

INSTRUCTION MANUAL HOW TO APPLY ONLINE FOR NOC / RECOGNITION etc

Organizations those who have applied in previous years, that email ID, Mob No will not work for current session. So, if any one of them are applying, again for current session, they need register again.

Steps for Online Application

Step-1:

Click **Apply for NOC / Recognition Etc**

By default, for applying New NoC and Renewal NoC, link given are separate / different

After clicking on the respective Links, application for applied session etc will get activated as per the schedule published by DMET, Odisha from time to time, though link is open throughout the year, it will found as deactivated until and unless the schedule is notified.

So, before trying to apply online, please check once the Schedule Notified for the same purpose. And after the Schedule, if the software is not activated, respective councils may be contacted.

The screenshot shows the website of the Directorate of Medical Education and Training, Odisha. The page has a red header with the organization's name. A navigation menu on the left includes links for Home, NOC / Recognition Mgt, Transparent Transfer Policy, Med College Staff Mgt, RTI, Notifications, and Contact us. The main content area is titled 'NOTIFICATIONS' and contains a table with the following data:

Date	Notification (Click to download)
15/07/2020	Instruction manual how to apply for NOC/Recognition for Physiotherapy
22/07/2020	Instruction Manual how to apply for NOC/Recognition for Nursing Courses
28/07/2020	Instruction Manual how to apply for NOC / Recognition for DMLT / RT courses
19/08/2020	Instruction Manual how to apply for NOC/Recognition for Allied Med Sc
25/08/2020	Details of Online Applications received for Nursing /DMLT /DMRT /Physiotherapy / DPharm Courses by 24.08.2020
01/09/2020	Details of Online applications received for NOC / Recognition of DMLT /DMRT /Nursing/Physiotherapy/DPharm/ Other Allied Med SC Courses by 31/08/20
01/09/2020	Step by Step Common Technical Guidelines How to apply Online for NOC/Recognition

At the bottom of the page, there are four buttons: Council Login (All Councils), Institute Login (Partner Institutions), Apply for NOC / Recognition, and Admin Login. A red arrow points to the 'Apply for NOC / Recognition' button. The text 'Click here for online appln' is written next to the arrow.

Online application will be processed in 10 Steps which are as under.

- Preliminary Registration**
- Online Application (Application)**
- Promoter Organization Details**
- Office establishment (Institute details)**
- Institute Premise details**
- Details about Management**
- Details about Principal**
- Details about other Teaching Staffs**
- Details about Support Staffs**
- Uploading supportive documents as Attachments**

Step-2: Preliminary Registration

After clicking on the respective Links, the following page will be displayed.

This is the Page in which You need to Register first before applying online. (it is mandatory). This page is called as Preliminary Registration Page.

The screenshot shows a web browser window with the URL dmetodisha.org/EAMSSystemNew_NOC/Application/PreliminaryRegistration.aspx. The page title is "Preliminary Registration for Online Recognition (New NoC) with different Councils functioning under DMET(O) for Private Institutions Only". The main heading is "Preliminary Registration". The form contains the following fields:

- Select Academic Session *
- Select Academic Year
- Select the Council *
- Select Council
- Select District where Institute Presents *
- Select District
- Enter the Name of Promoter Society / Trust etc *
- Enter the Name of Promoter Society / Trust etc
- Enter the PAN Card of Promoter Society / Trust etc *
- Enter the PAN Card of Promoter Society / Trust
- Enter your email id (Regd ID) *
- Enter your email id (Regd ID)
- Re-enter your email id (Regd ID) *
- Re-enter your email id (Regd ID)
- Enter your password *
- Enter your password

