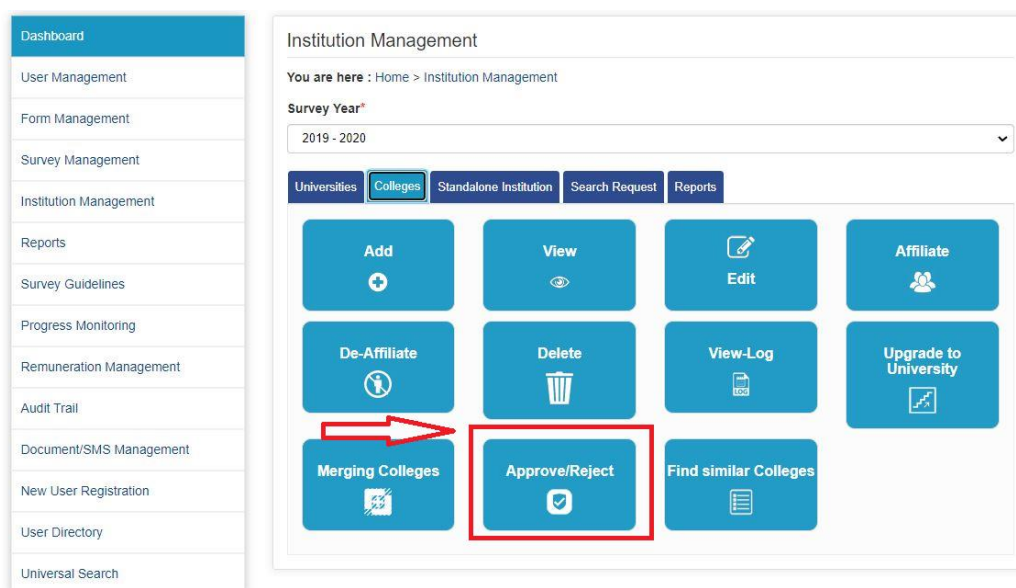# Step By Step Procedure to Approve/Reject the Request of the Addition of College/ Stand Alone Institutes in AISHE Database by University/Sectoral Nodal Officer & State Nodal Officer

To approve/Reject the Request of Addition of Institute Name in AISHE Database, please login on AISHE web portal with your user-Id and password.

Step 1: After successful Login, Click on the '**Institute Management'** Link available on the Dashboard. The Following screen will appear.

Step 2: Click on Approve/Reject link to Approve or Reject the Request of Addition of Institute in AISHE Database.

Step 3: Enter the request id/select state /enter from and to date and click **Submit**.

Step 4: On clicking **Approve/Reject** the following screen will appear.

The screen will have Details of the Institute and the person submitting the request along with the list of names of similar Colleges, so that it is easier to take the decision on the request.

College details

Name:

NEW COLLEGE

State

Jharkhand

District:

Ramgarh

Location:

Urban

College Type:

Affiliated College

Management Type:

Central Government

Affiliating University Name:

JHARKHAND RAKSHA SHAKTI UNIVERSITY

Is Institution Affiliated earlier to any other University

NO

Year from Which Admission Started

2019-2020

Uploaded Document Click here to view

Similar institutions already existing in AISHE

Aishe Code	Category	University/State Body	Institution Name	Status
C-56874	College	Vinoba Bhave University, Hazaribagh	Womens College, Ramgarh	Active

Nodal Officer Details

Officer Name:

sahil

Designation:

director

Email:

userid@123.com

Gender:

Male

Phone Landline:

-

Mobile:

9800000000

Head Of Institution Details

Officer Name:

sahil

Designation:

director

Email:

userid@123.com

Gender:

Male

Phone Landline:

Mobile:

9800000000

Address for correspondence

Line1:

fgh

Line2:

State:

Jharkhand

District:

Ramgarh

Pincode:

666666

Approve/Reject:

○ Approve ○ Reject

Remarks:

Submit   Reset

Kindly Approve or Reject the Institute Addition Request by selecting the corresponding Radio Button and then click on the **Submit** Button. In case of Rejection, Remarks is mandatory in order to communicate the Institute the reason for rejection of the Request. Giving Remarks is not required in case of approval.

1. If the Institute Addition Request is rejected by UNO/SNO, the communication regarding the rejection will be sent to the Nodal Officers/the concerned Officers through E-mail/SMS on the registered mail-ID/Mobile Number and NO action will be required at the end of MHRD.

2. If the Institute Addition Request is accepted by UNO/SNO, the final approval for addition of the Institute name in AISHE Database will be given by the MHRD on the basis of remarks/action of the UNO/SNO. The communication regarding the approval of the request id and inclusion of the Institute in AISHE Database will be communicated to the Nodal Officers and the concerned Officers through E-mail/SMS on the registered mail-ID/Mobile Number.

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