

USER MANUAL

How to Apply for Change in
the name of TRUST/SOCIETY/COMPANY














Approval Process 2021-22



ALL INDIA COUNCIL FOR TECHNICAL EDUCATION,
NEW DELHI- 110070

ICONS FOR BUTTONS

Please refer to the following table in case of any confusion with buttons.

Sr. 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

Q1. Do you wish to change the Name of Trust/Society/Company?

Note: Institute willing to change the Name of Trust/Society/Company (as per APH 2021-22) can answer “YES” to the above question

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) Select Yes against the question "Do you wish to apply for Change in name of the Trust/Society/Company?"
- e) Validate the Question(s) to proceed to further steps

STEP-02

- a) Navigate to "Institute" Tab
- b) Open "Organization" field, enter the new details under "Change in name of Trust/Society/Company".
- c) Click on "Save" button.

[Note: Portal will calculate the TER charges as per the APH 2021-22]