- Select Academic Session for which you are applying – By default it will be fixed as per the Advt by DMET
- Select the Council from the dropdown , means, if you want to apply for any Nursing Course-the Council is ONMRC (Odisha Nurses and Midwives Registration Council), if applying for any DMLT/DMRT Courses, then the Council Name is State Council for Diploma in MLT and MRT, Odisha, if applying for any Pharmacy Courses, the Council Name is Odisha Pharmacy Council, if applying for Physiotherapy and Occupational Therapy Courses, then the Council Name is Odisha State Council for Occupational Therapy and Physio Therapy, if applying for any Allied Medical Science Courses, then the Council Name is State Council for Allied Medical Science, Odisha.
- Regarding the available Courses for which NoC will be issued, respective Councils may be contacted.
- Then Select the District for which you are applying
- Then Enter the Name of the Promoter Organization like Society Name / Trust Name etc as applicable
- Then enter the PAN card Number of the applying Trust / Society etc as applicable
- Then enter your email ID and Re-enter this email ID again below the space given. Note that, this email ID will be the only source of Communication for future correspondence and no other e-mail ID will be considered. Also, if this e-mail ID is not accessible by you or u are giving any wrong e-mail ID, which is not accessible to you, later it cant not be changed at any circumstances. And if due to any of the reason, you are not able to get any communication form respective councils, then neither DMET office Nor Respective Council will held responsible for this and no grievances will be considered on change of this email address. So be meticulous while registering your email. Also this will be your login ID till the process is over.**
- Enter your Password and Re-enter the same password again. Preferably the given password must be minimum 8 Characters long with One Capital Letter, One Small Letter, One Special character and one digit. Please avoid giving Dot (.) or # or & as special characters while giving password.

- i) Then enter your Valid Mobile Number and Click send OTP, so that one OTP will be sent to the given Mobile Number for Verification. Enter the given OTP to complete Preliminary Registration Process. Remember that, the given Mobile Number must belong to you and should not be under DND. Else, OTP will not be received.
- j) Then Click the Link **Sign Up**

The screenshot shows a web browser window with the URL dmetodisha.org/EAMSSystemNew_NOC/Application/PreliminaryRegistration.aspx. The page contains a registration form with the following fields:

- Select Academic Session * (Dropdown: Select Academic Year)
- Select the Council * (Dropdown: Select Council)
- Select District where Institute Presents * (Dropdown: Select District)
- Enter the Name of Promoter Society / Trust etc * (Text input)
- Enter the PAN Card of Promoter Society / Trust etc * (Text input)
- Enter your email id (Regd ID) * (Text input)
- Re-enter your email id (Regd ID) * (Text input)
- Enter your password * (Text input)
- Re-enter your password * (Text input)
- Enter your Regd Mobile Number * (Text input)

At the bottom of the form, there is a green **Signup** button and a link for [Already an account? Login here](#). A **Send OTP** button is located next to the mobile number field.

Step-3: Online Application (Application)

After clicking the Link **Sign Up**, the following page will be displayed.

The screenshot shows the E-Affiliation Home page with the URL dmetodisha.org/EAMSSystemNew_NOC/Application/Home.aspx. The page is logged in as [As btesbalasore@gmail.com](mailto:btesbalasore@gmail.com) on Thu Nov 02 2023 12:41:44 GMT+0530 (India Standard Time).

The page features a sidebar menu with the following options:

- Dashboard
- New Application
- Application Status
- Logout

The main content area displays **COMMON INSTRUCTIONS TO APPLY FOR RENEWAL NOC** with the following steps:

- Step-1 First give the payment through SB collect Mode only as per the Instruction given. Pay separately for different courses under different Councils.
- Step-2 Register under Preliminary Registration
- Step-3 Click New Application
- (a) Under Application Select Academic Session
- Select Type of NOC- Renewal
- Select Council
- Select Course (You can select a single course at a time and like this separate applications can be generated with separate application number for different courses)
- Enter the intake capacity in that course which you have selected
- Select the option if you have obtained the clinical permission for running the course from concerned authority for Academic Session 2021-22
- Enter Renewal NOC Amount, followed by payment Reference Number and Date
- (b) Under Promoter Organisation Enter the Name of promoter Organisation
- Select the Constitutional Status
- Enter Registration No/ Registration Year / Registered at
- Enter the address details of the Promoter Organisation including Mobile and email
- (c) Fill up the Office Establishment Details
- (d) Fill up the Institution premise Details and upload the desired documents in pdf format
- Enter the address of the Institute (As sometimes Institute is separately situated and its functioning office is separately situated)
- (e) Enter the Management personnel details information as desired
- (f) Under the Principal, enter the details of the Principal and vice Principal
- (g) Under the Teaching Staff, enter the Teaching Staff details

This page is the Dashboard after Preliminary Registration or Login. Here u can see, in the left side, there is the Link Dashboards and the right side contents the instructions how to fill details during the online application Process. In general, the Process of Online Application is same as new NoC and Renewal NoC. Only the Preliminary Registration Process is something different. Not to be confused.

