

## USER MANUAL

# How to Apply for Introduction of OCI/Twinning & Collaboration Program? Approval Process
















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

## APPROVAL PROCESS

### 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

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Q. Do you wish to Apply for Introduction of OCI/Twinning & Collaboration Program?"

Note: Institute willing to apply for OCI and have been selected for 'Study in India' Program by Govt. by India? (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) Then, select "Yes" against the question "Do you wish to Apply for Introduction of OCI/Twinning & Collaboration Program?"

### STEP-02

a) Click on Validate Questions Button

b) After Successful Validation. Click on Save Button to move further.

### STEP-03

a) Once you reached at "Programmes & Courses" Tab

b) Go to Course tab

c) click on **Edit/View Details** button to edit the course

d) A pop up window will appear, select "**New Request**" or "**continuation**" against "Foreign Nationals/OCI" and Save

e) click on Validate the Course button.

d) click on "Save" button to proceed further

## APPROVAL PROCESS

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### Step -04

- a) Once you reach at “Library” tab
- b) Go to “Other Facilities III” section
- c) Then, select “Yes” against the question “Is your Institution selected for 'Study in India' Program by Govt. by India?” (answer Yes if you have valid details otherwise can proceed further)
- d) Fill other details in “Library” tab and proceed further

### Step -04

- e) Once you reached at “Attachment & Submit”
- f) Go to Attachment section
- g) Upload the document related to Study in India Program under attachment field.
- h) Click on “Submit Application & Proceed to Payment” to submit your application and payment.

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/>

