

College Registration - User Guideline

- **College Registration:** Enter all required fields to register a college. After a successful Registration, SMS will be sent to Principal on mobile number provided.



Higher & Technical Education Department
State Common State Cell, Mumbai
Directorate of Higher Education MS, Pune

College Registration

* University Name
Please Select University

* District
Please Select District

* College Name
Please Enter College Name

* Principal First Name
Please Enter First Name

* Principal Last Name
Please Enter Last Name

* Principal Mobile Number
Enter Principal Mobile Number

* Password
Enter Password

* Confirm Password
Confirm Password not entered

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- **College Username and Password:** After successful registration, Username and Password will be displayed for login. It is recommended to save the Username.



सत्यमेव जयते

Higher & Technical Education Department
State Common State Cell, Mumbai
Directorate of Higher Education MS, Pune

College Registration

• College Registered Successfully.

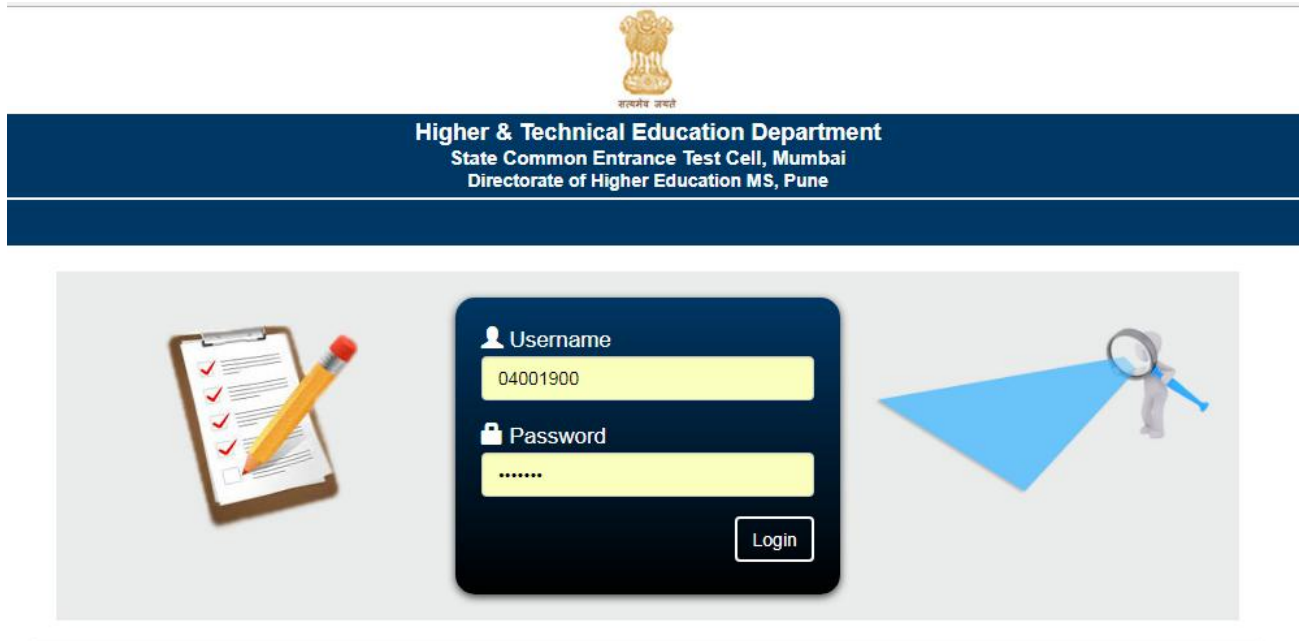
College Name LLB

User Name for login 04001900

Password pass123

Login

- **Login Page:** Provide generated User name and Password entered at the time of registration to login into College.



- **College Primary Information:** Fill the primary information of College after logged in.



