

STEP BY STEP TECHNICAL GUIDELINES (COMMON) – HOW TO APPLY ONLINE NOC/RECOGNITION FOR DIFFERENT COURSES UNDER DIRECTORATE OF MEDICAL EDUCATION, ODISHA

This is the common technical guidelines, how to apply online for getting NOC (No Objection Certificate) / Recognition letter for different courses coming under the Directorate of Medical Education and Training, Odisha. Prospective Institutions / Societies etc, those who are interested to open new Para Medical / Allied Medical / Nursing Courses in Odisha should apply online through DMET website (www.dmetodisha.gov.in). It is requested that, Prospective Institutions should go thoroughly all the instructions / guidelines available in DMET website and also the amendments / changes / update circulars (if any related to this) before applying for NOC. The followings are the technicalities that are required during the online application process.

FAQ (Frequently Asked Questions)

(1) Who can apply for NOC ?

Ans: Any Non Government Organization (legal entity) registered under, Societies Registration Act 1860 (or) registered under Indian Trust Act-1882 (either as a private trust or as a public trust) (or) registered under Section-8 of Companies Act, 1956 (2013) can apply.

(2) Can I apply in my own name as I don't have all of the above ?

Ans: No, individuals are not eligible to apply

(3) What are the courses available for NOC / Recognition ?

Ans: Presently in this single platform, one can apply for the following courses.

Under Allied Med Sc Courses	
1	MSc - Medical Laboratory Technology
2	MSc - Clinical Microbiology
3	BSc- Optometry
4	BSc- Medical Laboratory Technology
5	BSc-Medical Radiation Technology
6	BSc- Operation Theatre Technology
7	BSc- Anesthesia Technology
8	BSc- Emergency Medicine Technology
9	Certified Ophthalmic Assistant
10	Certified Ophthalmic Surgical Assistant
11	Certified OT Technician
12	Certified Dialysis Technician
13	Certified Neuro Technician
14	Certified ECG Technician
15	Certified EEG Technician

16	Certified EMG Technician
17	Certified Ward Technician
18	Certified Blood Collection Assistant
19	Certified Course in First Aid
Under Nursing Courses	
1	ANM
2	B.Sc – Nursing
3	Post Basic B.Sc- Nursing
4	M.Sc- Nursing
5	M.Phil Nursing
6	PhD -Nursing
Diploma in Medical Lab Tech (DMLT)	
Diploma in Medical Radiation Tech (DMRT)	
Under Pharmacy	
Diploma in Pharmacy (DPharm)	
Bachelor in Pharmacy (BPharm)	
Master in Pharmacy (MPharm)	
Under Physiotherapy Course	
Bachelor in Physiotherapy (BPT)	
Master in Physiotherapy (MPT) and under this there are different specializations available	
Occupational Therapy Course (**No details available presently)	

N.B:- Any New course may be added or any existing course may be withdrawn from the above list depending upon the jurisdiction of authority (DMET) and separate notifications may be published for that.

(4) Can I apply in a single application for any type of courses / all courses ?

Ans: As per the system is concerned, you can apply **separately** for each type of courses as different courses belongs to different councils. Under a single application you can apply for all 19 courses available under Allied Med Sc as all 19 courses are coming under Allied Med SC Board. Like that, you can apply for all 6 courses coming under Nursing Courses to Odisha Nurses & Midwives Council (ONMC) in a single application. But you have to apply separately for rest of the courses. However, separate applications have to be received against the following courses.

Allied Medical Science (All courses coming under this)
Nursing Courses (All courses coming under this)
Diploma in Medical Lab Tech (DMLT)
Diploma in Medical Radiation Tech (DMRT)
Pharmacy Course (All courses coming under this)
Physiotherapy Course (All courses coming under this)
Occupational Therapy Course (**Presently details not available)

(5) I have applied for DMLT & DMRT in a single application. Is it Correct ?

Ans: No. You need to apply separately for DMLT and DMRT. Like separate for Allied and Nursing like this.

(6) I have applied separate applications for different courses coming under Allied Med Sc courses. Is it correct ?

Ans: You can apply for any number of courses / all courses coming under Allied Med Science through a single application. But if you are applying with different applications for different courses under Allied Med Sc courses or like different applications under Nursing courses, it is not wrong.

