

USER MANUAL

How to Apply for Change in the Name of the Institution














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 Institution?

Note: Institute willing to change Institution's 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 Change in the Name of Institution?"
- d) Then, select "Yes" against "Do you wish to apply for Change in the Name of Course(s)"

STEP-02

- a) Once user Clicked on "Yes" Button, a blank text field will appear after the same question.
- b) Enter the New/Proposed name of the institution.

STEP-03

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

[Note: TER charge will be calculated as per the APH 2020-21 Norms]

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

<https://youtu.be/CF5PACvNeVg>

