

# **Procedure for Course Name Change**

(Universities / Institutes are NOT allowed to change the name directly on portal)

## **Step-1:**

Universities / Institutes should apply for course name change on portal by Answering the Question Under Questionnaire (Course name Question) as “Y”

## **Step-2:**

Under Course Tab Select the course whose name to be changed and put tick mark against the course (Institutes not allowed to change the name directly on portal).

## **Step-3:**

RO Office will invite the Institute / University applied for Course name change for scrutiny to approve the new name of the course (Institutes need to inform the committee about the new name during scrutiny).

## **Step-4:**

During Scrutiny, Institutes need to produce the necessary proof\* for the course name change (like Document indicating availability of New name of the course in the Affiliating University, etc..).

## **Step-5:**

If approved by Scrutiny committee, the new name of the course will be updated/changed on the portal by RO Office before the approval is granted for the next academic session 2020-21.

## **Step-6:**

Once EOA issued for the next academic session on portal, the institutes can see & download the same with new course name.

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\*Please refer APH 2020-21 for more details.