

# USER MANUAL

## How to Apply for Course 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 Change in Name of the course(s)?

**Note: Institute willing to change Course Name (as per APH2020-21 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 "Do you wish to apply for Change in the Name of Course(s)"

#### **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) Open "Course Details" field, course details table will appear.
- c) Select the concern course row against which user wants to apply for course name change, now click on "the edit button (pencil sign )" under Edit/View Details column
- c) Course window will pop-up, at the Bottom left, at Course name change field, tap from NO to YES

d) Click on "save button".

Kindly, go through the following URL to watch the Video Tutorial in respect of "apply for Change in Name of the course(s)":

[https://youtu.be/uOXAQ\\_tOpA](https://youtu.be/uOXAQ_tOpA)

