Doubts	Clarifications
General	
Is there any specific software requirement for filling up of the form?	Adobe 10 or above (preferably Adobe 10.0.1) should necessarily be installed on the system as it is a prerequisite for proper functioning of the Form. Form should be opened only in Adobe and **in no other software.**
Which Role is to be selected by the Institution for registration?	University/University Level Institution (IITs, NITs etc.): **University Officer** Colleges/Institutions attached to the University: **College Officer** Stand Alone Technical Institutions: **Institute-STB/DTE-Officer** Stand Alone Nursing Institutions: **Institute-SNB-Officer** Stand Alone Teacher Training Institutions: **Institute-SCERT-Officer** Stand Alone PGDM Institutions: PGDM Institutes under Central Ministries: Institutes under Ministries
How the registration of the College/Institution is to be approved by the University/ State Nodal Officer for accessing the portal?	All the colleges/ Institutions attached to the University have to register on the portal by selecting the role as "College Officer" and their registration is to be approved by a competent authority. Institute/College registration can be seen under the link: USER MANAGEMENT. By clicking on user id, details of nodal officer may be seen which can be verified before giving approval. Approval can be given just by clicking 'X' button. Once approved it will show 'v ' mark.
Which are the Competent Authorities for approval of user registration?	University/University Level Institution: **MHRD** Colleges/Institutions attached to the University: **Parent University** Stand Alone Technical Institutions: **State Technical Department/SNO** Stand Alone Nursing Institutions: **State Nursing Council/SNO** Stand Alone Teacher Training Institutions: **SCERT/SNO** Stand Alone PGDM Institutions: AICTE/MHRD Institutes under Central Ministries: MHRD

What are Stand-Alone Institutions?	There are some institutions which are not affiliated to any University but 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. 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 recognized by NCTE and generally administered by SCERT. Type III- Diploma Level Nursing Institutes recognized by INC and generally administered by State Nursing Council. Type IV- PGDM Institutes recognised by AICTE. Type V- Institutes directly under control of various Central Ministries.

Is there any similarity in Block numbering of DCF-I, DCF-II & DCF-III				
	DCF-I	DCF-II	DCF-III	
	Block 1A	Block 2A	Block 3A	
	Block 1B	-	-	
	Block 1C	Block 2B	Block 3B	
	Block 1D	Block 2C	Block 3C	
	Block 1E	Block 2D	Block 3D	
	Block 1F	Block 2E	Block 3E	
	Block 1G	Block 2F	Block 3F	
	Block 1H	Block 2G	Block 3G	
	Block 1I	Block 2H	Block 3H	

Is entry made in one Block of DCF has any linkage on entries to be made in other Blocks?	Regional Centers entered in Block 1B will be pre-populated in student enrolment Block so as to enter Regional Center-wise enrolment. Faculty/Department listed in Block 1C will be pre-populated in Block 1D so as to record teaching staff for each Faculty X Department. Programmes listed in Block 1C will be pre-populated in Block 1E i.e. student enrolment block and Block 1F i.e. Examination Result. In case of regular mode all the programmes will be visible in Block 1E. But for Distance Programme, a drop-down menu will appear containing the same programmes as listed.

What is the Reference Period for filling up the various Blocks of the Form?	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 2011-12, the reference date would be 30th September 2011.* 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 2011-12, the results declared on or before 30th December 2012 for the academic year 2010-11.* Financial Information will be recorded for the financial year i.e. 1st April to 31st March. *For AISHE 2011-12, the reference period would be 1st April 2011 to 31st March 2012.*
Block 1A	
If the institute does not have separate Staff Quarters for Teaching & Non-Teaching Staff, how to make entries?	Number of staff quarter against total may be entered and the above two rows may be left blank.
If an Institute does not have its own Hostels but it provides hostel facility to students by hiring private accommodation or pooled from common Hostels.	'Yes" will be recorded for availability of Hostel facility. Actual number of students residing in Hostels will also be recorded in intake column.
Whether in case of University having Constituent/ University Colleges, in Block 1C (Whether University is constituted from colleges or is only an affiliating University**) yes is to be ticked?**	**No.** This item is applicable for a very few Universities, which are constituted from colleges and such Universities have all its faculties and departments located in the colleges & No program runs in University Teaching Departments.
Block 1B	
University has off-campus Center at different locations. How to enter its detail?	The data of Off-Campus Center are to be filled in DCF-II separately for each off-campus center. Faculty/ Department names, Teaching & Non-Teaching Staff details and Students enrolment of these off-campus centers should not be included in DCF-I.