Higher & Technical Education Department
State Common State Cell, Mumbai
Directorate of Higher Education MS, Pune

Home **College Information** Contact
Hello, ABC XYZ (04001900) (COLLEGE HEAD) Logout

College Information	College Details	Summary
College Primary Information		
College Information (महाविद्यालयाबाबतची माहिती)		
* College Name (महाविद्यालयाचे नाव)	<input type="text" value="LLB"/>	University (विद्यापीठ)
* Lane/Area	<input type="text" value="School area"/>	North Maharashtra University, Jalgaon
* City	<input type="text" value="Jalgaon"/>	* Locality/Landmark
District (जिल्हा)	Jalgaon	<input type="text" value="near to bridge"/>
* NAAC Cycle	<input type="text" value="First"/>	* Taluka
Phone No (दूरधनी क्रमांक)	<input type="text" value="phone No"/>	<input type="text" value="Jalgaon"/>
* E-Mail (ई-मेल)	<input type="text" value="Jalgaon@college.gmail.com"/>	* Pin code
		<input type="text" value="455006"/>
		* NAAC Grade
		<input type="text" value="A++"/>
		Fax (फॅक्स क्रमांक)
		<input type="text" value="Fax"/>
		* Establishment Year (स्थापना)
		<input type="text" value="2003"/>
Principal Information (प्राचार्याची माहिती)		
* Principal's name (प्राचार्याचे नाव)	<input type="text" value="ABC XYZ"/>	* Mobile No (मोबाइल क्रमांक)
Office Phone No (कार्यालयीन दूरधनी)	<input type="text" value="Office Phone No"/>	<input type="text" value="111111111"/>
		Residential Phone No (निवासी दूरधनी)
		<input type="text" value="Residential Phone No"/>

Principal Information (प्राचार्याची माहिती)		
* Principal's name (प्राचार्याचे नाव)	<input type="text" value="ABC XYZ"/>	* Mobile No (मोबाइल क्रमांक)
Office Phone No (कार्यालयीन दूरधनी)	<input type="text" value="Office Phone No"/>	<input type="text" value="111111111"/>
		Residential Phone No (निवासी दूरधनी)
		<input type="text" value="Residential Phone No"/>
* Principal Email (ई-मेल)	<input type="text" value="ABC@gmail.com"/>	Principal Address (पत्ता)
		<input type="text" value="Principal Address"/>
Technical Person Information (पारिभाषिक व्यक्तीची माहिती)		
* Technical Person Name (नाव)	<input type="text" value="PQR"/>	* Mobile No (मोबाइल क्रमांक)
Office Phone No (कार्यालयीन दूरधनी)	<input type="text" value="Office Phone No"/>	<input type="text" value="333333333"/>
		Residential Phone No (निवासी दूरधनी)
		<input type="text" value="Residential Phone No"/>
* Technical Person Email (ई-मेल)	<input type="text" value="PQR@gmail.com"/>	
Admission Incharge Information (प्रवेश प्रभारी व्यक्तीची माहिती)		
* Admission Incharge Name (नाव)	<input type="text" value="AA"/>	* Mobile No (मोबाइल क्रमांक)
Office Phone No (कार्यालयीन दूरधनी)	<input type="text" value="Office Phone No"/>	<input type="text" value="777777777"/>
		Residential Phone No (निवासी दूरधनी)
		<input type="text" value="Residential Phone No"/>
* Admission Incharge Email (ई-मेल)	<input type="text" value="AD@gmail.com"/>	
Hostel Information (वसतिगृहाबाबतची माहिती)		
Hostel Type (वसतिगृह प्रकार)	<input type="text" value="- Select -"/>	Hostel (वसतिगृह उपलब्धता)
		<input type="checkbox"/> Boys Hostel
		<input type="checkbox"/> Girls Hostel

College Registration - User Guideline

Library Information (लापब्ररी माहिती)			
College Library (वाचनालय उपलब्धता)	Yes(हो) <input type="radio"/> No(नाही) <input type="radio"/>	No of Books (पुस्तक संख्या)	<input type="text" value="No Of Books"/>
Librarian Name (ग्रंथपाल नाव)	<input type="text" value="Librarian Name"/>	Librarian Nature Of Appointment (ग्रंथपाल नियुक्त करण्याचे स्वरूप)	<input type="text" value="- Select -"/>
Number of Faculties (विद्याशाखा संख्या)			
Full Time (पूर्ण वेळ)	<input type="text" value="Full Time"/>	Part Time (अर्ध वेळ)	<input type="text" value="Part Time"/>
Visiting (भेट देणाऱ्या)	<input type="text" value="Visiting"/>		
Building Information (इमारत माहिती)			
Building Information (इमारत माहिती)	<input type="text" value="- Select -"/>	College Timing (महाविद्यालयाची वेळ)	<input type="text" value="HH:MM AM - HH:MM PM"/>
<input type="button" value="Save"/>			

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- **College Details List** - Add college details with division details under College Detail List. Accordingly make payment for the listed division/s under College Payment History.

