Guidelines for the Stand-Alone Institution

1.   There are some institutions which are not affiliated to any University but are recognised by various Councils or Ministries.   For the purpose of this Survey, these institutions are referred as Stand-Alone institutions. Stand-Alone Institution has to fill DCF-III.

2.   Stand Alone Institutions have been Categorised into 5 categories as follows:

Type I - Diploma Level Technical Institutes such as Polytechnics, which are generally recognised by AICTE and administered by State Directorate of Technical Education.

Type II - Diploma Level Teacher Training Institutes including DIETs recognised by NCTE and generally administered by SCERT.

Type III - Diploma Level Nursing Institutes recognised by INC and generally administered by State Nursing Council.

Type IV - Post Graduate Diploma in Management (PGDM) recognised by AICTE

Type V - Institutions running mainly Diploma/ PG DIploma level programmes and directly regulated/ administered by Central Ministries

3.   **Reference Period:** Reference date for filling up the Data Capture Formats is 30th September of the academic year. The number of institutions, teachers and students will be recorded on the basis of their actual number as on 30th September for the academic year. *For AISHE 2014-15, the reference date would be 30th September 2014.*
Information in respect of Examination Result will be collected for the students passed out/awarded degree for the past academic year declared on or before 31st December. *For AISHE 2014-15, the results declared on or before 30th December 2014 for the academic year 2013-14.*
Financial Information will be recorded for the financial year i.e. 1st April to 31st March. *For AISHE 2014-15, the reference period would be 1st April 2013 to 31st March 2014.*

4.   A portal (URL: http://aishe.gov.in) has been developed on which format on which format for downloading e-version of the DCFs and uploading of filled-in format and other Survey related information are available.

5.   The Institute has to nominate a Nodal Officer, if not nominated yet, for the AISHE survey work. The Nodal Officer will be responsible for uploading the data in respect of the Institute in DCF-III.

6.   The nodal officer, who has not yet registered on AISHE portal, should register himself/herself by selecting the appropriate role. Type-I Institute will register by selecting the role "Polytechnic", Type-II the role of "Nursing (Diploma) Institute", Type-III the role of "Teacher Training (Diploma) Institute", Type-IV the role of "PGDM" and Type-V the role of "Standalone Institution under Ministry".

7.	Once approved, Nodal officer may access the portal and download the e-form DCF-III available on bottom left corner after login, save on the system, fill it off-line and then upload. While downloading the DCF, there is an option to download the DCF with pre-filling the Basic information, names of Departments and the Programmes run in the Institute, which may be modified, if required. It may be noted here that this facility is available only for those Institutions which have uploaded data during previous survey year.

Form can be uploaded on the portal only when it is error free and check form is passed. To upload, Login through user id and password, click on Form Management, browse filled in form and then click on upload. A message that "Form uploaded successfully" will be displayed on the screen.

8.	Latest version of Adobe Reader (Adobe 10.0 or higher) should be installed on the Computer for enabling all the features of the DCFs. It can be downloaded from the link at bottom left corner on Home page → Download Software.

9.	DCF can be uploaded by selecting "Upload DCF" tab, under the link "FORM MANAGEMENT", then browsing the check form passed DCF and clicking "Upload DCF" button. A message "Form Uploaded Successfully" will be displayed on the screen.

10.	Under the link "FORM MANAGEMENT", they can see and download their filled-in DCF-III from anywhere and anytime by login to the portal with their userid and password.

11.	Under the link "REPORTS**", s**everal state level and institution level reports, which are automatically and instantaneously generated, are available in pre-designed formats.

12.	The item-wise instruction for filling up the DCF is available in the **INSTRUCTION MANUAL** and Software related instructions are given in **USER MANUAL.** These documents are available under the link **SURVEY GUIDELINES** on the portal. In the DCF also help link has been provided in the beginning of each Block, but internet connection would be required to open the help link available on the DCF.

A Compilation of Doubts & Clarification is also available on the home-page of the portal, which may be referred whenever required.

In case of any difficulty concerned officers may be contacted as given under the link "Contact Us".