

USER MANUAL

**How to Apply for Closing of MBA/PGDM course
and introduce MCA course or vice-versa**













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 Closing of MBA/PGDM course and introduce MCA course or vice-versa?


STEP-01

- a) Go to Questionnaire Tab.
- b) Select "Yes" against "Do you wish to apply for 'Extension of Approval (EOA)'?"
- c) Then, 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 "_Closing of MBA/PGDM course and introduce MCA course or vice-versa "

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) Click on "Programme Details Section, under this section, click on "+" button, a new row will appear, here Add the MCA programme
- c) Click on "Validate Programme" button in Programme details section. After Successful Validation, click on save button , move on to the course details field.

STEP-04

- a) Under the "Course details" section, apply for closure for all Management Programme by setting Applied Intake as Zero "0".
- b) Click on "+" button, only 1 record can be added of MCA course with intake equal to MBA/PGDM which is going to close or as per allowed intake for MCA under Approval Process handbook 2020-21 whichever is lesser.
- c) Fill the course details, click on save button and click on validate course button.

NOTE:

- 1) After Successful Validation under Course Details section, Kindly Update the Instructional area and verify your deficiency under deficiency Tab.
 - 2) If Institute is running MCA and going for conversion to MBA/PGDM, then visit Program tab, Add Management as New Program and go through the process as mentioned at steps 4 to add MBA/PGDM course.
 - 3) Fees will be charged as per the norms mentioned in APH 2020-21.
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Kindly, go through the following URL to watch the Video Tutorial in respect of “How to apply for Closing of MBA/PGDM course and introduce MCA course or vice-versa”:

<https://youtu.be/GpGlnY4VdPg>

