

USER MANUAL

**Merger of Institution under the same Trust/ Society/ Company operating
in the same Campus**
















**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. Merger of Institution under the same Trust/ Society/ Company operating in the same Campus?

Clarification: Institutions under the same Trust/ Society/ Company operating in the same Campus or City can apply for Merger of Institution.

- Parent Institution - An Institution where prospective learning takes place after the Merger.
- Child Institution(s) - Institution(s) from which the Courses are to be shifted to the Parent Institution and cease to exist upon approval of merger of the Institutions.

STEP-01

a) Go to Questionnaire Tab.

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

c) Then, select Yes against "Do you wish to apply for any change(s) as per the provisions of this year Approval Process Handbook?"

d) Answer Yes against **"Do you wish to Apply for Merger of Institution under the same Trust/Society/Company operating in the same Campus or City?"**. Dependent question will be shown as follows

- Whether your Institution will continue as parent Institution after merger? This question need to be answered as Yes by parent Institute and provide Child institutes' ids under "Which are the other Institution(s) going to be merged with your Institution?" Else by Child it must be answered as No and provide the Parent id under "Which is the Parent Institution with which your Institution willing to merge?"

e) Answer **Yes/No** for the below questions:

Do you want to add Child infra details in Parent login?

f) Validate the Questionnaire.

APPROVAL PROCESS

STEP-2

- a) Go to Program and Course tab.
- b) Add Program and Courses of Child Institute by clicking on “Child Program” button and “Add Child course” button.
- c) After adding all Child courses into parent, validate the courses and move further to Infrastructure tab.
- d) Update all other information under respective tabs.

Note: Child Institute will be allowed to apply only for EoA.

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/>
