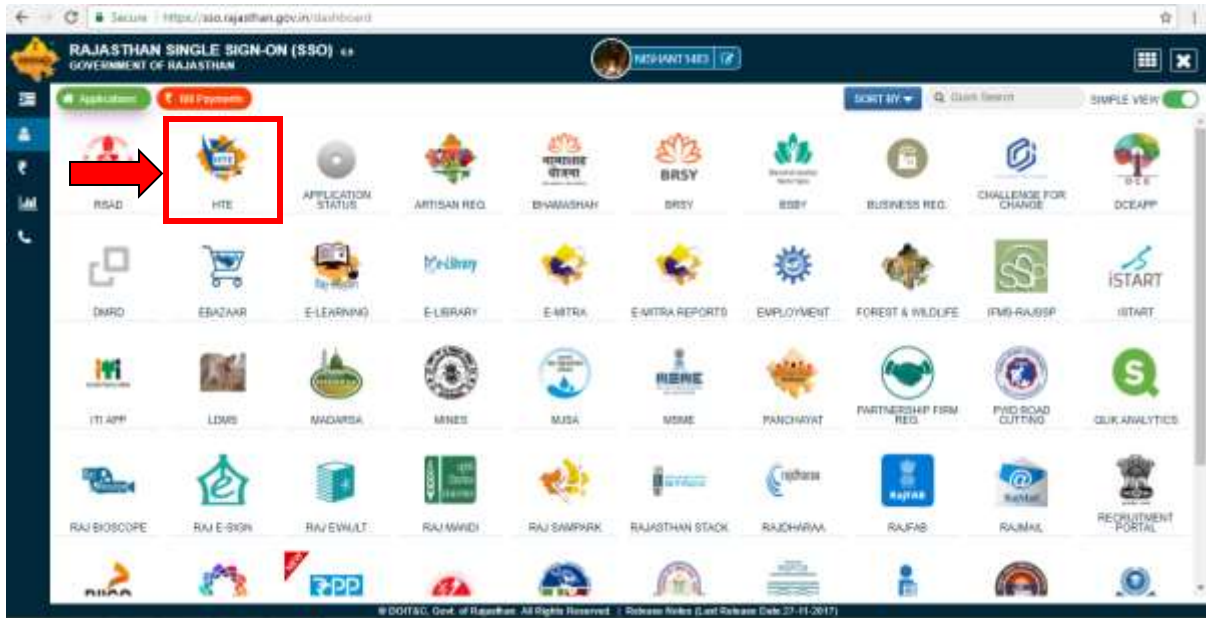
This manual is the primary reference for application of No Objection Certificate (NOC) by colleges. The NOC will be issued by Directorate of Technical Education (DTE). The purpose of this manual is to introduce the system to the college user and to provide sufficient details so that as users progress through the manual they gain a full understanding of how to apply for NOC.