(7) Can I apply in the same e-mail ID for different courses ?

Ans: No. You can register separate email IDs and separate Mobile Number while applying for different courses. If you are registered with a single email ID and mobile number and first applied for Allied Med Sc and then again logged In by using the same e-mail ID and password and apply for Nursing courses and like this, only your last application will be accepted. As system will treat the same e-mail ID and Password only for one course and will update the information each time. And the last one course which have updated will only be considered.

(8) Why it is showing error though I am trying to register with different e-mail ID ?

Ans: While registering, e-mail ID and Mobile number should be unique. That means, e-mail ID and Mobile number can not be registered more than once. So, if you are going to apply for more than one course, then you need to register in more than one e-mail ID and more than one Mobile number which are not registered earlier in the a-Affiliation Management System.

(9) Is there any constraints of location for applying different courses ?

Ans: Yes. Govt. of Odisha has notified a GIS Mapping and published the requirement of opening of different Institutions for different courses in DMET Website. So, while applying for NOC for different courses, please first go through the notification of requirements and as per the availability/ suitability/ requirement analysis, you can apply for NOC.

(10) Suppose, I have applied for NOC for a course for a District where there is no requirement as per GIS mapping. Will my application get rejected ?

Ans: In such kind of situation, if you are applying for a district for a course, where there is no requirement of opening a new Institution, as per the guidelines, the application will get rejected and the amount paid will be forfeited. For this kind of mistakes, you will be solely responsible and no refund claims will be accepted. But the decision of the authority is final and binding in such cases.

(11) Suppose, I have applied for NOC without any Notification for application (or) applied without giving the requisite fees. Whether my application will be accepted or rejected ?

Ans: If you are applying against no notification number or without any notification or after a notification period is over, your application is liable for rejection. Like also, if you are applying without giving the requisite fees, your application will get rejected without any further consideration.

Steps for Online Application

Step-1:

Click **Apply for NOC / Recognition**

Directorate of Medical Education and Training, Odisha

Home

- NOC / Recognition Mgt
- Transparent Transfer Policy
- Med College Staff Mgt
- RTI
- Notifications
- Contact us

NOTIFICATIONS

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

Click here for online appln

Council Login (All Councils) Institute Login (Partner Institutions) Apply for NOC / Recognition Admin Login

Step-2:

Enter your Trust Name, Existing / Proposed Institute Name, separate e-mail ID for separate Courses, Password and separate Mobile Number for separate courses.

E-AFFILIATION MANAGEMENT SYSTEM (EAMS), DMET, ODISHA

Preliminary Registration

Enter your Trust Name → Enter name of your Trust *

Enter your proposed / existing Institute name → Enter Name of the Institute *

Enter your email id (Regd ID) *

Enter your password * → e-mail ID will be your Log In ID and should be different for different courses

Re-enter your password * → Mobile Number should be different for different courses

Enter your Regd Mobile Number *

Signup

Already an account? [Login here](#)

Step-3:

- ❖ Select the Course from the drop down for which you are applying
- ❖ Enter the Advertisement Number
- ❖ Enter the Advertisement Date
- ❖ Enter the Academic Session (like 2020-21) for which you are applying (You can get it from the advertisement it self)
- ❖ Select Application Type whether you are a New Institute applying for NOC (or) an existing Institution applying for Renewal NOC or for increase in take capacity (seats) or decrease in intake capacity (seats) or You are an existing Institution already providing some courses and want to add some other new courses or want to close your Institute due to some unavoidable circumstances or want to revalidate your NOC
- ❖ Revalidation of NOC means, you have received NOC to open an Institution in some previous years but you have not opened yet and you want to revalidate that NOC

The screenshot displays the 'E-AFFILIATION MANAGEMENT SYSTEM (EAMS), DMET, ODISHA' web application. The interface includes a header with the system name, a login area with a 'Welcome' message to 'pcpradhan@rediffmail.com', and a form for selecting a course and application type. A dropdown menu for 'Select Course Applied' is open, showing options: ALLIED MEDICAL SCIENCE, DMLT, DMRT, NURSING, PHARMACY, and PHYSIOTHERAPY. Below this is a table for 'PLS MENTION COURSE DETAILS' with columns: Course ID, Course Name, Current Intake (Nos), Applied for Intake, Affiliated to University / Board, and Action. There is an 'Add' button next to the table. The 'PAYMENT DETAILS' section includes fields for Mode of Payment, Bank Transaction ID, Total amount, Payment ID, and Transaction Date. The 'INSTITUTION DETAILS' section includes fields for Name of the Institution and Address of the Institution. The browser's address bar shows 'dmetodisha.org/EAMSystem/PrelimRegd/E_Affiliatiuon_System_Part1.aspx'.

