

## USER MANUAL














How to Apply for OCI by an institution which is selected for 'Study in India' Program by Govt. by India?  
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. Is your Institution selected for 'Study in India' Program by Govt. by India?

Note: Institute willing to apply for OCI/FN and have been selected for 'Study in India' Program by Govt. by India? (as per APH norms) can answer "YES" to the above question

### 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 "Is your Institution selected for 'Study in India' Program by Govt. by India?"
- e) Validate Question(s) to proceed to further steps

### STEP-02

- a) Navigate to "Programmes & Courses" Tab
- c) click on "Edit/View Details" button to edit the course
- d) A pop up window will appear, select "New Request" or "Continuation" against "OCI/FN" field and select the appropriate answer and then click on Save icon
- e) click on "Validate the Course" button.
- d) click on "Save" button to proceed further

### Step-03

- a) Navigate to "Attachment & Submit" tab
- b) Go to "Attachment" section
- c) Upload the document related to Study in India Program under "Attachment" field.