

**Quick Reference Manual
For
Addition of Name of Institute
In
All India Survey on Higher Education
(AISHE)**

Submission of Institution Addition Request By Institute Nodal Officer

If this is the first time, when Institute or Institute Nodal Officer wants to upload the (Data Capture Format) DCF of the Institution on AISHE web portal and the Name of Institution is not available in the list of Institution (As it is new Institution or it is not registered earlier on AISHE web portal), then Institute Nodal Office has to send a request to us through AISHE web portal for addition of the Institution Name in AISHE. The step by step procedure to register the request to add the Institute Name in AISHE web portal is given below:

Step 1: Please go to the home page i.e. aishe.gov.in

Step 2: Click on '[Request For Adding Institute In Aishe Portal](#)' link available on the home page of the portal.

AISHE
ALL INDIA SURVEY ON HIGHER EDUCATION

Register New User Institutional Login Data User Login

DEPARTMENT OF HIGHER EDUCATION
MINISTRY OF EDUCATION
GOVERNMENT OF INDIA

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WELCOME TO AISHE


To portray the status of higher education in the country, Ministry of Education has endeavoured to conduct an annual web-based All India Survey on Higher Education (AISHE) since 2010-11. The survey covers all the Institutions in the country engaged in imparting of higher education. Data is being collected on several parameters such as teachers, student enrolment, programmes, examination results, education finance, infrastructure.


Indicators of educational development such as Institution Density, Gross Enrolment Ratio, Pupil-teacher ratio, Gender Parity Index, Per Student Expenditure will also be calculated from the data collected through AISHE. These are useful in making informed policy


Dashboard
Know your AISHE Code
Request for Adding Institute
Know your Approving Authority


Step 3: Fill the form and click on 'Next' button.












DEPARTMENT OF HIGHER EDUCATION

MINISTRY OF EDUCATION

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Request Form for adding Institution

Institution Category*

--Select Institution Type--

State*

---SELECT STATE----

District*

---SELECT DISTRICT---

Name*

Next

Please enter institution name as per the affiliation letter in all caps without any special characters

Step 4: If there is already an institute of same type, institute name and in same district. You won't be able to submit a new request and you will have to contact your UNO or SNO.

Request Form for adding Institution

Institution Category*

--COLLEGE--

State*

JHARKHAND

District*

Ramgarh

Name*

NEW COLLEGE

Next

Please enter institution name as per the affiliation letter in all caps without any special characters

Same institutions already existing in AISHE, so you are not allowed to add this institution. Kindly contact to your UNO/SNO

Aishe code/Request Id	Category	University/State Body	Institution Name	Status
Request id: 44299	College	JHARKHAND RAKSHA SHAKTI UNIVERSITY	NEW COLLEGE	Request Pending

If an institute of same name and type does not exists in same district. You will have to submit request to add that institute in AISHE portal by filling out the form.

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Request Form for adding Institution

Nodal Officer Profile

Officer Name *

Gender:*

☐ Male ☐ Female ☐ Other

Designation *

Email*

(e.g. userid@123.com)

Verify Email Id*

[Click to send Email OTP](#)

Phone Landline

Allowed only numbers with STD Code(e.g. 011 21221222).

Mobile phone*

Verify mobile Number*

[Click to send Mobile OTP](#)

Institutional Head Details

Name *

Gender:*

☐ Male ☐ Female ☐ Other

Designation *

Email*

(e.g. userid@123.com)

Mobile Number*

Institution Details*

Institution Category

State*

District*

Name*

NEW COLLEGE

Location:*

☐ Rural ☐ Urban

College Type*

---SELECT ---

Management Type*

---SELECT-----

Affiliating University State*

---SELECT STATE-----

Affiliating University Name*

---SELECT UNIVERSITY---

Is Institution Affiliated earlier to any other University*

--SELECT--

Year from Which Admission Started*

--Select Survey Year--

Proof of existence of the institution

Upload document of proof of existence of the institution *

Select a file to upload:

No file chosen

(The document should be in .pdf format)

Address for correspondence

Line1*

Line2

City

State*

Delhi

District*

Shahdara

Pin Code *

Verification Code*



Please enter the code shown in the image

Undertaking *

☐ I hereby undertake that I will be uploading Data Capture Format (DCF) on AISHE Portal, within stipulated time after the launch of AISHE every year, failing which Ministry of Education may delete the name of my college/Standalone institution from the AISHE Portal. I also do undertake the responsibility of consequences thereof

Step 5: Send OTP to verify the mobile number and email by clicking ‘Click to send Mobile OTP’ and ‘Click to send Email OTP’ button. The OTP is valid for 15 minutes.

