

USER MANUAL

How to Apply for Affiliated University/Board Name Change














Approval Process 2020-21



**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

Steps to apply for Affiliating University Name Change

Note: Institute willing to change the Affiliating University 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 "Do you wish to apply for University Name Change?"

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 "Programme and Course" Tab
- b) Open "University Name Change" field, click on "+" plus button, to add a new record.
- c) Click the cell under "Existing University Name" column and select the program for which institute is willing to change the affiliating university.

- c) Click on "ok" button.
- d) Select the New University from the dropdown list available under "New University Name" column.
- e) Select the reason for University Name change from the drop-down list available under "Reason for University Name change" Column and click on Save button.

Kindly, go through the following URL to watch the Video Tutorial in respect of “How to apply for Affiliating University Name Change”:

<https://youtu.be/2TVglS774UI>