Step-4:

- ❖ For filling up the Course details that you are applying for please click on **Add** button
- ❖ If you have selected Allied Medical Science, after clicking the Add button, a pop up screen will come like below figure. And you have to add as many number of courses as you can. The lists are given in **FAQ-3** under different courses. But for the Course DMLT/DMRT, there are no sub options to select.
- ❖ Select the Course ID (also available in short form like BPT for Bachelor in Physiotherapy etc)
- ❖ After selecting the course ID , automatically Course Name will be displayed and no need to enter
- ❖ Enter Current in take in Nos (Enter only intiger numbers). If you are a new one , then mention it "0" / Zero or if existing one, mention the no of seats you have presently / present in take capacity in that course
- ❖ Enter for how many no of seats you are applying for that course / applied intake seats
- ❖ Enter the proposed University / Board with which you want to be affiliated for conduct of your examination. For if ANM/GNM mention ONMEB / Mid India Board and for BSC-say Utkal University

- ❖ Repeat the same procedure as number of times you want to add different courses and save each time.
- ❖ After saving each time data for Courses applied, you will be able to see the course details that you have saved in a Data grid above to the Add button.

The screenshot displays the 'ADD COURSE DETAILS FOR WHICH YOU ARE APPLYING' modal window. It contains the following fields:

- Course ID***: A dropdown menu labeled 'Select Course'. A red arrow points to it with the text 'Select a course'.
- Course Name***: A text input field. A red arrow points to it with the text 'Course Name will be displayed'.
- Current Intake (Nos)***: A text input field.
- Applied for Intake***: A text input field.
- Affiliated to University / Board***: A text input field.

At the bottom of the modal are 'Save' and 'Close' buttons. The background interface shows sections for 'PAYMENT DETAILS' (with fields for Mode of Payment, Bank Transaction ID, Total amount, Payment ID, Transaction Date) and 'INSTITUTION DETAILS' (with fields for Name of the Institution, Address of the Institution).

Step-5:

- ❖ Then enter your payment details of NOC application fees. Payment should be made only through SB-Collect mode as mentioned against individual guidelines / manual for different courses. Please refer to that guidelines.
- ❖ If you are paying less than the NOC amount, chances are there that, your application may get rejected.
- ❖ Also, if you are paying in other modes, chances are there that your application may get rejected.
- ❖ Enter a **DUBXX like Bank reference number under payment ID and IGAXXXX like a number against Bank transaction ID. If you do not have 2 separate reference number, then write same DUBXX like number in both the places.**
- ❖ Then enter your Institution details (Either Existing or Proposed one) for which you are applying for NOC
- ❖ Enter the details about your applicant organization, say under which you are applying whether you are a Trust or Society or Section-8 Company. Please mention correct mobile number, so that, in case of requirement the concerned authorities may ask you for any clarifications, if any.
- ❖ Also, in the address section, please mention correct address, so that, any communications made will be received by you.
- ❖ Like the institute address, please mention the correct address of your Trust / Society etc. as communication, if desired necessary may be done in the given address.
- ❖ Regarding the name of the chairperson / president / secretary of the Trust, please mention the actual officiating persons name. As it is found that, in some cases, complaints have been received regarding some unauthorized persons against the post of chairperson / president / secretary and in such cases, it is better to submit the copy of changes in any management being duly certified by the concerned registering authorities. Failing which, in future, if any such complaints / petitions will be received, issued NOC (if any) will be revoked and legal actions as deemed proper will be initiated.

- ❖ After filing up all data, click on **Save and Proceed**.