The screenshot displays the user interface of the Higher & Technical Education Department. At the top, there is a header with the department's name and logo. Below the header, a navigation bar includes links for Home, College Information, and Contact. The main content area is divided into two sections: 'College Details List' and 'College Payment History'. The 'College Details List' section features a table with columns for SR.No, College Code, College Status, Medium Name, College Gender Type, Minority, No of Division, Intake Capacity, and Total Payment. An 'Add College' button is located to the right of the table. The 'College Payment History' section shows a summary of payments with fields for Total Amt: 0.00, Paid Amt: 0.00, and Remains Amt: 0.00, along with a 'Make Payment' button. Below this is a table with columns for SR.No, Transaction Status, Transaction Amount, Transaction Id, and Transaction Date. The footer of the page indicates it is powered by Kalp Technologies Pvt Ltd 2018.

- **College Details:** In this tab add the college details with division/s. Upload required documents and make the payment as per the division.

College Affiliation Type document is mandatory and if Government's College Permission Letter, Bar-Council Latest Order No Letter and Additional Division Govt. Approve Letter is available then upload the document(s) with information.

Colleges possessing any court orders related to Division Sanction for the year 2018-19, can upload the respective document under Additional Division Information / Latest Court orders for 2018-19.

-> Payment Not Required for:

- Government
- Government Aided
- Government Aided-Minority
- University Managed Aided College/Departments.


The screenshot displays the web interface for the Higher & Technical Education Department, State Common State Cell, Mumbai, Directorate of Higher Education MS, Pune. The user is logged in as 'COLLEGE HEAD' with the ID 'ABC XYZ (04001900)'. The navigation menu includes 'Home', 'College Information', and 'Contact'. The main content area is divided into three tabs: 'College Information', 'College Details', and 'Summary'. The 'College Details' tab is active, showing a form with the following fields:


- College Status (महाविद्यालयाचा प्रकार):** Government Self Financed
- College Gender Type:** Co-Education
- No of Division:** 3
- Medium Name (माध्यम):** English
- Intake Capacity (महाविद्यालयाची प्रवेश संख्या):** 180


The 'Sanction Details' section is also visible, with a sub-section for 'Government' containing the following fields:

- Government's College Permission Order No. (शासन महाविद्यालय सुचना क्र.):** [Empty field with an upload icon]
- Government's College Permission Order Date (शासन महाविद्यालय सुचना दिनांक):** dd/MM/yyyy
- Approved Divisions:** [Empty field]
- Approved Intake:** [Empty field]

College Registration - User Guideline

University	
* College Affiliation Type	Temporary 
College Affiliation Sub Type (मान्यता उपप्रकार)	<input checked="" type="radio"/> Academic <input type="radio"/> Periodic
* University Affiliation Letter No (महाविद्यालयाचे स्थायी मान्यता पत्र क्र.)	3434
* College Affiliation Period (मान्यता अवधी)	2
* Date of University Affiliation Letter (महाविद्यालयाचे स्थायी मान्यता दिनांक)	19/05/1992
* Approved Divisions	2
* Approved Intake	120


Bar Council Latest order(Only for Information /Not Mandatory)	
Bar-Council Latest Order No	<input type="text"/> 
Bar-Council Latest Order Date (बार-काउंसिल सूचनाची तारीख)	10/05/2018
Approved Divisions	<input type="text"/>
Approved Intake	<input type="text"/>

Additional Division Information / Latest Court Orders for 2018-19	
Govt. Approval Order No / Latest Court Orders	<input type="text"/> 
Govt. Approval Order Date	15/05/1850
Approved Divisions	<input type="text"/>
Approved Intake	80

Fees Details	
* Tuition Fees (शिकवणी शुल्क)	3333
* University Fees (विद्यापीठाचे शुल्क)	333
* Other Fees (इतर शुल्क)	23
* Total Fees (एकूण शुल्क)	3689