Click the Link New Application from Left side menu bar. The following page will be displayed.

The screenshot shows a web browser window with the URL dmetodisha.org/EAMSSystemNew_NOC/Application/ApplicationDetails.aspx. The page is titled "E-Affiliation" and shows a user logged in as btesbalasore@gmail.com on Thursday, 02 Nov 2023, 12:42:59 GMT+0530 (India Standard Time). The main content area is a form for "Application for Academic Session : 2024-25". The form includes the following fields and options:

- Applying for:** A dropdown menu labeled "Select Applying Type".
- Select Course:** A dropdown menu labeled "Select Course".
- Proposed Intake Capacity:** A text input field.
- Clinical Permission Obtained from Concerned Authority:** Radio buttons for "YES" and "NO".
- Application Fee Details:** Three input fields for "Application Amount (Rs)", "Payment Reference number", and "Payment Date".

At the bottom right of the form, there are three buttons: "Previous", "Next", and "Save Draft". The Windows taskbar at the bottom shows the system tray with a search bar, task view, and system icons including weather (31°C Haze), network, and time (12:43, 02-11-2023).

- Here the Academic Session is Fixed as declared by DMET Office / Respective Councils.
- Select the Course that you are applying for. Only respective Courses under respective councils will be shown. If you want to apply for any Nursing Courses and registering for online application under Pharmacy Council, you will not able to find Nursing Courses under Pharmacy Council and vice versa.
- Enter the number of seats / proposed intake capacity against that course for which u want to apply for NoC. Enter in Integer format like 20 or 40.
- Select the option, Yes / No, regarding the clinical permission that you have received to open that course from respective authorities or Not. To know about Clinical Permission, for better clarifications, pls contact concerned Councils.
- Enter your application Fee particulars details in respective columns. **Common Mistakes observed- that, Institutions giving Payment to one Council, but applying to other Councils. In such cases, the applications may get outright rejected as well as the paid money is Non Refundable. So, be meticulous while giving the payment to respective council and while applying and giving Payment reference Number. The payment Reference Number generally comes as "DUXXXXXX" like this. Application money once paid is NON-REFUNDABLE at any circumstances.**
- Then Click Save Draft / Next to proceed further.

Step-4: Promoter Organization Details

After clicking on the option Save Draft, Click on the above Link Promoter Organization, or after Clicking on Next, it will automatically be redirected to Promoter Organization information Page.

The screenshot shows the 'Promoter Organisation' section of the application. The form contains the following fields and options:

- Name of the Promoter Organisation:** A text input field.
- Constitutional Status:** Radio button options for:
 - Registered under Trust Act
 - Registered Under Societies Act
 - Registered under Companies Act(Section-XX)
 - Others
- Registration No:** A text input field.
- Registered Year:** A text input field.
- Registered At:** A text input field.
- Address of Promoter Organisation:** A section with sub-fields:
 - At:** A text input field.
 - Post:** A text input field.
 - Via:** A text input field.
 - Dist:** A text input field.
 - Pin:** A text input field.
- Contact Mob No:** A text input field.
- Contact e-mail ID:** A text input field containing 'btesbalasore@gmail.com'.

Navigation buttons at the bottom right include 'Previous', 'Next', and 'Save Draft'.

- Enter the Name of the Promoter Organization. It must be same as the name given during the Preliminary Registration section.
- Select the button which type of organization you belongs to , means , either registered under Trust Act or Society Act or like
- Enter your Registration No of the Organization, Registration Year and Registered under whom (means Regulating authorities like in case of Trust, DM / Sub Registrar etc and In case Society, IGR and Incase Non Profit Company RoC-Cuttack etc like.
- Enter the address of Founder Organization and Contact Mobile Number of the person who heads the Organization.
- E-mail ID cant be entered as this is default the e-mail ID given at the time of Preliminary Registration.
- Then Click Save Draft / Next to proceed further.

