

USER MANUAL

How to Apply for Conversion of Diploma Level into Degree Level 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

Q. Do you wish to apply for Change of Site/Location?

Steps to apply for Conversion of diploma level into degree level or vice-versa

Note: Institutions willing to apply for Conversion of diploma level into degree level or vice-versa are kindly requested to refer the norms for Conversion of diploma level into degree level or vice-versa as mentioned APH 2020-21

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 "Conversion of Diploma Level into Degree Level and 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) Under the "Programme Details" section, Select the Program which you want to opt for Conversion and then mark "YES" under "Programme Selected for Conversion" column.
- c) Click on "Validate Programme" button. After Successful Validation, move on to the course details field.

STEP-04

- a) Under the "Course Details" Section, Select "Convert Courses" button.

Accordingly, all existing Diploma or Degree level courses will be converted to next level, i.e. if it is Diploma level institute then converted courses will be shown as Degree or vice-versa.

- b) Click on Validate courses button.

Note:

- 1) All Existing PG courses will become automatically ZERO '0'.
 - 2) Engg. & Technology, Architecture & Planning, HMCT and Applied Arts & Craft program running Institutes can opt for this question subject to the condition that only 1 level should be present i.e. either Diploma or Degree in a Program.
 - 3) After Successful Validation under Course Details section, Kindly Update the Instructional area and verify your deficiency under "10 Deficiency & TER" Tab by clicking at "Calculate Deficiency" button.
 - 4) 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 Conversion of diploma level into degree level or vice-versa":

<https://youtu.be/3a9hJVY21kM>