

USER MANUAL

How to Apply for Extension of Approval One Minute Submission of Application














Approval Process 2024-25



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.

S. 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

Q1. Do you wish to apply only for extension of approval?

Note: Institute willing to apply only for extension of approval without any changes (as per APH2024-27 norms) can apply for this change.

STEP-01

a) Go to "Questionnaire" Tab.

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

e) Click on 'Validate Questions' Button.

f) After Successful Validation message is displayed on the screen, Click on Save Button. Below message will be shown as showing in below screenshot, click on the OK button.

1-2-3-4-5-6-7-8-9-10-11-12 | Not Submitted

1 Questionnaire 2 3 4 5 6 7 8 9 10 11 12 Save Edit

Questionnaire

1 of 1+

- Do you wish to Apply for 'Extension of Approval (EOA)'?
- Do you wish to apply for any change(s) as per the provisions of this year Approval Process Handbook?
- Do you wish to Apply for Break in EOA through Hibernation?

Yes No ?

Validate Questions

OTP will be sent to registered Email Id and Mobile Number:

OTP:

Get OTP

Note: If you are applying for only EoA (without any other category) and entered OTP then the Application will be auto-submitted on clicking the SAVE button. You will be allowed to update other details like faculty, infra, library, committee, attachments and do payment at later stage and this will be informed to you.

Save Edit

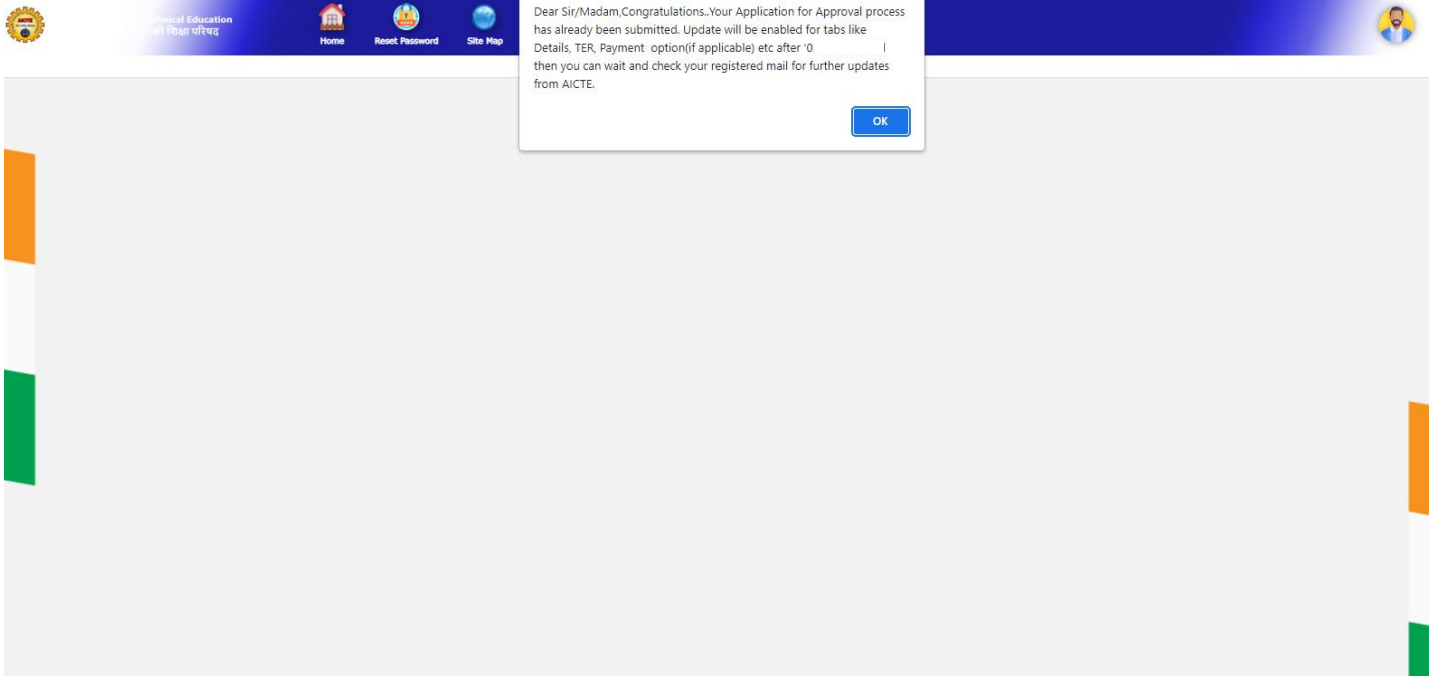
The screenshot displays the AICTE portal interface. At the top, there are logos for '75 Azadi Ka Amrit Mahotsav' and the 'All India Council for Technical Education'. The main content area shows a progress bar with steps 1-4, where step 1 'Questionnaire' is active. A modal dialog box is open, displaying a message from 'betatest.portal.aicte-india.org' regarding the application process for 'Only EoA'. The dialog has 'OK' and 'Cancel' buttons. Below the dialog, the 'Questionnaire' form is visible, containing three questions with radio button options. A 'Validate Questions' button is located at the bottom right of the form. At the bottom of the page, there is an OTP input field with the value '1235' and a 'Send OTP' button. A note below the OTP field states: 'Note: If you are applying for only EoA (without any other category) and entered OTP then the Application will be auto-submitted on clicking the SAVE button. You will be allowed to update other details like faculty, infra, library, committee, attachments and do payment at later stage and this will be informed to you.' At the very bottom, there are 'Save' and 'Edit' buttons.

STEP-02

- Now click on the Send OTP button, OTP will be send to institute's registered email id and mobile number. Enter the OTP then click on Save button.
- Application will be submitted. Application Status will be updated as Submitted. If payment is applicable for institutes, then institute can make payment.
- If institute wish to reopen the application. Kindly go through the Attachments tab and click on the Reopen Application button.

Note: If institute has created any payment record under payment tab then reopen application button will be disabled.

If institute log out and will try to login again. Application will be freeze. Following message will be shown. If payment is not done than they can make payment after last date.



If any technical issue/query/grievance, please raise your query through Centralized Support System by clicking on the link below:

<https://css.aicte-india.org/>