Step-5: Office establishment (Institute details)

After clicking on the option Save Draft, Click on the above Link Office Establishment (Institute) , or after Clicking on Next, it will automatically be redirected to Office Establishment (Institute) Page.

The screenshot shows the 'Office Establishment (Institute)' section of the application. The form contains the following fields and options:

- Office Establishment Details:** A section header.
- Name of the Establishment:** A text input field.
- Established Year:** A text input field.
- Address of Office Establishment:** A section with sub-fields:
 - At:** A text input field.
 - Post:** A text input field.
 - Via:** A text input field.
 - Dist:** A text input field.
 - Pin:** A text input field.
- Contact Mob No:** A text input field.
- Contact e-mail ID:** A text input field containing 'btesbalasore@gmail.com'.
- Contact Person Name:** A text input field.

Navigation buttons at the bottom right include 'Previous', 'Next', and 'Save Draft'.

- Here against the option, Enter Name of the Establishment (Proposed office of the Institute which may or may not be same as Institute located or promoter organization address), Established Year, Address of the establishment, Contact Mobile Number and Contact Person Name.
- The email section cant be entered as this email is automatically considered as default email ID which is registered at the time of Preliminary Registration.
- Then Click Save Draft / Next to proceed further.

Step-6 : Institute Premise Details

After clicking on the option Save Draft, Click on the above Link Institute Premises , or after Clicking on Next, it will automatically be redirected to Institute Premises Page.

The screenshot shows a web browser window with the URL `dmetodisha.org/EAMSystemNew_NOC/Application/ApplicationDetails.aspx`. The page title is "E-Affiliation" and the user is logged in as `btesbalasore@gmail.com`. The navigation menu includes "Application", "Promoter Organisation", "Office Establishment (INSTITUTE)", "Institute Premise" (selected), "Management", "Principal", "Teaching Staff", "Support Staff", and "Attachments".

The "Institute Premise Details" form contains the following fields and sections:

- Name of the Institute**: Text input field
- Location Type**: Text input field
- Located at**: Text input field
- Institute Building Type**: Text input field
- Building approved By**: Text input field
- Total Area of the Institute (in S Ft)**: Text input field
- Total Built up Area (In S Ft)**: Text input field
- Do u have Building Completion Certificate from a Registered Architect / Regular Authority ?**: Section with "Upload Building Completion Certificate" button and "Browse" button.
- Do u have Fire Clearance Certificate (from Deputy Fire Officer) ?**: Section with "Upload Fire Clearance Certificate" button and "Browse" button.
- Do u have Pollution Clearance Certificate ?**: Section with "Upload Pollution Clearance Certificate" button and "Browse" button.

- Enter the Proposed Name of the Institute. You are advised to give a Name of your Institute, which Name must not be in your District / State as an existing Institute.
- Enter The location of the proposed Institute, whether it comes under Urban (NAC/Municipality / Corporation etc.) or Rural areas (Panchayat / Block etc.)
- Institute building type- Please mention G+1 or G+2 or G+3 or G+4 etc
- Mention the Building plan approved by which authority like Sarapanch / BDA etc.
- Mention the total areas of the Institute in Sq Ft
- Mention Total Built up area in Sq Ft
- Upload pdf copy of Building Completion Certificate
- Upload Fire Clearance Certificate from authority not less than the rank of Deputy Fire Officer
- Upload the Pollution Control Certificate (of the Clinical establishments of affiliated hospital) and in case Chemical or any research laboratory or own similar setups , Pollution Certificate of own
- Then enter the address of the Institute where it is located, with Contact person Name and Mob No of Contact Person
- The e-mail ID cant be entered here as this e-mail ID is the default email ID of Preliminary Regd.

