

**Quick Reference Manual
For
College/Stand-alone Nodal Officer Registration
On
All India Survey on Higher Education
(AISHE)**

User Registration Process For Institute Nodal Officer

User registration functionality is used to create new user. Anyone can register himself through this functionality to create user id and password, which then approved by authorized officials.

Once user is approved then he/she can login into application. Following are the steps to registering into the application:

Step 1: Please go to the home page i.e. aishe.gov.in

Step 2: Click on **Register New User** link available on the top of home page on the portal.

The screenshot shows the AISHE 2018-19 home page. At the top, there is a navigation bar with the AISHE logo and the text 'ALL INDIA SURVEY ON HIGHER EDUCATION'. To the right, there are links for 'Register New User', 'Institutional Login', and 'Data User Login'. The 'Register New User' link is highlighted with a red box and a red arrow. Below the navigation bar, there is a section titled 'AISHE 2018-19' with four statistics: 'No. of University: 993', 'No. of College: 39931', 'No. of Students: 3.73 crore', and 'No. of Teachers: 14.16 lacs'.

WELCOME TO AISHE

To portray the status of higher education in the country, Ministry of Education has endeavoured to conduct an annual web-based All India Survey on Higher Education (AISHE) since 2010-11. The survey covers all the Institutions in the country engaged in imparting of higher education. Data is being collected on several parameters such as teachers, student enrolment, programmes, examination results, education finance, infrastructure.

Indicators of educational development such as Institution Density, Gross Enrolment Ratio, Pupil-teacher ratio, Gender Parity Index, Per Student Expenditure will also be calculated from the data collected through AISHE. These are useful in making informed policy decisions and research for development of education sector.

A vertical list of navigation buttons: 'Dashboard', 'Know your AISHE Code', 'Request for Adding Institute', 'Know your Approving Authority', and 'Track your Request Id'.

Step 3: Select 'If you are a Nodal Officer of College or Standalone Institute, please Register here.'

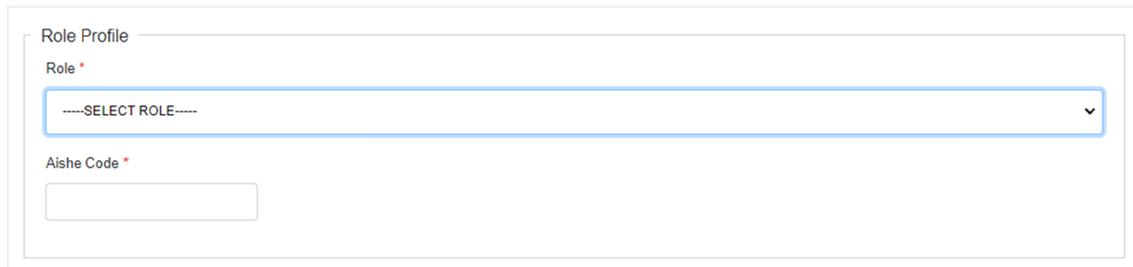
The screenshot shows the 'Register New User' page. At the top, there is a navigation bar with the AISHE logo and the text 'ALL INDIA SURVEY ON HIGHER EDUCATION'. To the right, there are links for 'Register New User', 'Institutional Login', and 'Data User Login'. Below the navigation bar, there is a section titled 'Register New User' with a heading 'Guidelines For New User'. The guidelines are:

1. Before proceeding, kindly check whether your College or Standalone Institution is registered with AISHE Portal, **Click here** to Know Your AISHE Code.
2. If your college or Standalone Institution is not registered with AISHE portal, please **Submit a request for adding your Institution on AISHE Portal**
3. If you are a new Nodal Officer of a College or Standalone Institute, please **Register here**.
4. If you want to **only access AISHE reports**, please **Register as a Data User**

The 'Register here' link in the third guideline is highlighted with a red box and a red arrow.

Step 4: Select your role and enter the AISHE Code of your Institute (AISHE Code is applicable for College and Standalone Nodal officers only).

User Registration



The image shows a screenshot of a 'User Registration' form. The 'Role Profile' section is highlighted with a blue border. It contains two fields: 'Role *' which is a dropdown menu currently showing '-----SELECT ROLE-----' with a downward arrow, and 'AIShe Code *' which is an empty text input field.