[Back To List](#) [Save](#)

- **College details page** - After filling the college details, make the payment as per the division. This page will provide the edit and delete option to update the details. Page will be displayed as below -



Higher & Technical Education Department
State Common Entrance Test Cell, Mumbai
Directorate of Higher Education MS, Pune

Home
College Information
Contact
Hello, ABC XYZ (04001900) (COLLEGE HEAD) User Guide For College Registration Logout

College Information
College Details
Summary

College Details List

Add College/Division

SR.No	College Code	College Status	Medium Name	College Gender Type	Minority	Total No of Divisions	Intake Capacity	Total Payment		
1	04001902	Government Self Financed	English	Co-Education		3	180	4500		Edit Delete
2	04001901	Government	English	Girls		2	120			Edit Delete

College Payment History

Note : All Amounts Excluding Bank Charges

Total Amt:4500.00
Paid Amt:4500.00
Remains Amt:0.00

Make Payment

SR.No	Transaction Status	Transaction Amount	Bank Charges	Transaction Id	Transaction Date
1	Success	4500.00	135.00	307003810139	22/05/2018 18:53:00

Next

- **College Summary:** This tab shows the all tabs information with payment details and user need to press submit button to register the college successfully.



Higher & Technical Education Department
State Common Entrance Test Cell, Mumbai
Directorate of Higher Education MS, Pune

Home
College Information
Contact
Hello, ABC XYZ (04001900) (COLLEGE HEAD) Logout

College Information
College Details
Summary

College Summary

College Information (महाविद्यालयाबाबतची माहिती)

College Name (महाविद्यालयाचे नाव)	LLB	University (विद्यापीठ)	North Maharashtra University, Jalgaon
Lane/Area	School area	Locality/Landmark	near to bridge
District (जिल्हा)	Jalgaon	Taluka	Jalgaon
City	Jalgaon	Pin code	455666
NAAC Cycle	First	NAAC Grade	A++
Phone No (दूरध्वनी क्रमांक)		Fax (फॅक्स क्रमांक)	
E-Mail (ई-मेल)	Jalgaon@college.gmail.com	Establishment Year (स्थापना)	2003

Principal Information (प्राचार्याची माहिती)

Principal's name (प्राचार्याचे नाव)	ABC XYZ	Mobile No (मोबाइल क्रमांक)	1111111111
Office Phone No (कार्यालयीन दूरध्वनी)		Residential Phone No (निवासी दूरध्वनी)	

Principal Email (ई-मेल)	ABC@gmail.com	Principal Address (पत्ता)	
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Technical Person Information (पारिभाषिक व्यक्तीची माहिती)

Technical Person Name (पारिभाषिक व्यक्तीचे नाव)	PQR	Mobile No (मोबाइल क्रमांक)	3333333333
Office Phone No (कार्यालयीन दूरध्वनी)		Residential Phone No (निवासी दूरध्वनी)	
Technical Person Email (ई-मेल)	PQR@gmail.com		

Admission Incharge Information (प्रवेश प्रभारी व्यक्तीची माहिती)

Admission Incharge Name (प्रवेश प्रभारी व्यक्तीचे नाव)	AA	Mobile No (मोबाइल क्रमांक)	7777777777
Office Phone No (कार्यालयीन दूरध्वनी)		Residential Phone No (निवासी दूरध्वनी)	
Admission Incharge Email (ई-मेल)	AD@gmail.com		

Hostel Information (वसतिगृहाबाबतची माहिती)

Hostel Type (वसतिगृह प्रकार)			
Boys Hostel	No	Girls Hostel	No

Library Information (लायब्ररी माहिती)

College Library (वाचनालय उपलब्धता)	No	No of Books (पुस्तक संख्या)	
Librarian Name (ग्रंथपाल नाव)		Librarian Nature Of Appointment (ग्रंथपाल नियुक्त करण्याचे स्वरूप)	

College Registration - User Guideline

Number of Faculties (विद्याशाखा संख्या)

Full Time (पूर्ण वेळ) Part Time (अर्ध वेळ)

Visiting (भेट देणाऱ्या)

Building Information (इमारत माहिती)