The screenshot shows a web browser window with the URL `dmetodisha.org/EAMSSystemNew_NOC/Application/ApplicationDetails.aspx`. The page is titled "E-Affiliation" and has a dark sidebar with navigation options: Dashboard, New Application, Application Status, and Logout. The main content area contains the following form fields:

- Total Area of the Institute (in S Ft)**: Text input field.
- Total Built up Area (In S Ft)**: Text input field.
- Do u have Building Completion Certificate from a Registered Architect / Regular Authority ?**: Upload Building Completion Certificate (Browse)
- Do u have Fire Clearance Certificate (from Deputy Fire Officer) ?**: Upload Fire Clearance Certificate (Browse)
- Do u have Pollution Clearance Certificate ?**: Upload Pollution Clearance Certificate (Browse)
- Address of Institute**:
 - At**: Text input field.
 - Post**: Text input field.
 - Via**: Text input field.
 - Dist**: Text input field.
 - Pin**: Text input field.
- Contact Mob No**: Text input field.
- Contact e-mail ID**: Text input field with the value `btesbalasore@gmail.com`.
- Contact Person Name**: Text input field.

At the bottom right of the form, there are three buttons: **Previous**, **Next**, and **Save Draft**.

l) Then Click Save Draft / Next to proceed further.

Step-7 : Details about Management

After clicking on the option Save Draft, Click on the above Link Management , or after Clicking on Next, it will automatically be redirected to Management Page.

The screenshot shows the "Management" tab selected in the application details page. The page title is "E-Affiliation" and the URL is the same as the previous screenshot. The sidebar is the same. The main content area is titled "Management Details" and has a navigation bar with tabs: Application, Promoter Organisation, Office Establishment (INSTITUTE), Institute Premise, **Management**, Principal, Teaching Staff, Support Staff, and Attachments. The form fields are:

- Management Details**:
 - Name of the Chairperson**: Text input field.
 - Adhar No (Optional)**: Text input field.
 - Mobile no**: Text input field.
 - Choose passport photo**: Choose passport photo (Browse) with a photo upload icon and the label "photo Chairperson".
 - Name of the Secretary**: Text input field.
 - Adhar No (Optional)**: Text input field.
 - Mobile no**: Text input field.
 - Choose passport photo**: Choose passport photo (Browse) with a photo upload icon and the label "photo Secretary".
 - Name of Authorised Representative**: Text input field.
 - Adhar No (Optional)**: Text input field.
 - Mobile no**: Text input field.

The Windows taskbar at the bottom shows the date and time as "Thu Nov 02 2023 12:45:25 GMT+0530 (India Standard Time)".

- a) Mention the details of the Management of the Promoter Organization like Name, Adhar card and Mobile Number and Passport Photo of the Chairperson, Name, Adhar card and Mobile Number and Passport Photo Secretary, Name, Adhar card and Mobile Number and Passport Photo of the authorized representative, who used to deal with respective Councils for further queries and clarifications (if any).
- b) Then Click Save Draft / Next to proceed further

Step-9 : Details about Principal

After clicking on the option Save Draft, Click on the above Link Principal, or after Clicking on Next, it will automatically be redirected to Principal Page.