## 2. How to Login?

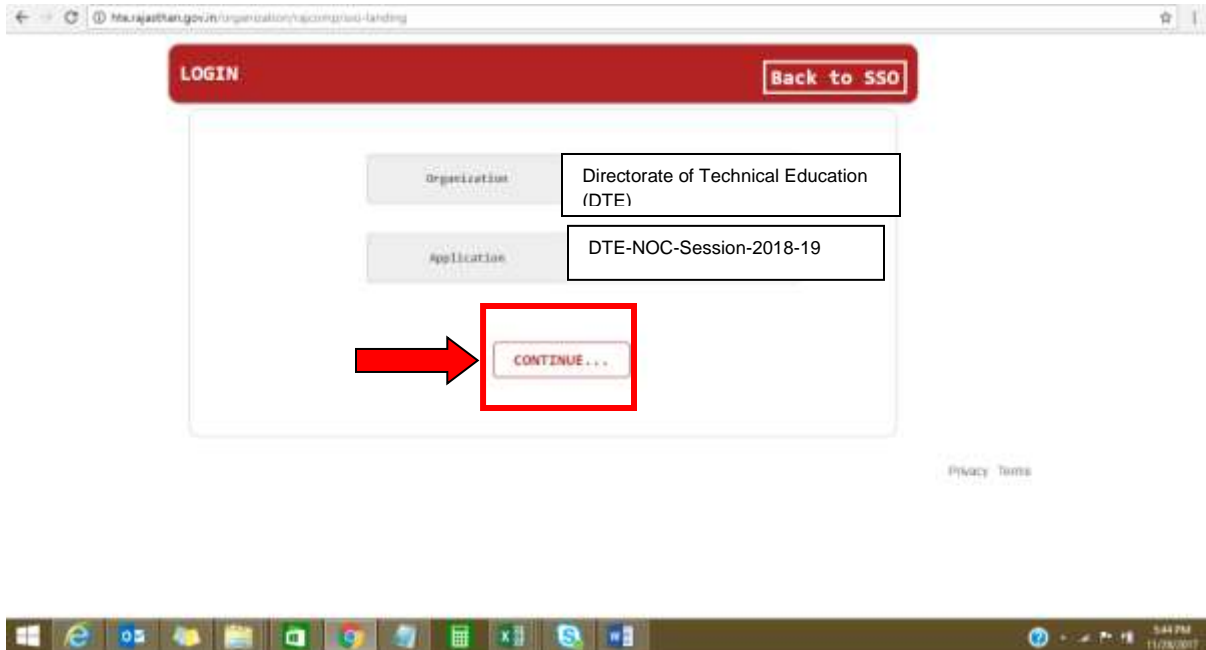
1. The user will access SSO through following URL- <https://sso.rajasthan.gov.in/signin>
2. Enter credentials (Username & Password) and click on '**Login**'.



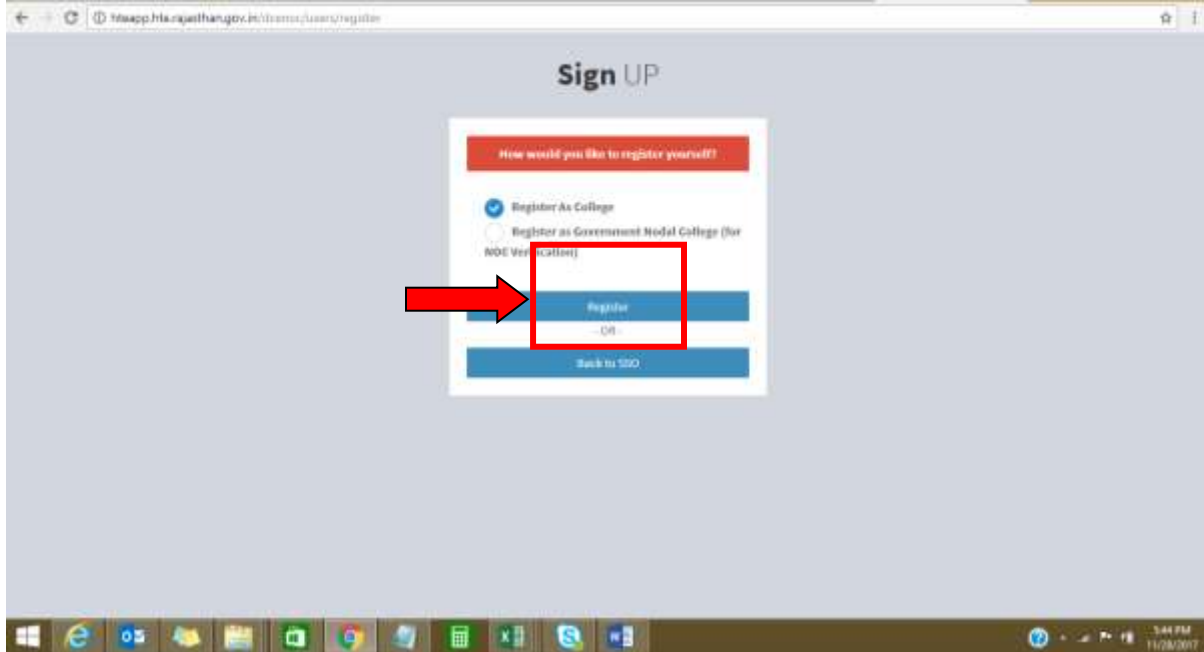
3. Following screen with the list of all the applications is displayed with all the applications. Click on **HTE** icon



