

USER MANUAL














How to Apply for Change in the Name of the Institution



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

ICONS FOR BUTTONS

Please refer 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 Institution)?

Note: Institute willing to change Institution's Name (as per APH norms) Can apply for this change.

STEP-01

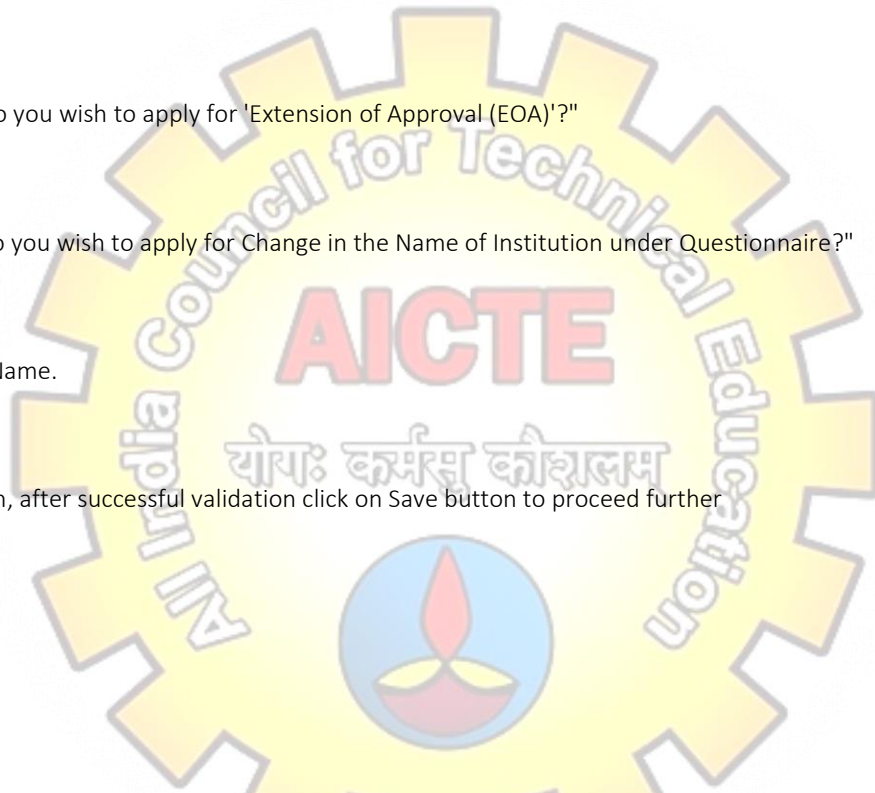
a) Go to Questionnaire Tab.

b) Select "Yes" against "Do you wish to apply for 'Extension of Approval (EOA)'?"

c) Select "Yes" against "Do you wish to apply for Change in the Name of Institution under Questionnaire?"

d) Enter New Institution Name.

e) Click on Validate button, after successful validation click on Save button to proceed further



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/>