

USER MANUAL

**How to Apply for Closing of MBA/PGDM course
and introduce MCA course or vice-versa**














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.

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

Q. Do you wish to apply for Closing of MBA/PGDM course and introduce MCA course or vice-versa?

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 "Closing of MBA/PGDM course and introduce MCA course or vice-versa "
- e) Click on "Validate Questions" Button
- f) After Successful Validation message is displayed on the screen, Click on Save Button to move further.

STEP-02

- a) Navigate to "Programmes & Courses" Tab
- b) Under the Programme field, click on "+" button, a new row will appear, if existing Program is Management then here Add the MCA programme.
- c) Click on "Validate Programme" button. After Successful Validation, Click on save button, move on to the course details field.

STEP-03

- a) Under the Course details field, apply for closure for all Management Programme courses, by setting Applied Intake as Zero "0".
- b) Click on "+" button, only 1 record can be added of MCA course with intake equal to approved intake of existing Management courses or as per allowed intake for MCA under Approval Process handbook 2021-22 whichever is less.
- c) Fill the course details, click on save button and click on validate course button.

Step 4:

- a) After Successful Validation under “Course Details” Tab, Kindly Update the “Instructional Area” and other details like faculty etc. and verify the deficiency under “Deficiency” Tab.
- b) If Institute is running MCA and going for conversion to MBA/PGDM, then visit “Program” tab, Add Management as New Program.
- c) Click on “+” button, Add Management course with intake equal to approved intake of existing MCA courses or as per allowed intake for Management under Approval Process handbook 2021-22 whichever is less.
- d) TER charges will be applicable as per APH 2021-22.

Important Instructions:

PGDM institutions can run only as Standalone Institutions.