4. The user selects the organization as **"DTE"** and application as **"DTE-NOC session-2018-19"** and click on continue.

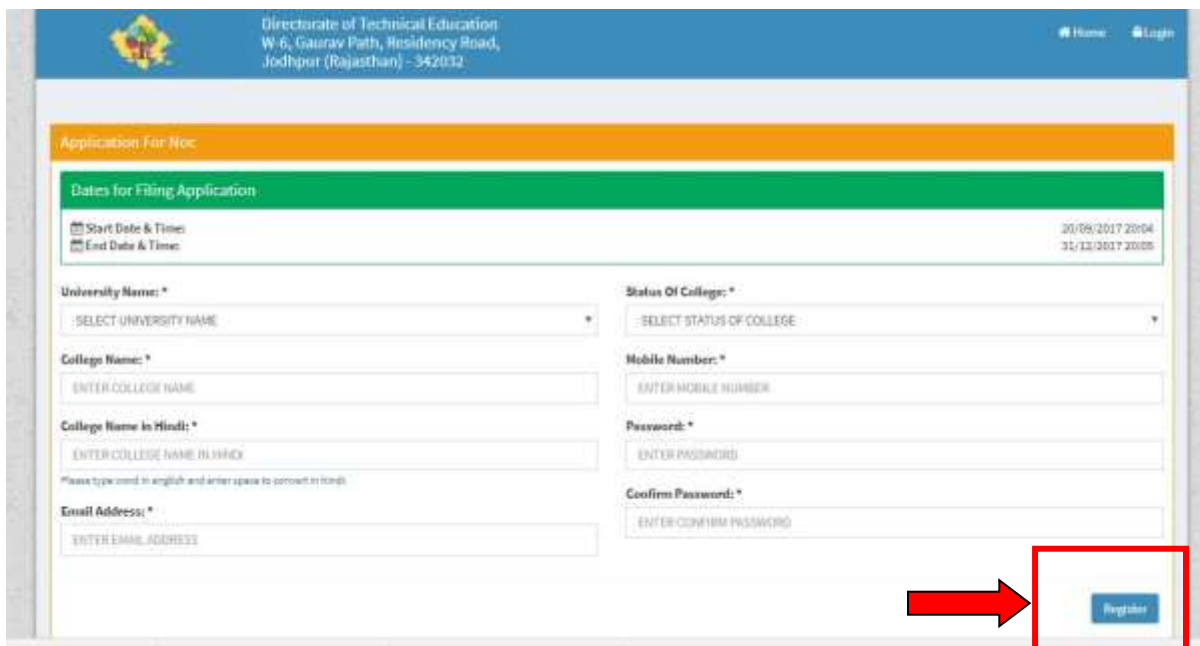


5. The user selects **“Register as College”** and click on **“Register”** button.



### 3. Process for application of NOC

1. The user fills all the details in the registration page and click on **“Register”** button.



### 3.1 Basic Info-

The system displays the college detail and displays the basic info tab. College user fills all the required fields and click on “**Save and Continue**” button.

