



Bundelkhand University, Jhansi

User's Guide Online Affiliation System

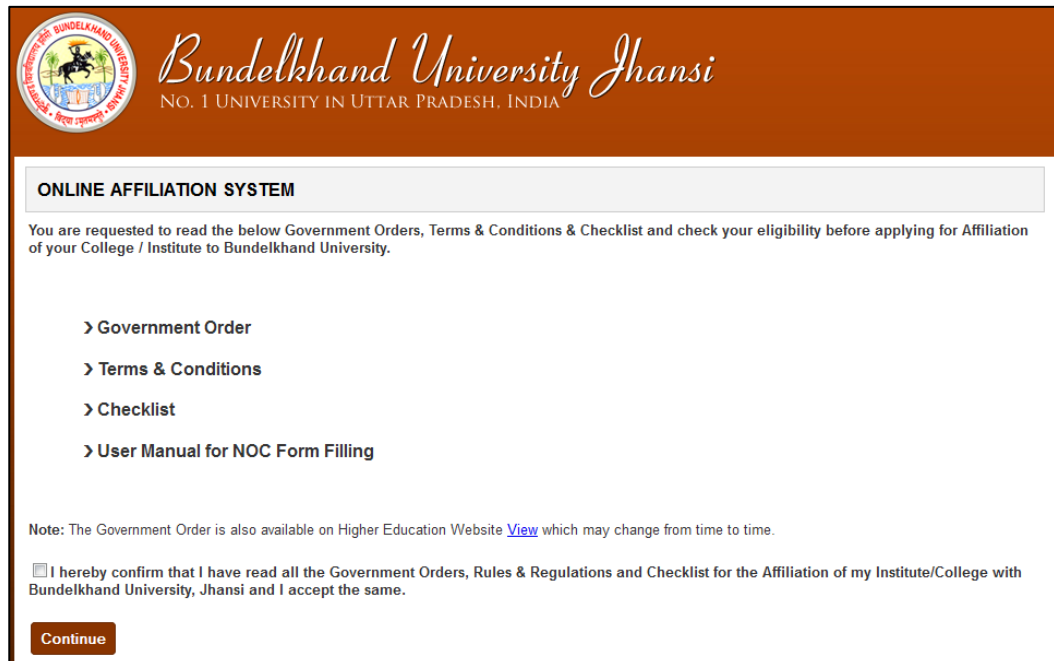
Contents

| | |
|---|----|
| Opening Registration form | 2 |
| NOC Registration Form Screen | 3 |
| Field description of Registration form | 3 |
| NOC Payment Page | 4 |
| Mobile and Email Verification..... | 5 |
| Filling NOC Form | 6 |
| College Profile Screen | 8 |
| Field Description of College Profile..... | 9 |
| Organization Detail Screen | 11 |
| Field Description of Organization Detail..... | 12 |
| Click Save and Proceed to continue Payment..... | 13 |
| Reports and Print Outs..... | 13 |

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:



The screenshot shows the 'ONLINE AFFILIATION SYSTEM' page of Bundelkhand University, Jhansi. The header features the university's logo and name, along with the tagline 'NO. 1 UNIVERSITY IN UTTAR PRADESH, INDIA'. The main content area is titled 'ONLINE AFFILIATION SYSTEM' and contains the following text: '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.' Below this, there are four expandable links: '> Government Order', '> Terms & Conditions', '> Checklist', and '> User Manual for NOC Form Filling'. A note states: 'Note: The Government Order is also available on Higher Education Website [View](#) which may change from time to time.' At the bottom, there is a checkbox with the text: 'I hereby confirm that I have read all the Government Orders, Rules & Regulations and Checklist for the Affiliation of my Institute/College with Bundelkhand University, Jhansi and I accept the same.' A 'Continue' button is located at the bottom right of the form.

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:

REGISTRATION FOR NOC

Name of Trust/Society : Name of Institute/College :

Date of Registration : Registration valid Upto :

Title : Mr.

First Name : Last Name :

Designation :

Mobile No. : Is Primary Mobile No.?

Email Address : Is Primary Email Id?

Address of Trust/Society

Address Line 1 : Address Line 2 :

City : Pin Code :

State : Uttar Pradesh District : AGRA

Address of Proposed Site

Address Line 1 : Address Line 2 :

City : Pin Code :

State : Uttar Pradesh District : Banda

For Terms & Conditions please [Click Here](#)

I hereby confirm that I have read the Rules & Regulations, Checklist, GO for the affiliation of my Institute/College with Bundelkhand University Jhansi and I accept to bind the same.

