Guidelines for the State Nodal Officers (SNO)

1.   **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.*

2.   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 are available.

3.   All SNO have been provided a userid and password. For those states, where SNO have not been appointed, may send the details to MHRD for getting userid and password.

4.   SNO has to ensure that all the Institutions of Higher Learning (Universities, Colleges, Standalone institutions) within the State/Union Territories upload their data in DCF I: for University, DCF II: for Colleges or DCF III: for Stand Alone Institutions, within the prescribed time.

5.   There are some institutions which are not affiliated to any University. These institutions are referred as Stand-Alone institutions and recognised by various Councils or Ministries. A list of such institutions has been preloaded in DCF-III and SNO can see it from their dashboard also. SNO is expected make arrangement for completion of the survey of such institutions directly or through respective Councils.

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

6.   Universities have already been requested to upload their data on the portal and ensure the uploading of data by their colleges. For this purpose a nodal officer is being nominated in each University and College. SNO has to make a close liaison within these Nodal Officers and to ensure that the Universities/Colleges upload

their data in time. However, if any University/College fails to upload its data, SNO should make arrangement for collection and uploading of data.

7. SNO may organise Sensitization Workshops for representatives of Universities/Colleges/Institutions/Councils.

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. Under the link "FORM MANAGEMENT", they can see and download the filled-in DCFs of their states from anywhere and anytime by login to the portal with their userid and password. They can also revise the DCFs, if required, until the survey is not closed.

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

11. 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 in Contact Us.