

USER MANUAL

How to Apply for Merger of 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 Merger of Institution under the same Trust/ Society/ Company operating in the same Campus?

Note: Institutions willing to apply for Merger of Institution under the same Trust/ Society/ Company operating in the same Campus are kindly requested to refer the norms for Merger of Institution under the same Trust/ Society/ Company operating in the same Campus mentioned APH2020-21.

STEP-01

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 the question 'Merger of Institution under the same Trust/ Society/ Company operating in the same Campus?'

e) Parent Institution if want to continue as parent, then need to answer 'Whether your Institution will continue as parent Institution after merger' as Y/Yes and provide Child institution Id. Multiple Child Institutions can be added.

Or N/No, if going to merge with some other Institution of same trust and provide the Parent Institution Id. Parent Institution Id will be One.

STEP-02

a) Click on Validate Questions Button

b) After Successful Validation. Click on Save Button to move further.

STEP-03

When you are applying as Parent Institution:

- a) Continue till you reach at “04 Programmes & Courses” tab, Parent need to add All Programs of Child Institution and courses where Extension of approval is required.
- b) Click on Validate button and Proceed further.
- c) Constantine till you reach at “06 Infrastructure” tab, Answer the Question ‘Do you have additional land for Merger of Institution/New Program New level’ and Provide the value.
- d) Accordingly fill all the details and submit the application.

When you are applying as Parent Child Institution:

- a) Continue till you reach at “04 Programmes & Courses” tab, Child need to just apply for Extension of Approval for their respective courses where Extension of approval is required. This will be considered in case of merger rejection.
- b) Click on Validate button and Proceed further.
- c) Proceed further and submit the application.

