

FAQs' for Institution registration

Institution registration should be done by all institutions (Schools and Colleges) except state syllabus (SATS) schools.

1. How to register the institute name?

- Visit <http://www.mybmtc.com> and click on “institution registration”. The main page will get navigated to the online application for registering the institution. Fill the application with valid information.

2. What is “Institution type” in the application?

- The “Institution Type” is categorized based on the pass type issued by BMTC. The institution types are as follows:-
 - CBSE
 - ICSE
 - Special school
 - PUC
 - Degree
 - Evening
 - Technical
 - Professional
 - Medical
 - PhD

3. Where do we get the courses list and its classification based on the institution type?

- Visit <http://www.mybmtc.com> to get the details of courses and its classification.

4. How to select multiple “Institution types” to register institution?

- Submit the application for multiple times by selecting each Institution type for each application.

Example:

Institution Name: New Oxford College

Institution type: Technical/Professional/Degree

Three applications should be submitted for each “Institutional type” by selecting the same institution name (**Note:** Except “Institution type” and “Courses”, other fields in all three applications can be filled with the same information).

5. Can the nodal officer be the same for different “institution types” of the same institution?

- Institutions need to nominate separate nodal officer for the different institution type.

6. If the Institute name/Institution type/course is not found in the dropdown provided?

- Send an E-mail to dtostudentpass@mybmtc.com for adding your Institution in the application of Institution registration with the following details:-
 - Institution Name
 - Institution type
 - Institutional code
 - Institutional Address
 - Courses present in the institution
 - Contact Person's Name and Mobile number
 - Institution E-mail Id (Which should be active)

7. If the Institutionalcode fetched in the application is wrong?

- Send E-mail to dtostudentpass@mybmtc.com for modifying the code of the institution by providing the valid data.

8. If the Institutional address fetched in the application is wrong?

- The address of the institution can be edited in the application.

9. Where do I get the OTP to enter in the application?

- The OTP will be sent to the e-mail Id of the nodal Officer.

10. Can the nodal officer's and the institution's mobile number/Email-id be the same?

- Yes

11. Whom to contact for any issues in the "Institution Registration"?

- Send an E-mail to dtostudentpass@mybmtc.com for any issues in respect to Institution registration or call BMTc Helpline 1800 -425-1663

12. How to check the status of the Institution registration?

- At the end of the student pass application home page, there is a tab "Know your application status", enter your application number and click on "search". The status of the application will be displayed

13. What to upload in Recognition letter of the institution?

- The letter stating that the institution is prescribed by the recognized University has to be uploaded and the size of the file should be less than 1mb.

14. What to upload in letter from the institution nominating a nodal officer?

- The prescribed format of the letter is provided in <http://www.mybmtc.com>. This letter should be filled with the valid data in respect to the nodal officer nominated and the same to be printed on the institutional letterhead. This letter should possess the signature & seal of the Institutional head and the same to be uploaded.

15. What to select in “university “ column?

- Select the Board/ Authority/ university from the drop down under which your institution has got recognition

16. How to get user name & password to give approval for the student pass application?

- After submission of the institution registration form, BMTC officials will scrutinize the documents uploaded with the information given and they will approve/ reject the application. User name & password of the approved institutions will be sent to the nodal officer’s email id

17. What is the role of nodal officer in student pass application?

- Nodal officer is responsible for giving approval to the students online application

18. What if our institution does not submit the Institution registration for?

- User name & password will not be assigned & institute will not be able to give approval for its students who have applied for student passes.