

USER MANUAL

How to Apply for Closure of the Institution?














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 Closure of the Institution?

CASE 1: Closure of institution without starting any new program

STEP-01

- a) Go to "Questionnaire" Tab.
- b) Select "Yes" against "Do you wish to apply for Closure of the Institution?"
- c) After selecting "Yes", following TWO questions will appear,
 - ➔ In first question "Type of Institution Closure Requested", select the type of closure (Progressive or Complete) of the institution
 - ➔ In the second Question "Do you want to Apply for a New Program?" select "No"

STEP-02

- a) Click on Validate Questions Button
- b) After Successful Validation. Click on Save Button to move further.

STEP-03

- a) Navigate to "Programmes & Courses" Tab
- b) Open "Course details" tab, and set the Applied intake as "0"(Zero).
- c) Click on validate Course button.

CASE 2: CLOSURE OF INSTITUTION AND STARTING A NEW PROGRAM

STEP-01

- a) Go to "Questionnaire" Tab.
- b) Select "Yes" against "Do you wish to apply for Closure of the Institution?"
- c) After selecting "Yes", following TWO questions will appear:

- ➔ In first question “Type of Institution Closure Requested”, select the type of closure (Progressive or Complete) of the institution
- ➔ In second Question “Do you want to Apply for a New Program?” select “Yes”

STEP-02

- a) Click on Validate Questions Button
- b) After Successful Validation. Click on Save Button to move further.

STEP-03

- a) Navigate to "Programmes & Courses" Tab
- b) Open "Programme details" field, add new program by clicking on + button.
- c) After adding the new programme, go to “Course” field and click on + button to add New Course
- d) A pop up window will appear to add new course, fill the details. Save it by clicking on save button.
- e) Now, fill Applied intake as ‘0’ for all the courses of your existing programme(s).

NOTE

- Newly added Program should not be same as the existing program which is going to be closed
- Add the infrastructure details under “Infrastructure Tab”.
- TER Charges are applicable as per the norms mentioned in APH 2021-22.