PAYMENT DETAILS

Mode of Payment: **SB Collect** (Instruction: Enter the Payment details which you have paid through SB collect Mode against NOC for that course)

Payment ID: **DUBXXXXX like a Number** (Instruction: Enter details as desired of your Existing / Proposed Institutions for which you are applying)

Bank Transaction ID: **IGAXXXX... like a Number (or) write same Payment ID like DUCXXX**

Transaction Date:

Total amount:

INSTITUTION DETAILS

Name of the Institution:

Town/Village:

State/UT:

Email of Authority:

Institution Type:

Name of the council approved the first course:

Address of the Institution:

District:

Mobile no of authority/Principal:

Website:

Approval year of first course:

Whether institute is operating from permanent site / Temporary:

DETAILS ABOUT APPLICANT ORGANISATION (TRUST / SOCIETY etc)

Name of the Applicant Organization:

Registration Date:

Town/Village:

State/UT:

Name of Chairperson/President/Secretary:

Email of Chairperson/President/Secretary:

Type of the Organization: (Instruction: Enter details desired information about your Society / Trust etc)

Address:

District:

Pin Code:

Cell Number Chairperson / President / Secretary:

PAYMENT DETAILS

Mode of Payment: **SB Collect** (Instruction: Enter the Payment details which you have paid through SB collect Mode against NOC for that course)

Payment ID: **DUBXXXXX like a Number** (Instruction: Enter details as desired of your Existing / Proposed Institutions for which you are applying)

Bank Transaction ID: **IGAXXXX... like a Number (or) write same Payment ID like DUCXXX**

Transaction Date:

Total amount:

INSTITUTION DETAILS

Name of the Institution:

Town/Village:

State/UT:

Email of Authority:

Institution Type:

Name of the council approved the first course:

Address of the Institution:

District:

Mobile no of authority/Principal:

Website:

Approval year of first course:

Whether institute is operating from permanent site / Temporary:

DETAILS ABOUT APPLICANT ORGANISATION (TRUST / SOCIETY etc)

Name of the Applicant Organization:

Registration Date:

Town/Village:

State/UT:

Name of Chairperson/President/Secretary:

Email of Chairperson/President/Secretary:

Type of the Organization: (Instruction: Enter details desired information about your Society / Trust etc)

Address:

District:

Pin Code:

Cell Number Chairperson / President / Secretary:

Save and Proceed **Exit Now**

After Clicking the **Save and Proceed** Button, you will be redirected to the second page. The important factor in the second page is that, you have to enter a large number of information within 5 minutes time. If you find your internet connection is slow, or you are not good in computer typing and the time duration in filling this page information will cross more than 5 minutes, then data will not be saved and automatically you will be logged out from this page. So, if you are apprehending such kind of problem, then please the following instructions carefully, so that, this above mentioned problem will not happen. But if you are good in typing and having well connected internet connection, you can maintain general linearity in filling up the information.

In this second part, it is better to fill the information considering as low band width internet connection and low typing speed. Please kindly go through the procedure for better and easy approach. Otherwise you may adopt the regular approach in filling information.

Step-6:

- ❖ Without filling the top upper part information, come directly to the lower part and upload all 8 nos. pdf and Click **Final Submit**.
- ❖ **Never Click on Save and Exit**
- ❖ If you do not have any document, then just create a word file writing **"Not available"** and **Convert it to pdf** (open www.ilovepdf.com and you can find all conversion option to pdf) and upload the pdf
- ❖ After clicking **Final Submit**, you will be redirected to the **Print Application** Page. But **do not take print out of your application**. Come to the lower part and you can see a **"Print"** button and an **"Exit"** button. **Click on Exit**.
- ❖ You will be logged out and again **log in by using your email ID and Password**
- ❖ **Donot make any changes to the First Page of the application (Even do not make changes to the Course applied / selected).**
- ❖ Proceed to the second page by clicking **Save and Proceed** in lower portion of the page.
- ❖ You will be redirected to the second page again. (This page)
- ❖ **Do not upload all pdf again. As already it has been uploaded.**
- ❖ Fill up the upper parts now.

APPLICATION FOR THE POST OF x

dmetodisha.org/EAMSSystem/PrelimRegd/E_Affiliatuon_System_Part2.aspx

BUILDING DETAILS (Cont.)

