

## USER MANUAL

How to Apply for Do you wish to apply for Closure of the Institution?














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 Closure of the Institution?

There are following two types of case falling under this category:

**CASE1:** If you simply want to Close your institution without starting any new program

**CASE 2:** Closure of institution and starting the new Programme

### CASE1: IF YOU SIMPLY WANT TO CLOSE YOUR INSTITUTION WITHOUT STARTING ANY NEW PROGRAM

#### **STEP-01**

- a) Go to Questionnaire Tab.
- b) Select "Yes" against "Do you wish to apply for Closure of the Institution?"
- c) After selecting Yes, two following question will appear,
  - ➔ In first question "Type of Institution Closure Requested", select the type of closure (Progressive or complete) of the institution
  - ➔ In second Question "Do you want to Apply for a New Program?" select "No"

#### **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) Open "Course details" tab, and set the Applied intake as "0" (Zero).
- c) Click on validate Course button.

### CASE 2: IF YOU WANT TO APPLY FOR CLOSURE OF INSTITUTION AND WILLING TO START A NEW PROGRAMME

#### **STEP-01**

- a) Go to Questionnaire Tab.
- b) Select "Yes" against "Do you wish to apply for Closure of the Institution?"
- c) After selecting Yes, two following question will appear,

- ➔ In first question “Type of Institution Closure Requested”, select the type of closure (Progressive or complete) of the institution
- ➔ In second Question “Do you want to Apply for a New Program?” select “Yes”

### STEP-02

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

### STEP-03

- a) Once you reached at "Programmes & Courses" Tab
- b) Open "Programme details" field, add new program by clicking on + button.
- c) After adding the new programme, go to course tab and click on + button to add New course
- d) A pop up window will appear to add new course, fill the details. Save it by clicking on save button.
- e) Now, Fill applied intake as '0' for all the courses of your existing programme(s).

#### NOTE:

- Newly added Program should not be same as the existing program which is going to be closed
- Don't forget to add the infrastructure details under 6. Infrastructure Tab.
- Fees will be calculated as per the norms mentioned in APH 2020-21.

Kindly, go through the following URL to watch the Video Tutorial in respect of “Do you wish to apply for Closure of the Institution?”:

<https://youtu.be/jngX6YIMxNQ>