Email*

userid@123.com

(e.g. userid@123.com)

Email OTP has been sent successfully on 2 Dec 2020 2:30pm and OTP is valid for 15 minutes !

Enter Email OTP:

Verify

Phone Landline

Allowed only numbers with STD Code(e.g. 011 21221222).

Mobile phone*

9800000000

Mobile OTP has been sent successfully on 2 Dec 2020 2:30pm and OTP is valid for 15 minutes!

Enter Mobile OTP:

Verify

Step 6: Enter the email and mobile OTP and click ‘Verify’ button.

Verification Code*

23a8e

Please enter the code shown in the image

Undertaking *

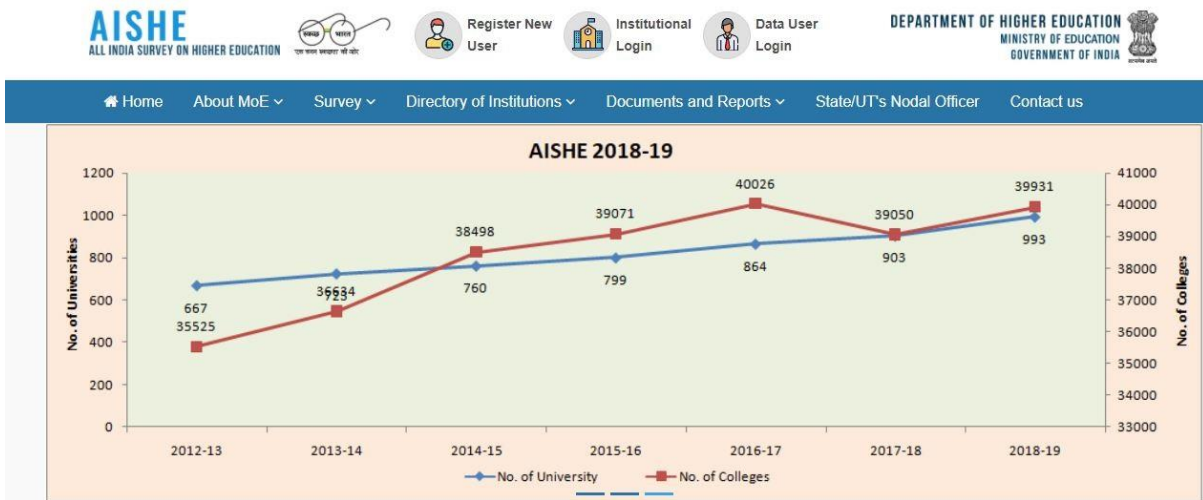
☐ I hereby undertake that I will be uploading Data Capture Format (DCF) on AISHE Portal, within stipulated time after the launch of AISHE every year, failing which Ministry of Education may delete the name of my college/Standalone institution from the AISHE Portal. I also do undertake the responsibility of consequences thereof

Submit Reset

Step 7: After filling all the required fields check the undertaking and click ‘Submit’.

On successfully submitting the details, a message will appear on the screen regarding successful submission of request with a Request ID. Kindly store the Request ID carefully for future reference.

Tracking of Submitted Institution Addition Request



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- Dashboard
- Know your AISHE Code
- Request for Adding Institute
- Know your Approving Authority
- Track your Request Id**

The user can track the status of his/her request by using the Track Your Request Id functionality on AISHE portal. The step by step procedure to track a submitted request is given below:

Step 1: Please go to the home page i.e. aishe.gov.in

Step 2: Click **Track Your Request Id** available on home page.

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Track your Request Id

Request Id*

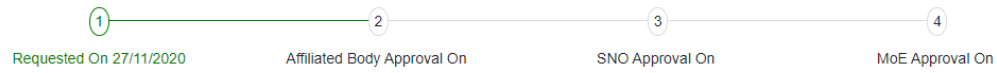
Check Status

Step 3: Enter the request id Click on the **Submit** Button.

Request Id*

44299

Check Status



Approving Authority	Status	Name	Email	Contact Number
University Nodal Officer	Pending	Ms. Anjali Nandan	aishetestuser@gmail.com	9871921258

You will get the current status of the given request along with the details of your approving authority.
