Scrutiny Programme

All India Survey on Higher Education
2012-13

**Ministry of Human Resource Development
Department of Higher Education
Statistics Division
New Delhi**

DATA CAPTURE FORMAT - I

Important:

1. Before starting Scrutiny, please go through Remarks given in Block-1-J, if any

2. Please go through Instructions contained in AISHE Instruction Manual and Doubts and Clarifications

BLOCK 1A: BASIC INFORMATION

1. **Item 3 (vii): Total Constructed area:** Please ensure constructed area is not more than Total Area, item3 (vi)
   1Acre= 4046.85 Square Meters
2. **Item 8:   Type of University/ University Level Institution:** Please check the type of University as per UGC List. If any University/ Institution has mentioned 'Others', please note the description given by the Institute.
3. **Item 8 (i): Is it a Specialized University:** Please cross verify from Programmes/Courses run by the University/ Institution **and** note the specialization in case of others.
4. **Item 10: Whether the University / University Level Institution is exclusively meant for girls:**
   Please see that Boys' enrolment is '0' or negligible.
5. **Item 11: Staff Quarter Available:** Please check that number reported is not abnormal.
6. **Item 12: Does the University/ University Level Institute has Student Hostel:** Please check that difference between Intake capacity and No. of students residing is not abnormal.

BLOCK 1B: DETAILS OF THE REGIONAL CENTERS ATTACHED WITH THE OPEN UNIVERSITY/DUAL – MODE UNIVERSITY

Name of Regional Centre is properly recorded

BLOCK 1C: DETAILS OF FACULTY/DEPARTMENT WISE COURSES OFFERED BY THE UNIVERSITY/ UNIVERSITY LEVEL INSTITUTIONS

1. **Item A: Whether the University is constituted from colleges:**
   Please check that all the Faculties & Departments are located in colleges only. There should not be any entry against Faculty/ Department in DCF-I. There should be zero enrolment in the University.
2. **Item B1 -** Please ensure that name of Colleges in Faculty/School & Department/ Centre of the University is not given.
3. **Item B2-** Discipline names are properly recorded and categorised under different Broad Discipline groups.

BLOCK 1D: STAFF INFORMATION

1. If entry is '0' in most of the categories, it may be ensured whether data is maintained category-wise or not.

2. Please ensure that difference between Sanctioned Strength and Staff in position is not abnormal.
3. Data on Non-teaching staff contains three types of information:
    (i)   All excluding Library & Physical education staff
    (ii)   Physical education
    (iii)   Library

Please see that the information is given separately for above categories. e.g. If Library is ticked mark in Block-1 H, there should be some information on Library staff.

BLOCK 1E: NUMBER OF STUDENTS ENROLLED IN THE UNIVERSITY

Please ensure that Students' enrolment is given for all years. It can be verified from the Year of establishment. If a programme is of 3 years of duration and the Institution is established 2 years back, there should be information for 1st and 2nd year enrolment and against 3rd year, enrolment may be zero.

BLOCK 1F: EXAMINATION RESULTS

1. Examination result has been recorded in respect of Final year exams.
2. Difference between Number of students appeared and enrolment is not abnormal.

BLOCK 1G: FINANCIAL INFORMATION

1. Please see that there is no 'abnormal' entry in income and expenditure.
2. Please check whether entries are recorded in '000' (thousands).

BLOCK 1I: ACCREDITATION

Please see the name of the body other than NAAC is appropriately recorded.

Verification through Report:
Basic Report	:	Report 1
Teaching Staff	:	Report 19, 20
Student Enrolment	:	Report 38, 42
Out turn	:	Report 55

From above reports, abnormality in figures may be checked. If any abnormality is identified, identification details of the University may be found from Report 59. It will help in downloading the filled-in DCF from Form Management.

DCF may be corrected and sent to nodal officer or nodal officer can be requested to make the correction and for re-uploading the DCF by over-writing the existing one.

DATA CAPTURE FORMAT - II

Important:

1. Before starting Scrutiny, please go through Remarks given in Block-2-I, if any

2. Please go through Instructions contained in AISHE Instruction Manual and Doubts and Clarifications

BLOCK 2A: BASIC INFORMATION

1. **Item 2 (viii): Total Constructed area:** Please ensure constructed area is not more than Total Area, item 2 (vii)
   1Acre= 4046.85 Square Meters
2. **Item 5 (ii): The Statutory Body through which recognised:** If any College has mentioned 'Others' please see that proper description has been given and take a note of the same.
3. **Item 12 (i): Is it a Specialized College/Institution:** Please cross verify from Programmes /Courses run by the College/ Institution and note the specialization in case of others.
4. **Item 14: Whether the College/Institution is exclusively meant for girls:**
   Please see that Boys' enrolment is '0' or negligible.
5. **Item 15: Staff Quarter Available:** Please check that number reported is not abnormal.
6. **Item 16: Does the College / Institution has Student Hostel:** Please check that difference between Intake capacity and No. of students residing is not abnormal.