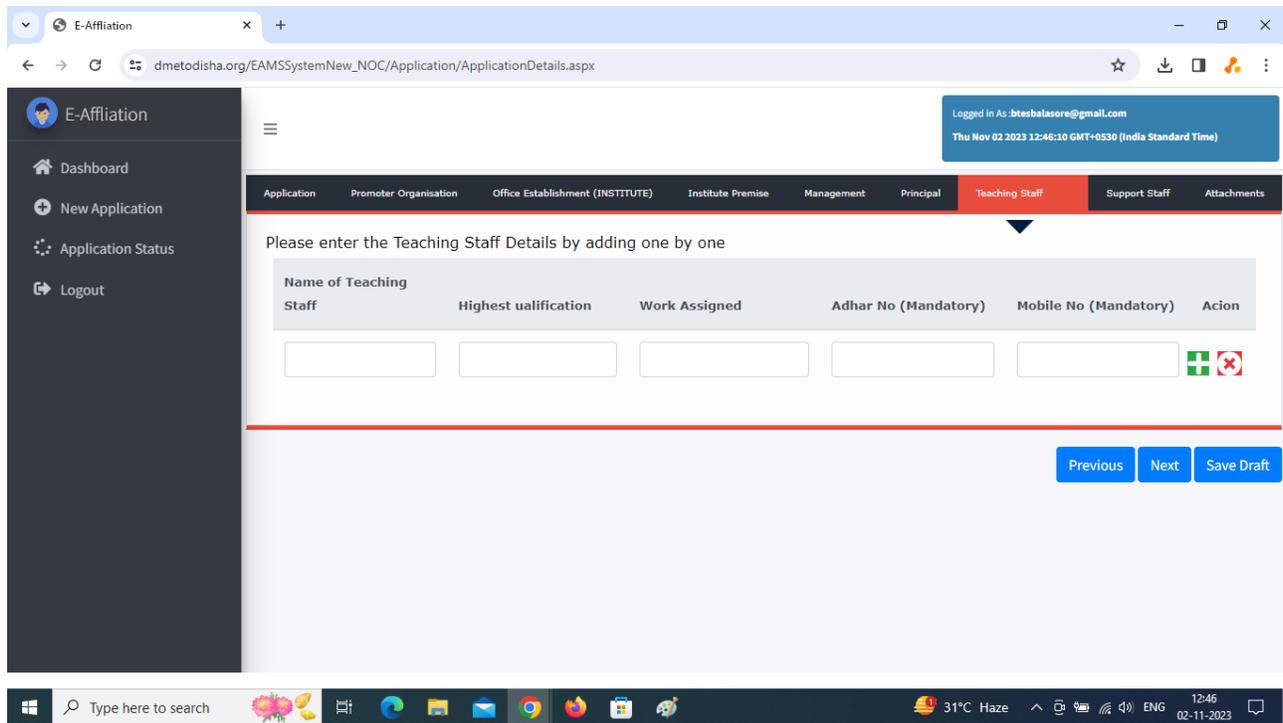
The screenshot displays the 'Principal Details' form within the E-Affiliation system. The form is organized into two main sections: one for the Principal and one for the Vice-Principal. Each section contains four input fields: 'Name of the Principal/Vice-Principal', 'Highest Educational qualification', 'Adhar No (Optional)', and 'Mobile no'. Below these fields are 'Upload Passport Photo (optional)' buttons with 'Browse' links and photo icons. The interface features a dark sidebar on the left with navigation options: Dashboard, New Application, Application Status, and Logout. The top navigation bar includes tabs for Application, Promoter Organisation, Office Establishment (INSTITUTE), Institute Premise, Management, Principal (active), Teaching Staff, Support Staff, and Attachments. A status bar at the top right shows the date and time: Thu Nov 02 2023 12:45:52 GMT+0530 (India Standard Time). At the bottom of the form, there are 'Previous', 'Next', and 'Save Draft' buttons. The Windows taskbar at the very bottom shows system icons, a search bar, and the date 02-11-2023.

- a) Mention the details like Name, Highest Educational Qualification, Adhar card and Mobile Number and Passport Photo of the Principal, Name, Highest Educational Qualification, Adhar card and Mobile Number and Passport Photo of the Vice Principal (if any).
- b) Then Click Save Draft / Next to proceed further

