

# USER MANUAL

Do you want to change minority status of the institute?














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 change minority status of the institute

**Note: Institute willing to change minority status of the institute (as per APH 2020-21 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) 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 "\_Do you want to change minority status of the institute?"

#### 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) Under the Institution Details: More Information field,  
Select the Minority type.
  - If it Linguistic, then fill the Linguistic field.
  - If it is religious, then select the religion from the dropdown under "Religion" field.
- c) Enter the Date of minority when the minority certificate issued to your institute and then enter end date of Minority under "Minority Certificate Valid Till" field.