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

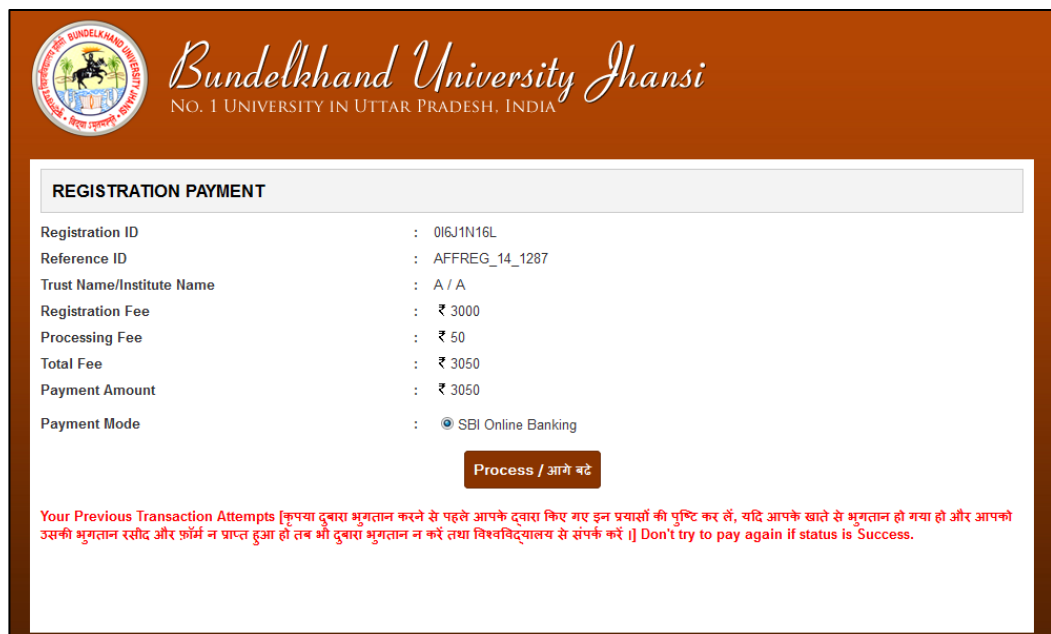


Image: Registration Payment Page

- To precede payment click Proceed से 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:

College Profile Screen



Bundelkhand University Jhansi
NO. 1 UNIVERSITY IN UTTAR PRADESH, INDIA

Welcome : [1066] Institute of Environment and Management [Home](#) [Registration Details](#) [College Profile](#) [Organisation Details](#) [Payment](#) [Logout](#)

COLLEGE PROFILE

Name of Degree College/Institute : INSTITUTE OF ENVIRONMENT AND MANAGEMENT

Is the Degree College/Institute established? : Yes No

Name of Nearest Railway Station from Degree College/Institute :

Distance of Degree College/Institute from the Railway Station (in Km) :

Distance of Degree College/Institute from the City (in Km) :

Type of Degree College : --Select--

Category of Degree College/Institute : --Select--

Is Degree College/Institute Registered as Minority? : Yes No

Authorized as Minority from : --Select--

Registration & Other Details :

Minority certificate/Document (Attach PDF Max Size 5 MB) : No file selected.

Is any Degree College located within 15 km of the place where the College is being established? If YES, then mention the details below. : Yes No

| S.No. | Full Name of College/Institute | Affiliated from (Name of University) | Distance from the existing/proposed college (in Km) | Distance from the Railway Station (in Km) | Distance from the Bus Stand (in Km) | Name of Course(s) running in Institute/Colleges | |
|----------------------|--------------------------------|--------------------------------------|---|---|-------------------------------------|---|------------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="Add"/> |

Is any Intermediate College located within 15 km area of existing/proposed institute/College? If YES, then mention the details below. : Yes No

| S.No. | Full Name of Intermediate College | Affiliated from (Board) | Distance from the existing/proposed college (in Km) | Distance from the Railway Station (in Km) | Distance from the Bus Stand (in Km) | Name of Course(s) running in Institute/Colleges | |
|----------------------|-----------------------------------|-------------------------|---|---|-------------------------------------|---|------------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="Add"/> |

Keeping in view, the existing college, the need for Higher Education remain unfulfilled in the particular field of education? : Yes 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? : Yes 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? : Yes No

Name of Course(s) for which NOC is sought

| UG Courses running by BU (Click Ctrl to select multiple course) | Selected Course |
|---|-----------------|
| <input type="text" value="BA"/> <input type="text" value="BCOM"/> <input type="text" value="BHSC"/> <input type="text" value="BSC"/> <input type="text" value="BSCAG"/> | |
| <input type="button" value="Select Course (s)"/> | |