Step-10 : Details about other Teaching Staffs

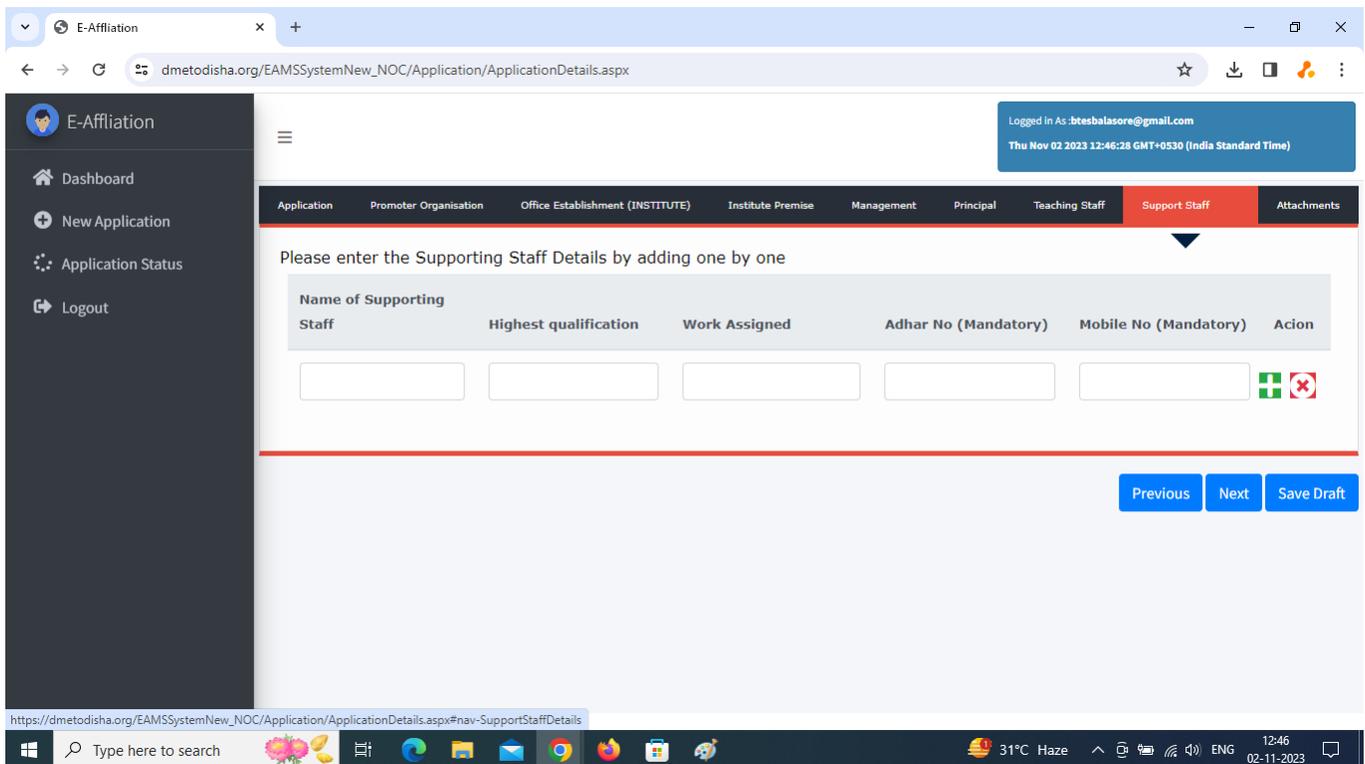
- a) Click the [+] symbol to add one by one Teaching Staffs deployed
- b) Mention the details like Name, Highest Educational Qualification, Teaching assignments (subject/Paper- keep it small and precise within 20 characters), Adhar card and Mobile Number (if any). ****if the teacher is already added either as Principal / Vice Principal / or as a Teacher by any other Institute or any other Courses, cant be reentered again and Validation will be shown that "Already Exists" and the same data will not be added as a faculty.****

- c) You can add as many numbers of Teachers by following the above procedure.
- d) If wrongly one Name has entered and want to delete, then Click on the [X] symbol to delete the latest one and you can delete as like and Reenter again. Clicking on [X] will delete the last record only.
- e) Then Click Save Draft / Next to proceed further