Course Course Level Building No Room No Room Type Area in S.ft

DETAILS ABOUT PARENT / AFFILIATED HOSPITAL

Name of the Parent Hospital / Affiliated Hospital :
Address of the Hospital :
No of Beds in the Hospital :
No of departments in the Hospital :

UPLOAD THE DOCUMENTS (ONLY PDF COPIES)

Trust Deed : Choose File No file chosen
Rent / Lease Agreement : Choose File No file chosen
Building Completion Certificate : Choose File No file chosen
Building Plan : Choose File No file chosen
Fire Certificate : Choose File No file chosen
Pollution Certificate : Choose File No file chosen
Consent for Clinical Facilities with Affiliating Hospital Letter : Choose File No file chosen
Library Book catalogue details : Choose File No file chosen

Click on Final Submit

Final Submit Save & Exit

First Upload all the 8 pdfs and then Click on Final Submit

Step-7:

- ❖ Here fill up the Land details on which your Institution is established (if you are having an existing Institution) or you are planning to establish your Institution.
- ❖ If you have time, also fill the next information on Academic Building details
- ❖ Other wise, you can do one thing. **After filling up the data under Land Details , go to the lower portion and Click Final Submit.**
- ❖ **Else, Fill up Land details Land Building details simultaneously and go to the lower portion and Click Final Submit.**
- ❖ You will be redirected to the print page and Click on **"Exit"** and again log in ---First page do not make changes----- go to second page

LAND DETAILS (ON WHICH INSTITUTION ESTABLISHED / GOING TO BE ESTABLISHED)

Location : Select → **Select Urban / Rural**

Total area in Sq Ft :

Type of Ownership : Select → **Own land / Lease land / rented**

Land registered with : Select → **Select RoR/ Sale deed/ Gifted land etc**

Land registration no :

Land registration date :

Land registered in the name of :

Khata No :

Plot No :

Mouza :

Details about the land of existing / proposed Institute need to be filled

BUILDING DETAILS (ACADEMIC BUILDING)

Ownership of building : Select

Type of building : Select

Name of the Building Owner :

Total built up area ready for the current session (Sq ft) :

Name of the building plan approving authority :

Building plan approval No. :

Building plan approval Date :

Rent/Lease agreement Date :

Rent / Lease agreement valid upto :

Building details about the existing / Proposed Institute

Step-8:

- ❖ The fill up of this part **"Building Details (Contd)"** is important. This need to be filled up in 2/3/4 installments depending upon the number of building and rooms you have. It is advisable to fill 6-7 data and click on Final Submit and repeating the procedure. You can also fill up all room details at once if you have typing speed and proper internet band width.
- ❖ Click on the **Add** Button and you will be popped up with a new window like below.
- ❖ Write the course Name that you are applying for. You should enter one course at a time.
- ❖ Enter UG/PG/Diploma etc against Course level.
- ❖ Enter Building Number and room Number, if you have marked your Building and rooms.
- ❖ Select the Room Type from the drop down menu. If you are not getting any option, then please select others.
- ❖ Enter area of the room calculated in Squire foot only. and then **Click On Save**

BUILDING DETAILS (Cont.)

ADD BUILDING DETAILS (Cont.)

Course : → **Write BSC- Nursing like this**

Course Level : → **UG / PG / Diploma etc**

Building No : → **If you have numbered your Rooms and Building**

Room No :

Room Type : Select Room Type → **Select from Drop Down, If not listed select others**

Area in Sqft :

Click on Add

Save → **Click on Save**

Add

Consent for Clinical Facilities with Affiliating Hospital Letter : Choose File No file chosen