University has off-shore campus/ colleges	Off shore campus/ colleges are not to be listed as college. However, it may be mentioned under Remarks Block at the end of the Form. Faculty/ Department names, Teaching & Non-Teaching Staff details and Students' enrolment of off-shore centers should not be included.
University is offering Programme through Distance Education mode. Whether study centers are to be listed in Bloack 1B?	NO. Only Regional Center's name is to be given in Block 1 B. Entering name of study centers will create tables for each study center in student enrolment block and therefore, students detail under each of these will have to be recorded separately. If the University has only Study Centers, it can enter name of its headquarter (e.g. Directorate of Distance Education) in this block.
Block 1C (for University), 2B (for College), 3B (for Stand-Alone Institution)	
If there is neither faculty nor department in the Institution?	Item 1 of Block 1C may be left blank. In that case in item 2 of Block 1C, where the programmes are to be listed, tick mark may be made only against the third item, i.e. Other programmes. In such case, the faculty and department is not to be recorded. There is no need to record dummy name of faculty/ department.
If there is faculty but no department in the Institution?	Faculty name may be entered in Item 1 of Block 1C and Box for the Department may be left blank. If there is more than one faculty, it can be added by clicking + sign button appearing on the left corner of the Faculty box. In this case in item 2 of Block 1C, where the programmes are to be listed, tick mark may be made against appropriate items. It may be kept in mind that in such case 'Programmes Run through Department' is not applicable.

If there is no faculty but only departments exist in the Institution?	Box relating to Faculty may be left blank. Name of the Department may be entered in Item 1 of Block 1C. If there is more than one Department, it can be added by clicking + sign button appearing on the left corner of the Department box. In this case in item 2 of Block 1C, where the programmes are to be listed, tick mark may be made against appropriate items. It may be kept in mind that in such case 'Programmes Run through Faculty' is not applicable.
Is there any purpose behind listing faculties and departments?	Block 1D will be automatically expanded according to the number of Faculties & Departments listed here and for each Faculty X Department, teaching staff details are to be entered. However, one Table with Blank Faculty and Blank Department will also be generated in Block 1D. This has been created for the purpose of recording teaching staffs, which are not associated with any Faculty/ Department such as Vice-Chancellor, Principal or Director.
Is faculty item is disabled in DCF-II and DCF-III?	Yes. No entry is to be made against this item.
Faculty/ Department name is not populated in Block 1C, Item 2	It is to be made sure that Adobe 10 or above is installed on the system as it is a prerequisite for proper functioning of the Form.
Are the options in the drop-down under the columns, Level, Programme, Broad Discipline Group Category and Broad Discipline Group Name suitably filtered?	Yes. The complete concordance of 'Level', "Programme", 'Broad Discipline Group Category' and 'Broad Discipline Group Name' is given at Appendix of the Instruction Manual.
What entry is to be made under 'Discipline' Column?	Under the column 'Discipline', provision has been made to capture the actual subjects, which are taught in the Institute. This is included for preparing the exhaustive list of disciplines in various institutions. e.g. two programmes, M.Phil in Commerce and M.Phil in Economics may be recorded in two separate rows. In 1st row, discipline may be entered as Commerce and in 2nd row as Economics.

If the Programme duration is of full year, whether entry in the 'month' column is required or not?	Under the column 'duration of the course' –year and month, both the entries are mandatory. E.g. if course duration is of 3 years, 3 is to be recorded under year and 0 is to be recorded under month. In case of Ph.D., minimum prescribed duration may be recorded.
Some Programmes listed in Block 1C, Item 2 is not appearing in Block 1 E i.e. Student Enrolment and Block 1F i.e. Examination Results?	For all the programmes listed in Block 1C, it is to be ensured that all columns ('number of applicants' is not mandatory) are properly filled in. Under the column 'Discipline', provision has been made to capture the actual subjects, which are taught in the Institute. This is included for preparing the exhaustive list of disciplines in various institutions. e.g. two programmes, M.Phil in Commerce and M.Phil in Economics may be recorded in two separate rows. In 1st row, discipline may be entered as Commerce and in 2nd row as Economics. Under the column 'duration of the course' –year and month, both the entries are mandatory. E.g. if course duration is of 3 years, 3 is to be recorded under year and 0 is to be recorded under month. In case of Ph.D., minimum prescribed duration may be recorded. This block is very important as block on students' enrolment and examination results are expanded on the basis of entries made here. Check Form button is activated while leaving this block, which will show the error or left out items, if any within the block.
Programme Listed under Distance Mode are not appearing in Block 1E i.e. Student Enrolment?	Programmes recorded under Distance Mode are not automatically pre-populated in Block 1E i.e. Student Enrolment. A drop-down menu will appear in Block 1E containing all the Programmes listed in Block 1C under Distance Programmes. As soon as the level, programme and discipline are selected from drop-down menu, remaining fields will automatically be expanded. To record additional Programme, + sign button appearing on the left corner of last row may be clicked. Enrolment under Distance Programme is to be given for all the Regional Centers separately. For this all the Regional Centres which are listed in Block 1 B will automatically be