Is the Degree College being run since previous session(s)? : Yes No

Number of subjects/courses at Undergraduate/Postgraduate level and the duration since when teaching is being done and the number of students in each course

| Name of courses | Category (UG/PG) | Session since when teaching is being done (In years) | Number of Students | Percentage of Result (%) | |
|----------------------|---|--|----------------------|--------------------------|------------------------------------|
| <input type="text"/> | <input type="radio"/> UG <input type="radio"/> PG | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="Add"/> |

Description of the teachers appointed in courses being run earlier, with their eligibility and the nature of appointment of each teacher

| Name of Teacher | Eligibility/Qualification | Nature of Appointment | Course | Mobile No. |
|----------------------|---------------------------|-----------------------|----------------------|----------------------|
| <input type="text"/> | --Select-- | --Select-- | <input type="text"/> | <input type="text"/> |


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



Bundelkhand University Jhansi
NO. 1 UNIVERSITY IN UTTAR PRADESH, INDIA

Welcome : [1066] Institute of Environment and Management [Home](#) [Registration Details](#) [College Profile](#) [Organisation Details](#) [Payment](#) [Logout](#)

ORGANISATION DETAILS

Name of Operating Trust/Society : INSTITUTE OF ENVIRONMENT AND A Type of Operating Organization : --Select--

Registration status of Society/Trust : Registered Registered With : --Select--

Date of Registration : 16/09/2010 Registration valid upto : 15/09/2014

Upload Latest Registration Certificate of Society/Trust (Attach PDF Max Size 5 MB) : No file selected.

Address of Trust/Society

Address : BEHIND GAYATRI MANDIR

Town/Village : KURSI ROAD State : UTTAR PRADESH

District : LUCKNOW Pin Code : 226001

STD Code : Landline Phone No :

Fax No : Website :

Founder Member Details

| Title | Founder Member Name | Founder Member's Father Name | Founder Member's Mother Name | Founder Member's Designation | Mobile No. of Contact Person | Email |
|------------|---------------------|------------------------------|------------------------------|------------------------------|------------------------------|-------|
| --Select-- | | | | | | |

For adding Active and Life Member of Trust/Society Approved by Registrar of Society/Competent Authority : [Click Here](#)

Sources of Income of the Society/Trust managing the Degree College/Institute :

Annual income in previous three years of the Society/Trust managing the Degree College/Institution Duly verified by Registered Chartered Accountant/ Competent Authority

Upload proof of the annual income (Duly verified by Registered Chartered Accountant/ Competent Authority) and the sources of income in the previous three years of the Society/Trust managing the Degree College/Institution

Year 1 : 2011 Annual income (Rs. in lac) : No file selected.

Year 2 : 2012 Annual income (Rs. in lac) : No file selected.

Year 3 : 2013 Annual income (Rs. in lac) : No file selected.

Upload proof of the annual income (Duly verified by Registered Chartered Accountant/ Competent Authority) and the sources of income in the previous three years of the Society/Trust managing the Degree College/Institution (Attach PDF Max Size 5 MB)

PAN No. of Trust/Society or Founder Member : Bank Name :

Primary Bank Account No. : IFSC Code :

Site plan (Showing Sazra no.) approved by : --Select-- Name of Approved architect who designed the site plan :

Building plan Approved from : --Select-- Provision of CCTV camera in proposed constructed building : Yes No

Situation around 30 meter of site plan

East : West :

North : South :

Important Note:

The details of building plan will be prepared by a registered architect / engineer of the concerned authority on the basis of building bylaws issued by the state government from time to time and map should be approved by the concerned Competent Authority (Development Authority / Housing Board / Nagar Nigam / Town Area / Nagar Panchayat / Gram Panchayat & District Board as applicable)

Is site plan situated in village? : Yes No

Location of proposed site plan in Sazra map issued by Tehsildar/SDM/ADM (Attach PDF Max Size 5 MB) : No file selected.

Proposed site plan design (Attach pdf Max Size 5 MB) : No file selected.

Form/Certificate 143-Residential/Non-Agriculture land (Attach PDF Max Size 5 MB) : No file selected.

Form/Certificate 176-joint Certification (Attach PDF Max Size 5 MB) : No file selected.

Khasra-Khatauni duly verified by the Tehsildar/SDM/ADM (Attach pdf Max Size 5 MB) : No file selected.

Nazri Naksha (Attach PDF Max Size 5 MB) : No file selected.

Image of Road connecting to existing/proposed site showing existing width of approach road (Attach JPEG/JPG Max Size 5 MB) : No file selected.

Certificate of firefighting from the competent authority as per NBC(National Building Code) (Attach PDF Max Size 5 MB) : No file selected.

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) : No file selected.

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 <i>Browse</i> Button then click <i>Upload</i> |
| 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 NO |
| 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