

# USER MANUAL

## How to Apply to Start New Programme(s)/ Level(s) in the Existing Institute
















**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

### Q. Start New Programme(s)/ Level(s) in the Existing Institute

Note: Institute willing to Start New Programme(s)/ Level(s) in the Existing Institute (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 "Start New Programme(s)/ Level(s) in the Existing Institute"

#### 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) If you want add new program

## APPROVAL PROCESS

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→ Open "Programme details" field, add new program by clicking on + button.

→ Once new Program is added, then visit course tab and click on + button to add New course

→ fill the details of new course by selecting the new program and level. Save the record by clicking on save button in pop window.

→ click on Validate the Course button

c) If you want to add new level under existing Program then no need to add new program, directly go to Course tab

→ click on + button to add New course

→ A pop up window will appear, fill the details of new course by selecting the existing program and new level and save the record by clicking on save button in pop window.

→ click on Validate the Course button

**Note: similar way user can add multiple programme and level**

d) click on "Save" button to proceed further

e) Once you reach the at "Infrastructure" tab answer the question "Do you have any Additional Land for Merger or New Program?"

(If 'yes' then add the further details of land otherwise set the button first 'yes' and then 'No' to save the answer as No to the above mentioned question)

f) 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/>