The screenshot displays a web form titled "College Detail" with three main tabs: "College Detail" (active), "Application Fee Details", and "Preview". Under the "College Detail" tab, there are five sub-tabs: "Basic Info", "Land Info", "Course Info", "Infrastructure Info", and "Society/Trust Info". The "Basic Info" sub-tab is selected, showing 20 numbered fields:

- 1. University: SAJATHAN TECHNICAL UNIVERSITY, KOTA
- 2. Email: S1@SHAL.COM
- 3. Management Type: SELECT MANAGEMENT TYPE
- 4. College Type: SELECT COLLEGE TYPE
- 5. College Level: SELECT COLLEGE LEVEL
- 6. Division: SELECT DIVISION
- 7. District: SELECT DISTRICT
- 8. Sub Division: SELECT SUB DIVISION
- 9. Tehsil: SELECT TEHSIL
- 10. Urban/Rural: SELECT URBAN/RURAL
- 11. Parliament Area: SELECT PARLIAMENT AREA
- 12. Assembly Area: SELECT ASSEMBLY AREA
- 13. Permanent Address: [Empty text field]
- 14. City/Town/Village: [Empty text field]
- 15. Pincode: [Empty text field]
- 16. Mobile No: 1231234567
- 17. Landline Number With STD Code: [Empty text field]
- 18. Additional Mobile Number: [Empty text field]
- 19. Fax Number: [Empty text field]
- 20. Website: [Empty text field]

A red arrow points to the "Save & Continue" button located at the bottom left of the form. A "Cancel" button is located at the bottom right.

### 3.2 Land Info-

The system displays the land info tab. College user fills all the required fields in Land details and click on “Save and Continue” button. The land details option will change on the selection of your land fully converted/partially/not converted.

#### a) Fully Converted:

The screenshot shows the 'Land Info' tab in a web application. The status 'Fully Converted' is selected in the dropdown menu for 'Is your land converted for Education/Institutional: \*'. A red arrow points to this dropdown. The form includes fields for 'Land Area Situated In', 'Land Document Type', 'Land Area (In Sq. Metre, )', 'Detail of the Land (With Khazra No. )', 'Land Document', and 'Land Title Certificate'. The 'Detail of the Land' section has checkboxes for Agriculture Land, Commercial Land, Institutional Land, and Residential Land, each with 'Area' and 'Khazra No.' input fields. The 'Land Document' and 'Land Title Certificate' fields have 'Choose File' buttons and 'No file chosen' text.

#### b) Not Converted:

The screenshot shows the 'Land Info' tab in a web application. The status 'NOT CONVERTED' is selected in the dropdown menu for 'Is your land converted for Education/Institutional: \*'. A red arrow points to this dropdown. The form includes fields for 'Land Area Situated In', 'Land Document Type', 'Land Area (In Sq. Metre, )', 'Detail of the Land (With Khazra No. )', 'Land Document', and 'Land Title Certificate'. The 'Detail of the Land' section has checkboxes for Agriculture Land, Commercial Land, Institutional Land, and Residential Land, each with 'Area' and 'Khazra No.' input fields. The 'Land Document' and 'Land Title Certificate' fields have 'Choose File' buttons and 'No file chosen' text. Additional fields include 'Receipt Number of Conversion Fee & Date', 'Receipt Document', 'Affidavit Date', and 'Affidavit Document for Conversion', each with a 'Choose File' button and 'No file chosen' text.

### c) Partially Converted:

The screenshot displays the 'College Detail' application form. The 'Land Info' tab is active. A red arrow points to the dropdown menu for question 7, 'Is your land converted for Education/Institutional: \*', which is set to 'PARTIALLY CONVERTED'. Other fields include 'Land Area Situated in:', 'Land Document Type:', 'Land Area (in Sq. Metre):', 'Detail of the Land (With Khassra No.):', and various document upload sections like 'Land Document', 'Land Title Certificate', 'Conversion Order Document', 'Receipt Number of Conversion Fee & Date', 'Affidavit Date', 'Affidavit Document for Conversion', and 'Google Map of Land'.

### 3.3 Course Info-

The system displays the course info tab. College user click on Add course button and fills all the required fields in Add course details and click on **“Save and Continue”** button. Similarly , the user can add new course from add course button.

The screenshot shows the 'Course Info' tab in the 'College Detail' application. A green bar at the top indicates 'Courses Applied For'. A red arrow points to the 'Add Course' button located at the bottom right of the interface.