Step 5: Upon entering AISHE Code the following fields will be prefilled:

- State
- District
- University (applicable for college)
- Institute Name
- First Name (If provided)
- Last Name(If provided)
- Gender(If provided)
- Address Line 1(If provided)
- Address Line 2(If provided)
- City(If provided)
- Address State
- Address District

User Registration

Role Profile

Role *

COLLEGE

Aishe Code *

C-1234

State *

KARNATAKA

District

BELAGAVI

University *

Vesveswaraiah Technological University, Belgaum

College/Institute *

Gogte Institute of Technology, Belgaum (QIP Centre)

Login Details

User ID *

The USER ID must contain 8 -16 characters. It should be in the name of the institution. **User aishesupport already exists. please choose another user.**

Password *

The password must contain 8 -16 characters. It should also have one upper case letter, one number and one special character. Valid characters are letters (a-z, A-Z), numbers (0-9) and #, @, &, \$, =, ~, %, *, *. Spaces are not permitted. The password is case sensitive.

Confirm Password *

The password must contain 8 -16 characters. It should also have one upper case letter, one number and one special character. Valid characters are letters (a-z, A-Z), numbers (0-9) and #, @, &, \$, =, ~, %, *, *. Spaces are not permitted. The password is case sensitive.

Personal Details

First Name *

Middle Name

Last Name

Gender *

Male Female Other

Office Address

Address Line1 *

Address Line2

City

State *

KARNATAKA

District

BELAGAVI

Contact Details (Please provide either of Mobile No. or Phone No.) *

Phone Landline

Allowed only numbers with STD Code(e.g. 011 - 21221222).

Mobile phone *

Verify mobile Number*

[Click to send Mobile OTP](#)

Email *

(e.g. userid@123.com)

Verify Email Id*

[Click to send Email OTP](#)

Alternative Email

Verification Code * **98eba** Please enter the code shown in the image

[Submit](#)

[Reset](#)

Step 6: Send OTP to verify the mobile number and email by clicking 'Click to send Mobile OTP' and 'Click to send Email OTP' button. The OTP is valid for 15 minutes.

Mobile phone * Mobile OTP has been sent successfully on 2 Dec 2020 1:43pm and OTP is valid for 15 minutes!

Enter Mobile OTP:

Email * Email OTP has been sent successfully on 2 Dec 2020 1:43pm and OTP is valid for 15 minutes !
(e.g. userid@123.com)

Enter Email OTP:

Step 7: Enter the email and mobile OTP and click 'Verify' button.

Verification Code * **3dd28** Please enter the code shown in the image

Step 8: After filling all the required fields click 'Submit'.

Upon successful registration you will get a success message.

The user id needs to be approved by your approving authority. You may contact the concerned approving authority for approval. You will get approval intimation in by e-mail and by SMS once approved by the competent authority.

Know Your Approving Authority

The registered user id needs to be approved by your approving authority. You may contact the concerned approving authority for approval. Follow the given steps to know your approving authority:

Step 1: Please go to the home page i.e. aishe.gov.in

Step 2: Click on **Register New User** link available on the top of home page on the portal.

AISHE 2018-19

Indicator	Value
Gross Enrollment Ratio	26.3
Gender Parity Index	1.00
Pupil-Teacher Ratio	29

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- Dashboard
- Know your AISHE Code
- Request for Adding Institute
- Know your Approving Authority**
- Track your Request Id

Step 3: Select your role. and click 'Search'.

Know Your Approving Authority

Role Profile

Select Your Role *

-----SELECT ROLE-----

Search

Step 4: Select state and university (applicable for colleges) and click 'Search'.

Role Profile

Select Your Role * State * University *

COLLEGE ---SELECT STATE--- ---SELECT UNIVERSITY---

Search

You will get the details of your Approving Authority.

Role Profile

Select Your Role * State * University *

COLLEGE 07 - DELHI University of Delhi

Search

Sr. No.	Approving Authority	Role Name	Contact Number	E-Mail Id
1	Pushpa Kumari	University	Mobile:9871921258 Landline:011-27667718	aishetestuser@gmail.com
2	VINOD THUKRAL	State Nodal Officer	Mobile:9871921258 Landline:011-23831012	aishetestuser@gmail.com

You may contact the concerned Approving Authority for approval of your user id.
