

How to fill Application

1. Open Website www.hte.rajasthan.gov.in .
2. Click on NOC menu, select Department of College Education.
3. Click on "Login for Private Colleges" to register the college.
4. If not Registered on SSO then register, otherwise login through SSO.
5. After login click on Citizen App and select HTE.
6. Choose "Department of College Education (DCE)" in Select your Organization.
7. Choose "NOC Session 2021-22" in Select your application & Click on Continue.
8. After that click on "Register as College" for filling NOC Application.
9. Fill some information about the college i.e. Division, District, University Name, College Name, College Name in Hindi, Email Address, Status Of College, Mobile Number, Password and Click register to save the page.
10. Click College Details icon and click Basic Info. icon.
11. Fill the Basic information i.e. College Type, College Level, Division, District, Sub-Division, Tehsil, Urban/Rural, Parliament Area, Assembly Area, Present Status of College, Medium, Permanent Address, City/Town/Village, Pin Code, Landline No. Additional Mobile Number, Email, Fax Number and Website address and save the page.
12. Click Land Info icon.
13. Fill Land Area situated in, Land Document Type, Land Area (in sq.m.), Detail of Land with Khasra No, Land Document (pdf/image file) Land Title Certificate (pdf/image file), Conversion Order No. and date, Conversion Receipt No. and date. Attach Receipt Document of Conversion Order, Google Map of Land, Receipt of Conversion Fees and Affidavit Document for Conversion (pdf/image file) , Owner of Land and Save the page.
14. Click Course Info icon.
15. Fill Course Name, NOC Status and No of Enrolled Students. For additional requirement Click Add More Row and Save the page.
16. Click Teaching Staff icon.
17. In Details of Teaching Staff, Fill Name, Gender, Father's Name, Date of Birth, Designation, Temporary / Permanent, Date of Appointment, Date of Joining, Aadhar Number, Research Guide, Mobile No, PF Deduction, Stream / Subject, Monthly salary, Photograph, Educational Qualification and submit the page.
18. Click Non-teaching Staff icon.
19. In Details of Non-teaching faculty, Fill Name, Gender, Father's Name, Date of Birth, Designation, Temporary / Permanent, Aadhar Number, Mobile No, PF Deduction, Monthly salary, Photograph, Educational Qualification and submit the page.
20. Click Infrastructure Info. Fill Building Category, Basic Infrastructure, Facility Details, Urinals Details and Classroom Details. Upload Document of Competent Authority, Building Safety Certificate, Blueprint of Existing Building, List of Total Rooms with Room Size and save the page.
21. Click Society/ Trust Details. Fill Society/Trust Name, Address, Registration No., TAN No., Date of Election Management Committee, Name of Secretary & President , Aadhar No., Landline No., Mobile No., Email-ID. Upload Society Registration Document, and Management Committee Document in PDF file and save the page.
22. Click Academic Info Icon .(In case of Existing College only)
23. Fill Number of Appeared Students, Passed Students and Percentage then save page.

24. Click Others Icon (In case of Existing College only) and Upload document regarding PF Deduction, Last 3 Month Bank Statement & list of College Council then submit the page.
25. Click Application Type icon and chose NOC only or annual fee.
26. If you chose NOC
 - Click New Course, TNOC Extension Of Subject, New Subjects, Permanent Noc For Subjects, Change in Co-Education to Women, Change in Name of College, College Place Change, Change in College Management, Upgrade to PG, Merger (Whichever is applicable).
 - Click application Fee/FDR Detail.
 - Fill Application Fee/FDR Detail and Lock & submit your application.
27. If you chose only Annual Fee
 - Fill Application Fee/FDR Detail and Lock & submit your application.
28. Before Lock & submit your application, download the draft copy of your application and check all entries.
29. Print the Application form and Uploaded Document.
30. Submit the Required Document to the Inspection Officer (Principal of Nodal College)