Application For Academic Session: 2017-18 Download PDF

**BICOLLEGE**

College Detail    Application Fee Details    Preview

Basic Info   Land Info   Course Info   Infrastructure Info

**Add Course:**

1. Programme Name: \*  
SELECT PROGRAMME NAME

2. Course Level: \*  
SELECT COURSE LEVEL

3. Course Name: \*

4. Required Course Intake: \*

5. Shift: \*  
SELECT SHIFT

6. Conduct Mode: \*  
SELECT CONDUCT MODE

**Save & Continue** Cancel

### 3.4 Infrastructure Info-

College user fills all the required fields in the Infrastructure info tab (*Building details, Basic infrastructure and other facilities*) as per existing AICTE norms click on **“Save and Continue”** button. Similarly, the user can add new course from add course button.

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**BICOLLEGE**

College Detail    Application Fee Details    Preview

Basic Info   Land Info   Course Info   Infrastructure Info

**Fill All Informations Strictly as per Existing AICTE norms**

**Building Details**

1. Building Category: \*  
SELECT BUILDING CATEGORY

2. Upload Document (Only pdf/image file.) (Max.Size 1MB): \*  
Choose File No file chosen

3. Upload Building Photograph (Only image file. Max.Size 1MB): \*  
Choose File No file chosen

4. Certificate of Land & Building Order No. & Order Date: \*  
Number:    Date:    [calendar icon]

5. Upload Certificate Document: (Only image file. Max.Size 1MB): \*  
Choose File No file chosen

6. Current Year Building Safety Certificate Order No. & Order Date: \*  
Number:    Date:    [calendar icon]

7. Upload Building Safety Document: (Only image file. Max.Size 1MB): \*  
Choose File No file chosen

Basic Infrastructure

(A) INSTRUCTIONAL AREA (INA)

1. Class Rooms (Nos.):\*

ENTER CLASS ROOMS (IN NOS.)

2. No. of Tutorial Rooms:\*

ENTER NO. OF TUTORIAL ROOMS

3. No. Of Labs:\*

ENTER NO. OF LABS

4. No. of Workshops:\*

ENTER NO. OF WORKSHOPS

5. Computer Centre (In Sq. M):\*

ENTER COMPUTER CENTRE (IN SQ. M)

6. Drawing Hall (In Sq. M):\*

ENTER DRAWING HALL (IN SQ. M)

7. Library & Reading Room (In Sq. M):\*

ENTER LIBRARY & READING ROOM (IN SQ. M)

8. Seminar Hall (In Sq. M):\*

ENTER SEMINAR HALL (IN SQ. M)

9. Total Instructional Area (In Sq. M):\*

ENTER TOTAL INSTRUCTIONAL AREA (IN SQ. M)

(B) TOTAL ADMINISTRATIVE AREA (In Sq. M) (ADA)

ENTER TOTAL ADMINISTRATIVE AREA (IN SQ. M)

(C) TOTAL AMINITIES AREA (In Sq. M) (AMA)

ENTER TOTAL AMINITIES AREA (IN SQ. M)

(D) TOTAL CIRCULATION AREA (In Sq. M) (ACA)=25% of (INA+ADA+AMA)

ENTER TOTAL CIRCULATION AREA (IN SQ. M)

(E) TOTAL BUILD-UP AREA (In Sq. M) =(INA+ADA+AMA)+ ACA

ENTER TOTAL BUILD-UP AREA (IN SQ. M)

