

# USER MANUAL

## How to Apply for Affiliated University/Board 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.

<b>Sr. No.</b>	<b>Icon</b>	<b>Meaning</b>
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

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**Q. Do you wish to apply for Affiliating University/Board Name Change?**

**Note: Institute willing to change the Affiliating University/Board 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) Then, select "Yes" against "Change in the Name of the Affiliating University/Board"
- e) Click on Validate Question Button
- f) After Successful Validation message is displayed on the screen, click on Save Button to move further.

### **STEP-02**

- a) Navigate to "Programme and Course" Tab
- b) Expand "Affiliating University Details" Screen, click on "+" plus button, to add a new record.
- c) Select "Existing University/Board Name" from popup window and click on "ok" button.
- d) Select "New University/Board Name" and "Reason for Change in University/Board" from dropdown menus.
- e) Click on save[  ] button.

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

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