

USER MANUAL

How to Apply for Course Name Change














Approval Process



**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION,
NEW DELHI- 110070**

ICONS FOR BUTTONS

Please refer to the following table in case of any confusion with buttons.

S. No.	Icon	Meaning
1		Save Record
2		New Record
3		Delete Record
4		Search Record
5		Collapse
6		Expand
7		Notification by AICTE
8		Navigation to next record in list
9		Navigation to previous record in list
10		Navigation to next set of records in list
11		Navigation to first set of records in list
12		Navigate to last record
13		Navigate to first record

APPROVAL PROCESS

Q1. Do you wish to apply for Change in Name of the course(s)?

Note: Institute willing to change Course Name (as per APH norms) can apply for this change.

STEP-01

- a) Go to "Questionnaire" Tab.
- b) Select "Yes" against "Do you wish to apply for 'Extension of Approval (EOA)'?"
- c) Select "Yes" against "Do you wish to apply for any change(s) as per the provisions of this year Approval Process Handbook?"
- d) Select "Yes" against "Do you wish to apply for Change in the Name of Course(s)"
- e) Click on 'Validate Questions' Button.
- f) After Successful Validation message is displayed on the screen, click on Save Button to move further.

STEP-02

- a) Navigate to "Program and Course" Tab
- b) Expand "Course Details" Screen.
- c) Select course row for which user wants to apply for course name change
- d) Course pop-up window will open, against 'Course Name Change' field, tap from "NO" to "YES".
- e) Select New name of the course under 'Name of Changed Course' field and click on Save button.
- f) Repeat point 'c', 'd' and 'e' above in case of multiple course name changes.

Note: In case the New course is not available in the above field then enter the course name in please specify if others field.

If any technical issue/query/grievance, please raise your query through Centralized Support System only by clicking on the link below:

<https://css.aicte-india.org/>