Other Facilities

1. Vehicle Stand:\*

SELECT VEHICLE STAND

2. Drinking Water:\*

SELECT DRINKING WATER

3. Electricity:\*

SELECT ELECTRICITY

4. Sports Ground:\*

SELECT SPORTS GROUND

5. Sports Club:\*

SELECT SPORTS CLUB

6. Furniture Available:\*

SELECT FURNITURE AVAILABLE

7. First Aid cum sick room:\*

SELECT FIRST AID CUM SICK ROOM

8. Guard room:\*

SELECT GUARD ROOM

9. Girls Common Room:\*

SELECT GIRLS COMMON ROOM

10. Boys Common Room:\*

SELECT BOYS COMMON ROOM

11. Other Activity Room:\*

SELECT OTHER ACTIVITY ROOM

12. Cafeteria:\*

SELECT CAFETERIA

13. Guest House:\*

SELECT GUEST HOUSE

14. Principal's Quarter:\*

SELECT PRINCIPAL'S QUARTER

15. Wi-Fi Facilities:\*

SELECT WI-FI FACILITIES

16. Institutional Web site:\*

SELECT INSTITUTIONAL WEB SITE

17. Language Lab:\*

SELECT LANGUAGE LAB

18. Sewage Disposal System:\*

SELECT SEWAGE DISPOSAL SYSTEM

19. Institute Industry Cell:\*

SELECT INSTITUTE INDUSTRY CELL

20. Placement Cell:\*

SELECT PLACEMENT CELL

21. Anti Ragging Committee:\*

SELECT ANTI RAGGING COMMITTEE

22. Grievance Redressal Cell:\*

SELECT GRIEVANCE REDRESSAL CELL

23. Rain water harvesting:\*

SELECT RAIN WATER HARVESTING

24. Ramp for specially disabled persons:\*

SELECT RAMP FOR SPECIALLY DISABLED

25. Fire and Safety measures Strictly as per AICTE norms:\*

SELECT FIRE AND SAFETY MEASURES STRICTLY AS PER AICTE NORMS

No. of Urinals/Toilets

1. Boys Urinals/Toilets

NO. OF BOYS

2. Girls Urinals/Toilets

NO. OF GIRLS

3. Staff Urinals/Toilets

NO. OF STAFF

Save & Continue

Cancel

### 3.5 Society/Trust Info:

College user fills all the required fields in the Infrastructure info tab (*Building details, Basic infrastructure and other facilities*) as per existing AICTE norms click on “**Save and Continue**” button. Similarly, the user can add new course from add course button.

The screenshot displays the 'BICOLLEGE' application form for the Academic Session 2017-18. The form is divided into several tabs: 'College Detail', 'Application Fee Details', and 'Preview'. The 'Society/Trust Info' tab is currently active, showing a grid of 17 numbered fields for data entry. The fields include:

- 1. Type Of Society/Trust/Company: \* (SELECT TYPE)
- 2. Name: \* (ENTER NAME)
- 3. Address: \* (ENTER ADDRESS)
- 4. Registration Number: \* (ENTER REGISTRATION NUMBER)
- 5. PAN: \* (ENTER PAN)
- 6. TAN: \* (ENTER TAN)
- 7. Date of Registration: \* (ENTER DATE OF REGISTRATION)
- 8. Registration Document: (Only pdf/image file.) (Max. Size 1MB): \* (Choose File)
- 9. Date of Election of Present Management Committee: \* (ENTER DATE OF ELECTION OF PRESENT MANAGEMENT COMMITTEE)
- 10. Landline Number With STD Code: \* (ENTER PHONE NO.)
- 11. Registration Office Details: \* (ENTER REGISTRATION OFFICE DETAILS)
- 12. Management Committee is certified by Registrar: \* (SELECT MANAGEMENT COMMITTEE IS CERTIFIED BY REGISTRAR)
- 13. Management Committee is certified Document: (Only pdf/image file.) (Max. Size 1MB): \* (Choose File)
- 14. Women members of management committee is more than 30% of total members: \* (SELECT WOMEN MEMBERS OF MANAGEMENT COMMITTEE IS MORE THAN 30% OF TOTAL MEM)
- 15. Date of election of Management committee not more than 3 years: \* (SELECT DATE OF ELECTION OF MANAGEMENT COMMITTEE NOT MORE THAN 3 YEARS)
- 16. Management committee consists of minimum 2 educationalist: \* (SELECT MANAGEMENT COMMITTEE CONSISTS OF MINIMUM 2 EDUCATIONIST)
- 17. Other Institution Run: \* (NO)

