

# USER MANUAL

## How to Apply for Conversion of Diploma Level into Degree Level 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.

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: Conversion of Diploma Level into Degree Level and vice-versa?**

Note: Institutions willing to apply for Conversion of diploma level into degree level or vice-versa are kindly requested refer the norms for Conversion of diploma level into degree level or vice-versa as mentioned 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 "Conversion of Diploma Level into Degree Level and vice-versa?"
- e) Validate Question(s) to proceed with further steps.

**STEP-02**

- a) Navigate to "Programmes & Courses" Tab
- b) Under the Programme field, Select the Program which you want to opt for Conversion and then mark "YES" under "Programme Selected for Conversion" column.
- c) Click on "Validate Programme" button. After Successful Validation, move on to the "Course Details" field.

**STEP-03**

- a) Under the "Course details" field, Select "Convert Courses" button.

Accordingly, all existing Diploma or Degree level courses will be converted to next level, i.e. if it is Diploma level institute then converted courses will be shown as Degree or vice-versa.

- b) Click on Validate courses button.

**Note:**

- 1) All Existing PG courses of Selected program will become automatically ZERO '0'.

- 2) Engg. & Technology, Planning, HMCT and Applied Arts & Craft program running Institutes can opt for this question subject to the condition that only 1 level should be present i.e. either Diploma or Degree as existing in a Program.
  - 3) If Already Institute running both Degree and Diploma level in a given program, then that institute cannot opt for Conversion.
  - 3) After Successful Validation under “Course Details” Tab, Update the Instructional area, faculty etc. and verify deficiency under deficiency Tab.
  - 4) TER Charges are applicable as per the norms mentioned in APH 2021-22.
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