Guidelines for the University

1.   University has to fill DCF-I & its attached/recognised colleges will fill DCF-II.

2.   **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.*

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

4.   Nodal Officer appointed by the University [UNO] has to upload the data in DCF-I, in respect of University and co-ordinate with the colleges for uploading the data in DCF-II. If the nodal officer has not registered, he/she has to register by selecting the role "University" and get the approval from MHRD/SNO.

5.   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.

6.   Nodal officer may access the portal and download the e-form DCF-I 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 Faculty & Departments and the Programmes run in the University, which may be modified, if required. It may be noted here that the pre-filling 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.

7.   Nodal officers of the colleges, who have not yet registered, will be required to register himself/herself on the portal by selecting the Role as "College". Registration of college nodal officer will be approved by University Nodal Officer. Only approved nodal officers of the Colleges can access the portal and download/upload DCF.

8.   University can see the College registration under the link "USER MANAGEMENT". Details about the nodal officer of the college are visible by clicking on userid, which can be

verified by the University before approval. College Registration can be approved just by clicking 'X' button. Once approved, it will show '√' mark.

9.   **College Management:** Under the link "INSTITUTIONAL MANAGEMENT", University can view the entire list of the Colleges provided by the University during 2010-11 survey. Nodal officer has to check the entire list and de-affiliate the colleges which are not attached with the University as on reference date. A college may be de-affiliated by the University, when the formal collaborative agreement between the college and the University is ended either because it has been closed or due to its affiliation with any other University. The de-affiliated colleges will be available for affiliation by other Universities or for deletion, if no longer exist and can also be upgraded to University, if such is the case. The name and a few details of the college can also be modified for a particular academic year by the UNO through edit button.

For addition of college name, please see the detailed guidelines **"Guidelines for Addition of Colleges/Stand Alone Institutions on AISHE portal"** under the survey guidelines section.

10.   Under the link "FORM MANAGEMENT", university nodal officer can see and download their filled-in DCF-I from anywhere and anytime by login to the portal. They can also revise the DCF-I, if required, until the survey is not closed. University can also see actual filled-in DCF-II of all the colleges under their control.

11.   Under the link "REPORTS**,** several 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".