	pre-populated in Block 1E i.e. student enrolment. It is to be kept in mind that only Regional Center (not the Study Centers) name is to be given in Block 1 B. Entering name of study centers will create tables for each study center in student enrolment block and therefore, students detail under each of these will have to be recorded separately. If the University has only Study Centers, it can enter name of it's headquarter (e.g. Directorate of Distance Education) in Block 1B.
If Intake for a particular programme is not prescribed, may this column be left blank?	No. Actual number of students admitted in 1st year of the programme is to be entered.

Block 1D (for University), 2C (for College), 3C (for Stand-Alone Institution)
Teaching and Non-Teaching Staff

How to make entry in respect of total numbers in position for categories SC, ST, OBC, PWD and Minorities while filling the staff details in Block 1D?	While entering teaching and non-teaching staff details following situation may occur: *Case 1:* The institute maintains category-wise (General, SC, ST, OBC) data - Make **Entry** in respective columns and no remark is to be given in Remarks column. *Case 2:* The institute does not maintain category wise (General, SC, ST, OBC) data. Make **Entry** only in 'Total' column, and in Remarks column "Category-wise data not maintained" option will be selected. *Case 3:* The institute maintains separate data for General, SC and ST category but OBC data is not available. In such cases, make **Entry** under General, SC & ST columns, but OBC column is to be left blank and in Remarks column "OBC data not maintained" option will be selected. *Case 4:* The Institute does not maintain separate data in respect of Minority. In such cases, all the column will be left blank and in Remarks column "Minority data not maintained" option will be selected. **Here Entry means, it is not to be left blank. In case of Nil, '0' is to be entered.** **Example is given in Annexure-I.**
If one teacher is teaching in more than one Department, whether he/she is to be counted in all the Departments?	NO. He/ She is to be recorded against the parent Department in which posted and counted only once.
Is Grade Pay column is disabled?	Yes. No entry is to be made in this column.

Non-Teaching Staff	
How to Classify non-teaching Staff in Group A, B, C and D?	Non-teaching staff have been categorised into Group A, B, C and D category as prevalent in Government. Where such classification of staff is not in existence, the information may be recorded according to its equivalent categories as given below: Messenger, Peon etc. may be categorised under Group D Clerical/Secretarial Staff, Drivers may be categorised under Group C Middle level Officials may be categorised under Group B Senior Level Officers may be categorised under Group A. Option is also given to record staff employed on contract basis.
Block 1E (for University), 2D (for College), 3D (for Stand-Alone Institution)	
How to make entry in respect of SC, ST, OBC, PWD and Minority while filling the students detail in Block 1E?	While entering Students enrolment detail following situation may occur: **Case 1:** The institute maintains category-wise (General, SC, ST, OBC) data - Make **Entry** in respective columns and no remark is to be given in Remarks column. **Case 2:** The institute does not maintain category wise (General, SC, ST, OBC) data. Make **Entry** only in 'Total' column, and in Remarks column "Category-wise data not maintained" option will be selected. **Case 3:** The institute maintains separate data for General, SC and ST category but OBC data is not available. In such cases, make **Entry** under General, SC & ST columns, but OBC column is to be left blank and in Remarks column "OBC data not maintained" option will be selected. **Case 4:** The Institute does not maintain separate data in respect of Minority. In such cases, all the column will be left blank and in Remarks column "Minority data not maintained" option will be selected. **Here Entry means, it is not to be left blank. In case of Nil, '0' is to be entered.** **Example is given in Annexure-I.**
How year-wise enrolment in a particular programme is to be recorded?	For the 3 years programme, students' enrolment is to be recorded against 1st, 2nd and 3rd year. In the 1st year the students on roll as on 30th September, 2011 is to be recorded. 2nd year enrolment is among the students who have taken admission in 2010-11, completed 1st year and are on Roll (in 2nd year) as on 30th September, 2011. Similarly 3rd year enrolment is among the students who have taken admission in 2009-10, completed 2nd year and are on Roll (in 3rd year) as on 30th September, 2011. In case of MBBS course, it is explained through an example in **Annexure-II.**