BLOCK 2B: DETAILS OF PROGRAMMES OFFERED BY THE COLLEGE / INSTITUTION

Item 1: Discipline names are properly recorded and categorised under different Broad Discipline groups.

BLOCK 2C: STAFF INFORMATION

1. If entry is '0' in most of the categories, it may be ensured whether data is maintained category-wise or not.
2. Please ensure that difference between Sanctioned Strength and Staff in position is not abnormal.
3. Data on Non-teaching staff contains three types of information:
   (i)   All excluding Library & Physical education staff
   (ii)   Physical education
   (iii)   Library

   Please see that the information is given separately for above categories. e.g. If Library is ticked mark in Block-2 G, there should be some information on Library staff.

BLOCK 2D: NUMBER OF STUDENTS ENROLLED IN THE COLLEGE / INSTITUTION

Please ensure that Students' enrolment is given for all years. It can be verified from the Year of establishment. If a programme is of 3 years of duration and the College/ Institution is established 2 years back, there should be information for 1st and 2nd year enrolment and against 3rd year, enrolment may be zero.

BLOCK2E: EXAMINATION RESULTS

1.   Examination result has been recorded in respect of <u>Final year</u> exams.
2.   Difference between Number of students appeared and enrolment is not abnormal.

BLOCK 2F: FINANCIAL INFORMATION

      Please see that there is no 'abnormal' entry in income and expenditure.

BLOCK 2H: ACCREDITATION

Please see the name of the body other than NAAC is appropriately recorded.

Verification through Report:

Basic Report	:	Report 2
Teaching Staff	:	Report 19, 20
Student Enrolment	:	Report 38, 42
Out turn	:	Report 55

From above reports, abnormality in figures may be checked. If any abnormality is identified, identification details of the College/Institution may be found from Report 60. It will help in downloading the filled-in DCF from Form Management.

DCF may be corrected and sent to nodal officer or nodal officer can be requested to make the correction and for re-uploading the DCF by over-writing the existing one.

DATA CAPTURE FORMAT - III

Important:

1. Before starting Scrutiny, please go through Remarks given in Block-3-I, if any

2. Please go through Instructions contained in AISHE Instruction Manual and Doubts and Clarifications

BLOCK 3A: BASIC INFORMATION

1. **Item 2 (viii): Total Constructed area:** Please ensure constructed area is not more than Total Area (2 vii)
   1Acre= 4046.85 Square Meters
2. **Item 10: Whether the Institution is exclusively meant for girls:**
   Please see that Boys' enrolment is '0' or negligible.
3. **Item 11: Staff Quarter Available:** Please check that number reported is not abnormal.
4. **Item 12: Does the Institution has Student Hostel:** Please check that difference between Intake capacity and No. of students residing is not abnormal.

BLOCK 3B: DETAILS OF PROGRAMMES OFFERED BY THE INSTITUTION

Item 1:   Discipline names are properly recorded and categorised under different Broad Discipline groups.

BLOCK 3C: STAFF INFORMATION

1. If entry is '0' in most of the categories, it may be ensured whether data is maintained category-wise or not.
2. Please ensure that difference between Sanctioned Strength and Staff in position is not abnormal.
3. Data on Non-teaching staff contains three types of information:
   (i)   All excluding Library & Physical education staff
   (ii)   Physical education
   (iii)   Library

   Please see that the information is given separately for above categories. e.g. If Library is ticked mark in Block-3 G, there should be some information on Library staff.

BLOCK3D: NUMBER OF STUDENTS ENROLLED IN THE INSTITUTION

Please ensure that Students' enrolment is given for all years. It can be verified from the Year of establishment. If a programme is of 3 years of duration and the Institution is established 2 years back, there should be information for 1st and 2nd year enrolment and against 3rd year, enrolment may be zero.

BLOCK 3E: EXAMINATION RESULTS

1. Examination result has been recorded in respect of Final year exams.
2. Difference between Number of students appeared and enrolment is not abnormal.

BLOCK 3F: FINANCIAL INFORMATION

Please see that there is no 'abnormal' entry in income and expenditure

BLOCK 3H: ACCREDITATION

Please see the name of the body other than NAAC is appropriately recorded.

Verification through Report:

Basic Report	:	Report 3
Teaching Staff	:	Report 19, 20
Student Enrolment	:	Report 38, 42
Out turn	:	Report 55

From above reports, abnormality in figures may be checked. If any abnormality is identified, identification details of the College/Institution may be found from Report 61. It will help in downloading the filled-in DCF from Form Management.

DCF may be corrected and sent to nodal officer or nodal officer can be requested to make the correction and for re-uploading the DCF by over-writing the existing one.