**Details of Secretary**

18. Name of Secretary: \*  
ENTER NAME OF SECRETARY

19. Mobile No: \*  
ENTER MOBILE NO.

20. Email ID: \*  
ENTER EMAIL ID

21. Secretary Aadhaar Number: \*  
ENTER SECRETARY AADHAAR NUMBER

22. Secretary Aadhar Document:(Only pdf/image file.) (Max.Size 1MB): \*  
Choose File No file chosen

23. Secretary Sign:(Only image file.Max.Size 1MB): \*  
Choose File No file chosen

24. Secretary Photo:(Only image file.Max.Size 1MB): \*  
Choose File No file chosen

**Details of President**

25. Name of President: \*  
ENTER NAME OF PRESIDENT

26. Mobile No: \*  
ENTER MOBILE NO.

27. Email ID: \*  
ENTER EMAIL ID

28. President Aadhaar Number: \*  
ENTER PRESIDENT AADHAAR NUMBER

29. President Aadhar Document:(Only pdf/image file.) (Max.Size 1MB): \*  
Choose File No file chosen

30. President Sign:(Only image file.Max.Size 1MB): \*  
Choose File No file chosen

31. President Photo:(Only image file.Max.Size 1MB): \*  
Choose File No file chosen

Save & Continue

Cancel

### 3.6 Application fee details-

User click on Application fee button and fills all DD details, upload scanned copy of DD and click on **“Save & Continue”**.

College Detail

DD Application Fee Details

Previous

Application Fee Details

Add Application Fee

| S.D. Number | Application Fee | Date of D.D. | Bank Name | Branch Name | Copy Of of D.D. | Action                                      |
|-------------|-----------------|--------------|-----------|-------------|-----------------|---|
| 1           | \$2222.00       | 05/11/2017   | SBI       | PRA/TP      | Download File   | <a href="#">Edit</a> <a href="#">Delete</a> |

College Detail      Application Fee Details      Preview

**Add Fee Details**

D.D. Number: \*  
ENTER D.D. NUMBER  
(In accordance to format of "Director Technical Education" jaipur@ke.raj.gov.in)

Application Fee: \*  
ENTER APPLICATION FEE

Date of D.D.: \*  
[Calendar icon]

Bank Name: \*  
ENTER BANKNAME

Branch Name: \*  
ENTER BRANCH NAME

Copy Of D.D. (Only pdf/image file.) (Max.Size 1MB) \*  
Choose File | No file chosen

**Save & Continue**      Cancel

### 3.7 Preview-

User previews the filled form and click on **“Lock and Submit Your Application”** button. User cannot save any information after clicking **“Lock and submit your application”** button. User can download the final submitted form from **“Download PDF”** button.

Application For Academic Session: 2017-18      Download PDF

B1COLLEGE

College Detail      Application Fee Details      Preview

**Lock and Submit Your Application**      Print Application

**College Details**

|                       |                    |                              |                                      |
|-----------------------|--------------------|------------------------------|--------------------------------------|
| College Name          | b1College          | महाविद्यालय का नाम (हिन्दी)  | श्री कपिल                            |
| College Type          | Girls              | College Level                | Under Graduate                       |
| Management Type       | Private Aided      | College Phone                | [Not Entered]                        |
| College District      | Ajmer              | College Address              | Joka madar ajmer                     |
| College Email         | b1@gmail.com       | College Website              | www.b1.com                           |
| Date of Establishment | [Not Entered]      | Affiliation University/Board | Rajasthan Technical University, Kota |
| Mobile                | 223124588          | Urban/Rural                  | Rural                                |
| Panchayat/Sanitary    | [Not Entered]      |                              |                                      |
| Noc Application For   | 1) New Institution |                              |                                      |

**Applied Courses**