Building Information (इमारत माहिती) College Timing (महाविद्यालयाची वेळ)

College Details

SR.No	College Code	College Status	Medium Name	College Gender Type	Minority	No of Division	Intake Capacity	Total Payment	Tution Fees	University Fees	Other Fees	Total Fees
1	04001902	Government Self Financed	English	Co-Education		3	180	4500	354544	344	45	354933
2	04001901	Government	English	Girls		2	120		3455	2344	344	6143

College Uploaded Documents

SR.No	College Status	Document Name	Order No.	Order Date	Approved Division
1	Government Self Financed	College Affiliation Letter	456666	07/05/1988	2
2	Government	Bar-Council Approval Order Letter	34	03/05/2002	2
3	Government	College Affiliation Letter	3434	19/10/1993	3

College Payment Details (All Amounts Excluding Bank Charges)

Total Amt:4500.00 Paid Amt:4500.00 Remains Amt:0.00

SR.No	Transaction Status	Transaction Amount	Bank Charges	Transaction Id	Transaction Date
1	Success	4500.00	135.00	307003810139	22/05/2018 18:53:00

Declaration.. I hereby declare that all the information furnished by me in this Registration form are true, complete and correct to the best of my knowledge and belief. I understand that entries made by me in this Registration form are final and binding on me. I further declare that in the LLB 5 Yrs Admission process, if any information is found false or incorrect I shall be liable for action taken by Nodal Officer, Centralized Admission Process for LLB 5 Yrs. 2018 and or Admissions Regulating Authority as mentioned in the Notifications. I undertake to upload the relevant documents required for completing the process of On Line College/ Institute registration.

Certificate.. I hereby certify that my college is recognised by Govt. of Maharashtra Department of Higher and Technical Education, and is

a) Permanently Affiliated to North Maharashtra University, Jalgaon University or

b) affiliated for the Academic Year 2018-2019 to North Maharashtra University, Jalgaon University.

Certificate of affiliation which valid for the Academic Year 2018-19 is being uploaded on line along with the Government Sanction order . All the information filled in the above on line College Registration form is Correct and Current. I, my self will be responsible for any discrepancy / legal complication or any other problem arising due to submission of wrong/misleading information of the college/institute filled in the registration form.

- **Print the college summary:** After submitting form, College Information Summary, College Primary Details and Uploaded Documents tabs will be displayed. Option is present to print college summary.

➤ College Information Dashboard:



Higher & Technical Education Department
State Common Entrance Test Cell, Mumbai
Directorate of Higher Education M.S., Pune

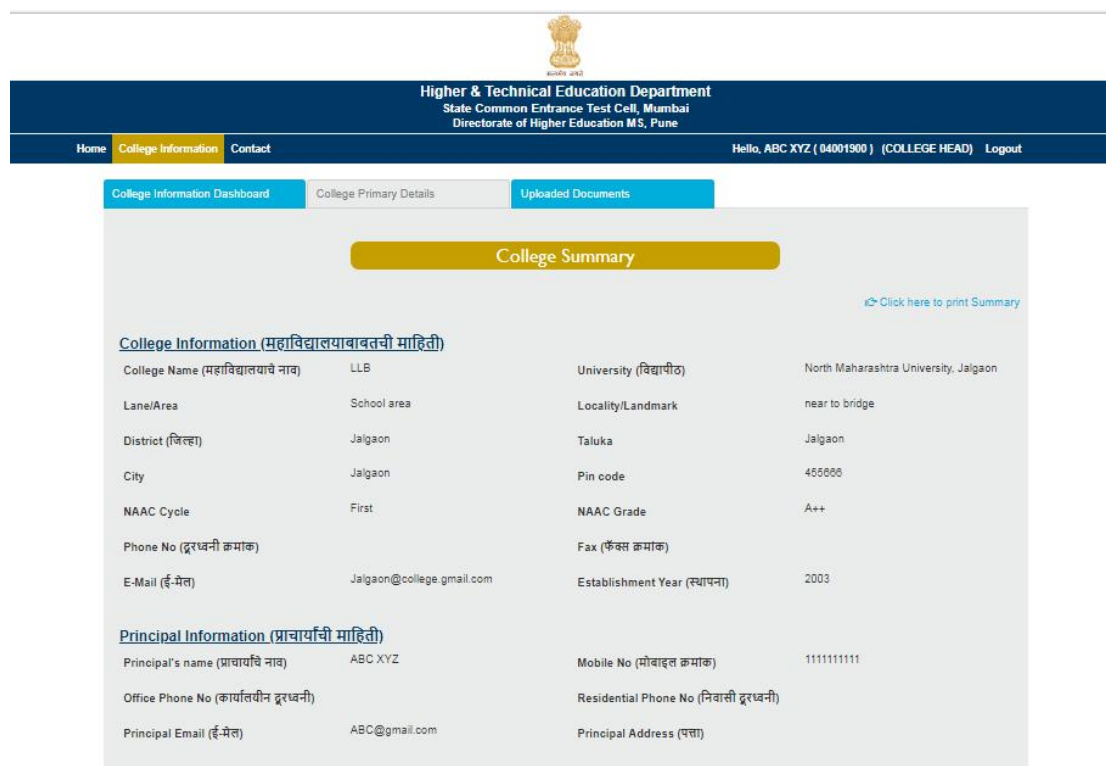
Home **College Information** Contact Hello, ABC XYZ (04001900) (COLLEGE HEAD) Logout

