

USER MANUAL

Do you wish to Apply for Reduction in Intake of Existing Course (Division Size change)/Closure Course?














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 Reduction in Intake of Existing Course (Division Size change)/Closure Course?

Clarification: Institutions going for Extension of Approval with some reduction on existing course or complete closure of some course(s) can answer YES for this question.

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 Reduction in Intake of Existing Course (Division Size change)/Closure Course?"
- d) Validate the Question(s) and move to further steps.

STEP-02

- a) Navigate to "Programmes and Courses" Tab
- b) Expand "Course Details" Screen.
- c) Select course row against which user wants to apply for Reduction in Intake of Existing Course (Division Size change)/Closure Course and fill the intake value in "Intake applied for 2021-22" column.

Note:

- a) Institute can apply for partial closure i.e. by reducing complete division in a course i.e. from 180 to 120 or 120 to 60 which will be treated as EoA with Closure of division.
- b) Institute can apply for full closure of course i.e. from 60 to 0 or 120 to 0 or 180 to 0 which will be treated as Closure of Course.

Note: Reduction within division size (like 60 to 30 or 120 to 90 or 180 to 150) will not be considered under closure of division.
