

USER MANUAL

How to Apply for Change the Name of ORGANISATION/TRUST/SOCIETY/COMPANY














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 the Name of the Trust/ Society/ Company

Note: Institute willing to change the Name of Organisation/Trust/Society/Company (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 the question "Do you wish to apply for Change in name of Organization (Trust/Society/Company)?"

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 "Institute" Tab

b) Open "Organization" field, enter the new details under "Change in name of Organization (Trust/society/Company)" section.

c) Click on "Save" button.

[Note: Portal will calculate the TER charges as per the APH 2020-21]

Kindly, go through the following URL to watch the Video Tutorial in respect of “How to apply for Change in name of Organization (Trust/Society/Company)”:

<https://youtu.be/ntxkm22GwNQ>