College Information Dashboard **College Primary Details** Uploaded Documents

College Code	04001900
College Name	LLB
Submitted On	21/05/2018 16:28:32
Status	In Progress
DHE Comment/s	In Progress

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➤ College Primary Details with Print Option:



Higher & Technical Education Department
State Common Entrance Test Cell, Mumbai
Directorate of Higher Education M.S., Pune

Home **College Information** Contact Hello, ABC XYZ (04001900) (COLLEGE HEAD) Logout

College Information Dashboard **College Primary Details** Uploaded Documents

College Summary

[Click here to print Summary](#)

College Information (महाविद्यालयाबाबतची माहिती)

College Name (महाविद्यालयाचे नाव)	LLB	University (विद्यापीठ)	North Maharashtra University, Jalgaon
Lane/Area	School area	Locality/Landmark	near to bridge
District (जिल्हा)	Jalgaon	Taluka	Jalgaon
City	Jalgaon	Pin code	456006
NAAC Cycle	First	NAAC Grade	A++
Phone No (दूरधनी क्रमांक)		Fax (फॅक्स क्रमांक)	
E-Mail (ई-मेल)	Jalgaon@college.gmail.com	Establishment Year (स्थापना)	2003

Principal Information (प्राचार्याची माहिती)

Principal's name (प्राचार्याचे नाव)	ABC XYZ	Mobile No (मोबाइल क्रमांक)	1111111111
Office Phone No (कार्यालयीन दूरधनी)		Residential Phone No (निवासी दूरधनी)	
Principal Email (ई-मेल)	ABC@gmail.com	Principal Address (पत्ता)	

➤ Uploaded document Option:

The screenshot displays the user interface of the Higher & Technical Education Department website. At the top, there is a header with the department's name and contact information. Below this is a navigation bar with tabs for 'College Information Dashboard', 'College Primary Details', and 'Uploaded Documents'. The 'Uploaded Documents' tab is active, showing a section titled 'Uploaded Documents' with two sub-sections: 'Government Self Financed' and 'Government'. Each sub-section contains a table with fields for 'Government's College Permission Order No', 'College Affiliation Type', 'Bar-Council Latest Order No', 'Additional Division Govt. Approval Order No', and 'College Minority Status Declaration Order No'.

Higher & Technical Education Department
State Common Entrance Test Cell, Mumbai
Directorate of Higher Education MS, Pune

Home **College Information** Contact Hello, ABC XYZ (04001900) (COLLEGE HEAD) User Guide For College Registration Logout

College Information Dashboard **College Primary Details** Uploaded Documents

Uploaded Documents

Government Self Financed
Government's College Permission Order No
College Affiliation Type
Bar-Council Latest Order No
Additional Division Govt. Approval Order No
College Minority Status Declaration Order No

Government
Government's College Permission Order No
College Affiliation Type
Bar-Council Latest Order No
Additional Division Govt. Approval Order No
College Minority Status Declaration Order No