

USER MANUAL

**Merger of the institutions under the same Trust/ Society/ Company
operating in the same Campus/within same City**














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. Merger of the institutions under the same Trust/ Society/ Company operating in the same Campus/City?

Clarification: Institutions under the same Trust/ Society/ Company operating in the same Campus or City can apply for Merger of Institution.

- Parent Institution - An Institution where prospective learning takes place after the Merger.
- Child Institution(s) - Institution(s) from which the Courses are to be shifted to the Parent Institution and cease to exist upon approval of merger of the Institutions.

STEP-01

a) Go to “Questionnaire” Tab.

b) Select "Yes" against "Do you wish to apply for 'Extension of Approval (EOA)'?"

c) Then, select “Yes” against "Do you wish to apply for any change(s) as per the provisions of this year Approval Process Handbook?"

d) Answer “Yes” against “Merger of Institution under the same Trust/ Society/ Company operating in the same Campus/City”. Dependent question will be shown as follows

- Whether your Institution will continue as parent Institution after merger?
 - i). This question needs to be answered as “Yes” by parent Institute and Child institute-Ids to be provided under “Which are the other Institution(s) going to be merged with your Institution?”
 - ii). This question needs to be answered as “No” and Parent Institute-Id to be provided under “Which is the Parent Institution with which your Institution willing to merge?”

e) Answer “Yes”/ ”No” for “Whether the Parent and Child Institution(s) are located in the same Campus within an aerial distance of 1km?”

f) Validate the Questionnaire.

STEP-2

- a) Go to “Program and Course” tab.
 - b) Add Program and Course(s) details of Child Institute(s).
 - c) While adding Course(s) from Child institute to Parent, it is necessary to select ‘Merger Child Institute’ Id under “Course” Pop up window so that which course belongs to which child can be identified in case of Multiple Child Institutes are getting merged.
- Note:** If parent and child both have same course program and level, for example both have Engg UG CSE=120 each, then their total applied intake under parent login should not be greater than 3 divisions and this is applicable for all courses under Programs and Levels.
- d) After adding all Child institute(s) courses into Parent, validate the courses.
 - e) Update all other information (Infrastructure, faculty etc.) under respective tabs, if required.

Note: Child Institute will be allowed to apply only for EoA.
