

# USER MANUAL

## How to Apply for Conversion of Co-ed Institution into Wo-men's Institution 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 Conversion of Co-ed Institution into Women's Institution or Vice-Versa?

**Note: Institute willing to apply for Conversion of Co-ed Institution into Women's Institution or Vice-Versa as per APH 2020-21 norms are eligible.**

#### **STEP-01**

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- 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 "Conversion of Co-ed Institution into Women's Institution or Vice-Versa?"

#### **STEP-02**

- a) Once user select "Yes" against 'Conversion of Co-ed Institution into Women's Institution', new field will appear where institution will fill the new name of the institution after conversion.

**Kindly, go through the following URL to watch the Video Tutorial in respect of "Conversion of Co-ed Institution into Women's Institution or Vice-Versa?":**

<https://youtu.be/YBHSYtGcXSE>