

USER MANUAL

How to Apply for Change of Site/Location














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

Q. Do you wish to apply for Change of Site/Location?

Note: Institutions willing to apply for change of site are kindly requested to refer the norms for Change of Site/Location mentioned in APH 2021-22.

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 of site/Location’?”

e) A new field will appear where institution must fill the new address of the proposed site/location.

f) Click on Validate Question(s) Button to proceed to the further steps

STEP-02

Navigate to “Infrastructure” tab and fill the necessary details of proposed/new site under the following sections:

- Land Details Change of Site
- Land Details: More Information
- Building Details Change of Site
- Building Details More Information
- Laboratory Details
- Administrative Area

- Amenities Area
- Circulation Area
- Instructional Area
- Instructional Area –Common Facilities

IMPORTANT NOTE: User should fill the details of the proposed site in following 8 sections as per the instruction mention under the following table:

Sections	Instruction for the Institutions opted for Change of site
Building Details: More Information	<u>IMPORTANT NOTE</u>
Laboratory Details	<ul style="list-style-type: none"> • It is NOT RECOMMENDED to edit/replace the prefilled information(of existing site) with the details of proposed site, institute must fill the details of proposed site by adding a new row. • Records for Existing Site and New Site should be different. • How to add a “new row” to enter details of proposed site? Answer: Click on “+” button-->enter the details of proposed site in the newly created row. • It is mandatory to Select “YES” under "<i>Is it for change of Site</i>" column against each newly created details for proposed site]
Administrative Area	
Amenities Area	
Hostel Facilities	
Circulation Area	
Instructional Area	
Instructional Area - Common Facilities	

Note: TER will be applicable as per the norms mentioned in APH 2021-22.