

USER MANUAL

How to Merger of Courses in 'ENGINEERING AND TECHNOLOGY' programme
of 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

APPROVAL PROCESS

Steps to apply for Merger of Courses in 'ENGINEERING AND TECHNOLOGY'

Note: Institute willing to Merger of Courses in 'ENGINEERING AND TECHNOLOGY' (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 "Merger of Course"

STEP-02

- a) Click on Validate Questions Button
- b) After Successful Validation. Click on Save Button to move further.

STEP-03

- a) Continue till you reach at "Programmes & Courses" Tab
- b) Visit course details section and click on Edit/View Details button to edit the existing course
 - A pop up window will appear with details of existing course, select "Yes" against Merger flag field.
 - After selecting "Yes", click on "Course to merge with" to search and select the course with which need to be merged.
 - Select the course and click on ok button and then click on save button in pop up window.
 - click on Validate the Course button
- d) click on "Save" button to proceed further

[Note: Total applied intake of the course will be as per the Approval Process handbook.]

APPROVAL PROCESS

Example

Course name	Broad Classification	Level	Approved Intake 2023-24	Merger Flag	Course to Merge with	Intake applied for 2024-25
Civil Engg.	Civil Engineering	UG	60			60
Architecture		UG	80			80
Computer Science	Computer Science and Engineering	UG	120			180
Information technology	Computer Science and Engineering	UG	60	Y	Computer Science	0

- 1) In above example Computer Science and Information technology course with same level UG are having Broad Classification Computer Science and Engineering.
- 2) Institute has opted Merger Flag Y against Information technology and course to merge with as Computer Science.
- 3) Accordingly, Course going to merge will become ZERO '0' for 2024-25 and Course to Merge with will become 180(120+60).
- 4) Institute can have more than 180 intake if institute to applying for merger of two courses having sum of intake in both courses beyond 180.

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/>