

USER MANUAL

Do you want to change Minority Status of the Institute?














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.


Sl. 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 want to change Minority Status of the institute?

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 want to change minority status of the institute?"
- 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) Once you reach the "Institute" Tab
- b) Under the Institution Details go to More Information field then,
Select the Minority type.
 - If it is Linguistic, then fill the Linguistic field.
 - If it is religious, then select the religion from the dropdown under "Religion" field.
 - Minority Certificate Issued date and Till date.
- c) Enter the "Minority Certificate Issued Date" and "Minority Certificate Valid Till" through popup calendar.
- d) Press save[] button.