Block 1 F (for University), 2E (for College), 3E (for Stand-Alone Institution)	
Whether the examination results of the colleges are to be included in DCF-I?	No, it is to be filled by the respective colleges, for which if information is not available with them, it is to be collected from the University and filled in DCF-II.
Which year Examination Result is to be recorded?	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 2011-12, the results declared on or before 30th December 2012 for the academic year 2010-11.*
Whether only Final Year Examination Result is to be recorded?	YES. If it is B.Sc. Programme, result of only those students who have completed B.Sc. during 2011 will only be recorded. It should NOT include the result of B.Sc. part I and II.

Block 1G, (for University), 2F (for College), 3F (for Stand-Alone Institution)	
Whether entries are to be made in decimal?	In DCF-I it is to be entered in three places of decimal points. In DCF-II & DCF-III, it is to be recorded in absolute number.
Whether the figures are to be recorded in thousand?	In DCF-I it is to be recorded in thousands (Rs. 51100 will be recorded as 51.1.). In DCF-II & DCF-III, it is to be recorded in absolute number. e.g.
Which fields are mandatory?	All the fields are mandatory. '0' is to be recorded if there is no income/ expenditure in a particular head.

Block 1H(for University), 2G (for College), 3G (for Stand-Alone Institution)	
How to select tick mark?	By clicking, tick mark would appear automatically.

Block 1I(for University), 2H (for College), 3H (for Stand-Alone Institution)	
If an Institution is not accredited with NAAC, but with some other agency?	Score and Grading against NAAC may be left blank. The Name of the agency (which has accredited the Institution), Score and Grading given by that agency may be recorded in the next row.

Block 1J(for University), 2I (for College), 3I (for Stand-Alone Institution)	
What is to be recorded in Remarks Block?	This is to record any specific characteristics and observation related to the Institute, which should be taken into account in future or while generating reports based on the data collected under the Survey. E.g. a programme, which is not listed at present, but undertaken, needs mention in this block.
Is it Expandable?	The size of this Block is not fixed, but this block is meant to record in brief - only special mention.

Recording of number of teachers, staffs & students

	Type	General		SC		ST		OBC		Total		Remarks to be selected from drop down menu
		Total	Girls	Total	Girls	Total	Girls	Total	Girls	Total	Girls	
Case-1	Total	12	5	5	0	0	0	5	2	25	8	No remarks are needed.
Case-2	Total	8	5	0	0	0	0	0	0	8	5	**No remarks are needed** as "0" indicates that data is maintained but there is no student/ teacher.
Case-3	Total									8	5	Category-wise data not maintained.
Case-4	Total	12	5	5	1	3	1			20	7	OBC data not maintained.
	PWD (out of Total)	**All the 4 cases are also applicable for PWD (out of Total) also.**										
	Minority (out of Total)	**All the 4 cases are also applicable for these two types also. . In addition the following 2 Cases are also applicable.**										
	Other Minority (out of Total)											
Case-5	Minority (out of Total)											"Minority data not maintained" as no information is available.
	Other Minority (out of Total)											
Case-6	Minority (out of Total)									0	0	**"Category-wise data not maintained"** remark is applicable.
	Other Minority (out of Total)									0	0	"Minority data not maintained" is not applicable as "0" indicates total number is available and it is Zero.

Recording of enrolment in MBBS course

As the course duration of MBBS is recorded as 4 years and 6 months, five rows will be generated in student's enrolment block. Suppose admissions of 100 students were made every year, during the last five years in the month of July, the enrolment will be calculated as follows:

Admission year	Number of Students admitted	Number of Students left the course before 30th September 2011	Year	Enrolment as on 30th September 2011	Students will be in
2011-12	100	0	1st year	100	1st and 2nd semesters
2010-11	100	2	2nd year	98	3rd and 4th semesters
2009-10	100	5	3rd year	95	5th and 6th semester
2008-09	100	4	4th year	96	7th and 8th semester
2007-08	100	3	5th year	97	9th semester

The period of **4 ½** years is divided into three phases as follows:

Phase-I (two semesters) – All the students of phase will be shown in 1st year

Phase-II (three semesters) – Students of first two semesters of this phase will be shown in 2nd year and Students of third semester will be shown in 3rd year

Phase-III (four semesters) – Students of first semester of this phase will be shown in 3rd year, Students of second and third semesters will be shown in 4th year and Students of fourth semester will be shown in 5th year