

Steps to upload data on AISHE Portal (aishe.gov.in) from 2016-17 onwards

I. Existing Institutions who participated in AISHE 2015-16 and earlier

Step 1: Login on AISHE Portal

Step 2: Download prescribed DCF i.e. DCF-I , DCF-II, DCF-III for University, College and Standalone as applicable. A zipped file will be downloaded containing DCF and TIF both for respective Institution. TIF stands for Teacher Information Format to be used for the purpose of collection of teachers' profile along with AISHE 2016-17. TIF data will be used for development of GURUJAN portal (gurujan.gov.in) separately in addition to tables generated for AISHE report. Basic Information upto Block 1C, 2B and 3B of the respective institution would be prefilled from the 2015-16 database provided the DCF has been downloaded with prefilled option by ticking the radio button against pre-filled check box.

Step 3: **(a)** Fill both the DCF and TIF in off-line mode in case there is no change in the Faculty/Department structure w.r.t. AISHE 2015-16 and save.

(b) In case of **minor changes in faculty/department structure**, make such changes in Block 1C or Block 2B or Block 2C of main DCF as the case may be and the similar changes in TIF. Thereafter, Fill both the DCF and TIF.

(c) In case of **major changes in faculty/department structure**, download prescribed DCF and follow the steps below:

i. Fill in the following Blocks in DCF

DCF 1: Blocks 1A to 1C

DCF 2: Blocks 2A to 2B

DCF 3: Blocks 3A to 3B

- ii. Save the partially filled in DCF by clicking SAVE button at the bottom of DCF
- iii. Go to your dashboard after login to the portal using same USER ID and PASSWORD
- iv. Click the link Teachers Information Format available on bottom right corner of the dashboard.
- v. Tick the radio button for 'From partially filled institution for- DCF-I/DCF-II/ DCF-III'
- vi. Browse and attach partially or completely filled DCF and click on download. Teacher Information Format will be downloaded.
- vii. Fill in Teachers Information Format and save it as a separate pdf file and click CHECK FORM button.
- viii. Open the partially filled main DCF
- ix. Fill in the remaining Blocks.

Step 4: Click the BROWSE Button at the bottom of DCF and attach the Teachers Information format (TIF) with main DCF.

Step 5: Click CHECK FORM button and upload main DCF after passing check form condition.

II. New Institutions (Listed first time on the AISHE 2016-17 portal)

- Step 1:** Login on AISHE Portal
- Step 2:** Download prescribed DCF
- Step 3:** Fill in the following Blocks in DCF
- DCF 1: Blocks 1A to 1C
- DCF 2: Blocks 2A to 2B
- DCF 3: Blocks 3A to 3B
- Step 4:** Save the partially filled in DCF by clicking SAVE button at the bottom of DCF
- Step 5:** Go to your dashboard after login to the portal using same USER ID and PASSWORD
- Step 6:** (i) Click the link Teachers Information Format available on bottom right corner of the dashboard.
- (ii) Tick the radio button for 'From partially filled institution for- DCF-I/DCF-II/ DCF-III'
- (iii) Browse and attach partially or completely filled DCF and click on download. Teacher Information Format will be downloaded.
- Step 7:** Fill in Teachers Information Format and save it as a separate pdf file and click CHECK FORM button.
- Step 8** Open the partially filled main DCF.
- Step 9:** Fill in the remaining Blocks.
- Step 10:** Click the BROWSE Button at the bottom of DCF and attach the Teachers Information files (TIF) with main DCF.
- Step 11:** Click CHECK FORM button and upload main DCF after passing check form condition.
