

USER MANUAL

How to Apply for Change of Site/Location














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 of Site/Location?

Note: Institutions willing to apply for change of site are kindly requested refer the norms for Change of Site/Location mentioned APH2020-21

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 of site/Location?"

STEP-02

- a) A new field will appear where institution has to fill the new address of the proposed site/location.

STEP-03

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

STEP-03

- a) Once you reached at "Infrastructure" tab, User has fill the necessary details of proposed site under the following sections:
 - Land Details Change of Site
 - Land Details: More Information
 - Building Details Change of Site

- Building Details More Information
- Laboratory Details
- Administrative Area
- Amenities Area
- Circulation Area
- Instructional Area
- Instructional Area –Common Facilities

IMPORTANT NOTE: User should fill the details of the proposed site in following 8 sections as per the instruction mention under the following table:

Sections	Instruction for the Institutions opted for Change of site
Building Details: More Information	IMPORTANT NOTE
Laboratory Details	<ul style="list-style-type: none"> • It is NOT RECOMMENDED to edit/replace the prefilled information (of existing site) with the details of proposed site, institute has to fill the details of proposed site by adding a new row. • How to add a “new row” to enter details of proposed site? Answer: Click on “+” button-->enter the details of proposed site in the newly created row. • It is mandatory to Select YES under "<i>Is it for change of Site</i>" column against each newly created details for proposed site]
Administrative Area	
Amenities Area	
Hostel Facilities	
Circulation Area	
Instructional Area	
Instructional Area - Common Facilities	

[Note: Fees will be charged as per the norms mentioned in APH 2020-21.]

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

<https://youtu.be/s6FGg1P08LU>