Step-11 : Details about Support Staffs

- a) Click the [+] symbol to add one by one Support Staffs deployed

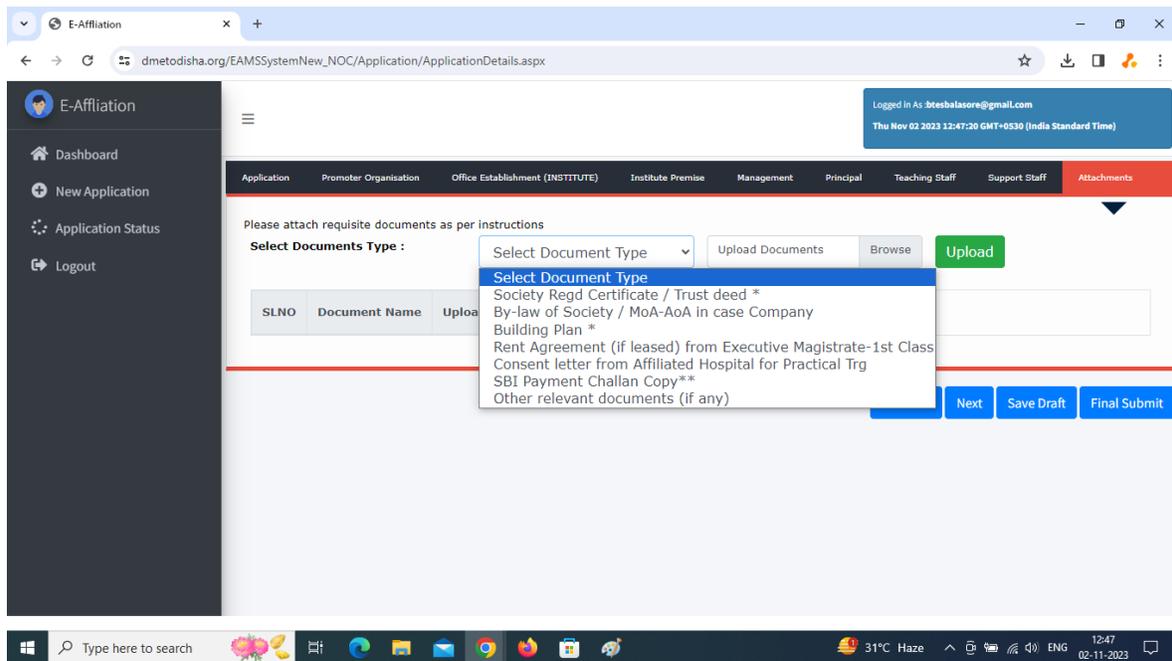


- b) Mention the details like Name, Highest Educational Qualification, Supporting work assignments (keep it small and precise within 20 characters), Adhar card and Mobile Number (if any). ****Don't enter Faculty or Teaching Staff details under Support Staff.**
- c) You can add as many numbers of Support Staffs by following the above procedure.
- d) If wrongly one Name has entered and want to delete, then Click on the [X] symbol to delete the latest one and you can delete as like and Reenter again. Clicking on [X] will delete the last record only.
- e) Then Click Save Draft / Next to proceed further

Step-12 : Uploading supportive documents as Attachments

- a) Here select the document type and one by one upload all pdf format of documents as required.

- b) Upload the following documents by selecting the corresponding option from the drop down menu
 - a. Society Registration Certificate / Trust deed / RoC regd in case Company etc
 - b. By law of Society / Moa and AoA in case Company
 - c. Authorized approved Building Plan documents
 - d. If Building taken on rent, then Rent Agreement being executed from Magistrate-1st Class (**Not from Notary)
 - e. Consent letter from affiliated hospital meant for Practical Training
 - f. Copy of Challan of Application Fee Payment – SBI Collect Slip
 - g. Other relevant documents if any found essential



- ❖ You can apply as many number of New applications against different courses available under the selected Council. But you can finally submit only one application against a particular course under a selected council
 - ❖ It is mandatory to Click on **Finally Submit** button so that the application will be received online with successful generation of an application Number.
 - ❖ Applications not **Finally Submitted** will not be taken in to consideration and will be declared as incomplete. No further grievances will be entertained in this regard.
 - ❖ To know the status of your application, you can click on the link **Application Status** to complete finally by clicking on Finally Submit button.
 - ❖ Before the application is finally submitted, you can edit any information u want, but once it is finally submitted no changes can be made to the application.
 - ❖ Use separate email IDs and Mobile Numbers for registering in separate councils, but for not separate courses under one council.
 - ❖ After application is complete, take a print out of the application for future reference.
1. You can mail your technical problem to- dmethelpline@gmail.com

This is a technical instructions how to apply online. But regarding the other doubts or queries, payment of fees particulars and other information, please contact concerned council office.