

## FREQUENTLY ASKED QUESTIONS

**1. What is Online Affiliation Portal?**

The gives user Online Affiliation Portal gives access to the application of an institute online - anytime, anywhere, 24X7 - at your user's comfort. An applicant institute can view previous year applications/ documents uploaded/ courses details and pay the fee for affiliation online

**2. What is the URL for Online Affiliation Portal?**

Type <http://affiliation.pbteched.net/> in the address bar to be redirected to the PSBTE &IT online affiliation portal Homepage after clicking on affiliation portal icon.

**3. How do I get User Id and password for the Online Affiliation Portal?**

The user Id for Online Affiliation Portal is the usually email- ID given by the applying institute as per office records. In other cases, the list of user-ids and the password has been sent to the institute on email address provided in the board (latest email is sent from via-onlineaffiliation.psbte@gmail.com).

**4. Will an institute receive a different user id and password if it runs a diploma level course of pharmacy in addition to the engineering diploma level course?**

No the user id of the institute shall be the same. The institute will need to select from the drop down shown in image

- a) "Polytechnic" to fill up form of polytechnic/diploma in engg courses.
- b) "pharmacy" to fill up form for affiliation of pharmacy courses.

**5. What is special about Online Affiliation Portal?**

It is available 24\*7\*365 and you can operate your account anytime / anywhere at your convenience.

**6. On which browsers can I use the Online Affiliation Portal?**

Online Affiliation Portal works best on the latest versions of all browsers such as Internet Explorer, Safari, Google Chrome etc. and even on mobile phone.

**7. What I need to use the services?**

You require the following to use the services

- Any electronic device (e.g. Computer, Laptop, smartphone or Tablet) with Internet Connection
- Compatible Browser
- Successful Registration done by PSBTE&IT for availing the services.

**8. Is the User Id and Password case sensitive?**

User Id is not case sensitive but password(s) are case sensitive.

**9. Can I change the User-Id and Password?**

You may change your user ID as per your convenience once on request to the office of PSBTE&IT. Also, it is mandatory for you to change passwords with your own convenient passwords at first login. Later on at any time you can change your passwords also.

**10. How to change passwords?**

Passwords can be changed any time and any number of times through Change Password options after you login to your account. In fact the office recommends frequent change of passwords for securing access through internet.

**11. What happens if I forget my User ID for Online Affiliation Portal?**

If you forget the username/User Id for Online Affiliation Portal, kindly contact our office by sending an email at: [onlineaffiliation.psbte@gmail.com](mailto:onlineaffiliation.psbte@gmail.com)

**12. What documents do I need to apply on the online affiliation portal?**

The list of documents are given on the checklist of the online application form at the end, There is a different set of documents required for pharmacy and polytechnic institutes **some** of the important documents are listed below.

- Pan card Number
- AISHE Code
- Course(s) /APPROVAL OF AICTE Land (area in acres):Ownership: whether the land is registered in society name or leased/Jammabandi/ CLU/ Land deed/Relevant document regarding land ownership
- LIBRARY DETAILS
- Latest Salary sheet and attendance record
- Electrical Power Supply Connection(LATEST ELECTRICITY BILL)
- Fire Safety Certificate
- Occupancy and Structural Stability as applicable