Library Book catalogue details : Choose File No file chosen

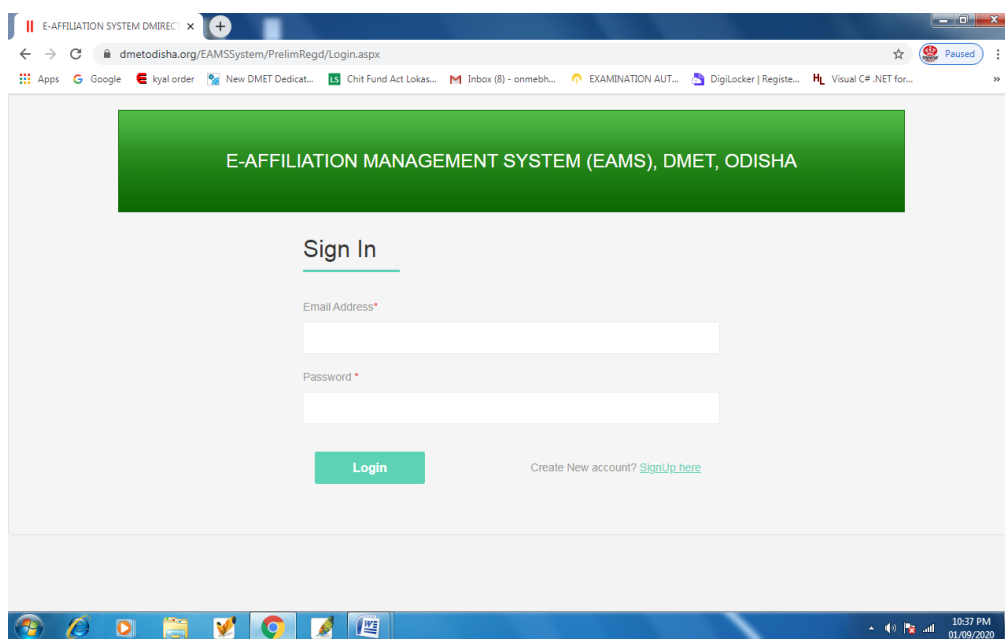
Final Submit **Save & Exit**

Step-9:

- ❖ After clicking on the Save button, you can find a Row indicating the information that you have entered now below to the Add button.
- ❖ Enter 6-7 nos room details and Click on Final Submit. You can add more no rooms also and this depends upon the speed of filling the information.
- ❖ After filling of all data Click "**Final Submit**"
- ❖ Then in the Next page "**Print**" your application, if you think that, all of your information are complete.
- ❖ Otherwise, repeat the same procedure again and again tioll all information are complete.
- ❖ After all information are complete, then take a printout of your application and keep it for own reference.
- ❖ If you find any typographical mistake, you can adopt the same procedure and can edit the information and again take the print out of application after editing.
- ❖ **Do not click Save and Exit again and again. Prefer to Click Final Submit every time.**

Step-10:

- ❖ After each Final Submit Log in and repeat the procedure till all information are submitted.



N.B:-

1. Try to fill up the second part in multiple steps
2. First Upload all Pdf and click Final Submit each time
3. Do not print the application until and unless all information are filled
4. You can edit the information if you want. But it is advisable not to change the Course applied against one application or User ID / email ID, else, the last edited information will be treated as final.
5. Use separate email ID and mobile numbers for different courses.
6. There is no OPT option. Once the application is submitted (Final Submit) and you are generated with an application number, then u r application is complete, but you may or may not have filled all desired sections. So try to cross chk all information are entered and printed in application.

7. If you are getting same application number and courses are mentioned differently against the same application, then only one course will be valid and that is the last course you have submitted. So do not do this mistakes.
8. If still facing any problem in filling the form , you may contact through whatsapp- 9776640400
9. Or you can whats app to call u back with a request in that whatsapp number
10. Or you can whatsapp your problem in that whatsapp number.
11. Besides, you can also mail your problem to- dmethelpline@gmail.com

How to give Payment for Online NOC for Pharmacy Course ?

Please follow the following steps to give online Payment for NOC application for Pharmacy Courses

Website -----> (Top see) SB Collect Option->State--> Type of Institution-->Govt Dept name->Payment Category

www.onlinesbi.com --->SB Collect----> Odisha ----> Govt. Department ---> State Allied Council->Inspection Fees

Amount of Payment for Online NOC for different Course

Inspection Fees

Course Duration	New NOC (new application/increase intake/ revalidation)/per course/per inspection (INR)	Renewal of NOC of Pvt. Institutions/ compliance verification inspection / additional inspection per course/ per inspection (INR)	Renewal of Recognition/per course /per inspection (INR)
6 Months	20,000	10,000	10,000
1 Year	30,000	15,000	15,000
2 Year	40,000	20,000	20,000
3 Year	50,000	20,000	20,000
4 year	60,000	20,000	20,000

This is a technical instructions how to apply online. But regarding the GIS mapping, payment of fees particulars and other information, please visit individual notifications.