

USER MANUAL













**Do you wish to Apply for Increase of Intake in Existing Course (Division Size change)/New Course (Normal/Vocational/Dual/Integrated/Regional Language).
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 Increase of Intake in Existing Course (Division Size change)/New Course (Normal/Vocational/Dual/Integrated/Regional language)?

Clarification: Institutions having continuous approval from AICTE without any break in preceding year and without any punitive action can apply for New Course or Increase in Intake.

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) Then, select "Yes" against " Do you wish to Apply for Increase Intake in Existing Course/New Course (Including Vocational/Dual/Integrated/Regional Language?)"

d) Validate the Question(s) and move to further steps.

STEP-02

I. For NBA ACCREDITED Institutes.

a) **Engineering & Technology Program:** If Institute has Valid NBA ACCREDITED courses then it can be utilized to add New Emerging Area course as per APH 2021-22 or to increase the intake in the last year approved emerging area course (as per APH 2021-22).

If the institute has ONE NBA ACCREDITED Course, then it can apply for one more division in the form of Increase in intake in last year approved emerging area course or can apply for new emerging area course as per APH 2021-22. One Institute can have maximum 4 new divisions in one level provided there should be 4 or more than 4 valid NBA ACCREDITED courses. Emerging Area courses are only applicable in Engineering & technology program.

Note: Courses approved last year as Minor and Hon's will not be considered for increase in intake.

b) **Non-Engineering & Technology Program:** If Institute has valid NBA ACCREDITED courses (other than Engineering & Technology program) then it can be utilized to add new course as per APH 2021-22. Institute can have one division/ course for each valid NBA ACCREDITED course in the form of increase or new course. Maximum allowed intake will be as per APH 2021-22.

II. Institutes with Non NBA ACCREDITED courses.

a) **Engineering & Technology Program:** Institutes with Non-NBA ACCREDITED courses willing to add new course can add only one division of Emerging Area course as per APH 2021-22 by reducing existing course intake by minimum of one division. Institute can reduce as many divisions as they want but in place of that can add **ONLY ONE** division of Emerging Area course subject to more than 50% of enrolment (overall) in the 2019-20 Academic Year. Institutes whose present intake is less than the Maximum allowed Intake are allowed to increase the Intake to maximum allowed Intake either by new course(s) in emerging area / increase in Intake of the existing course as per APH 2021-22.

b) **Non-Engineering & Technology Program:** Institutes with Non-NBA ACCREDITED courses willing to add new course can add only one division of course as per APH 2021-22 by reducing existing course intake by minimum one division subject to the maximum allowed intake as per APH 2021-22. Institute can reduce as many divisions as they want but in place of that can add **ONLY ONE** division of Emerging Area Course subject to more than 50% enrolment(overall) in 2019-20 Academic Year. Institutes whose present intake is less than the maximum allowed intake are allowed to increase the intake to maximum allowed intake either by new course(s) / increase in intake of the existing course as per APH 2021-22.

c) Institute must enter number of faculty available against each course and same number of records should be present in the faculty tab against that course.

d) On “Validate Courses” button faculty required for each course will be populated.

STEP-03

a) Vocational course can be added with maximum intake of 120 and minimum intake of 30.

b) Dual or Integrated course as per the provisions of APH 2021-22 can be added with only one division, if not approved / present already against valid NBA ACCREDITED course.

c) Regional Language course(s) can be added against each valid NBA ACCREDITED course(s) with same name with intake of 30 or 60.
