Guidelines for addition of College/Standalone Institution on AISHE portal

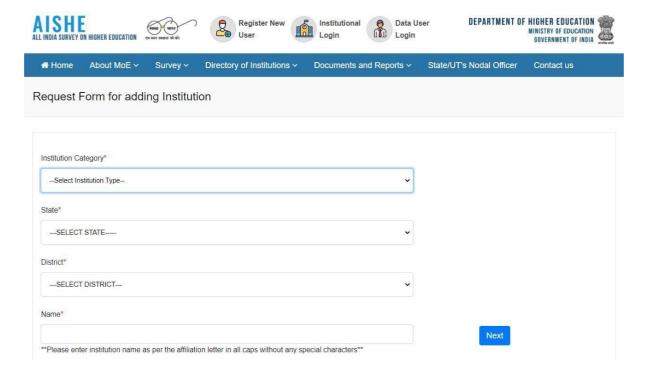
For participating in All India Survey on Higher Education (AISHE), a college/ stand-alone institute needs to be registered on the AISHE Portal. On successful registration the college/ stand-alone institute will be provided with a unique AISHE code. For registration on AISHE portal, the Institute Nodal Officer has to send a request to Ministry of Education through AISHE web portal (https://aishe.gov.in/aishe/home) for addition of the Institution Name on the portal. The step by step procedure to register the request to add the Institute Name on AISHE web portal is given below:

Step 1: Go to the AISHE home page i.e. https://aishe.gov.in/aishe/home

Step 2: Click on 'Request For Adding Institute on Aishe Portal' link available on the home page of the portal.



Step 3: Request Form for adding Institution will be displayed as:-



Part-I of Registration Form

Item:- **Institution Category**

From the Institution category drop-down, select the category of Institution Type, if the institute is affiliated to any of the University then select the category as **College** otherwise select the category as **Stand-alone**.

Item 2:- State

Select the name of the State/UT from the drop-down menu where the institute is located.

Item 3:- District

Select the district in the State/ UT from the drop-down menu in which the institute is located.

Item 4:- Name

The name of the institute (in Capital letters) as mentioned on the document issued by affiliating University in case of College and affiliating council/Gazette Notification in case of Standalone Institutions

If there is more than one institute with the same name affiliated to the same university and located in the same State/UT and District, additional information such as tehsil name/ Sub- Division name may be included with the name in order to avoid rejection of application. Examples of such cases are given below:

S. No.	University Name	College Name	State	District
			Name	Name
1	CHATRAPATI SAHUJI MAHARAJ	KRISHNA DEVI BALIKA	Uttar	Farrukhabad
	KANPUR UNIVERSITY, KANPUR	DEGREE COLLEGE, AWASH	Pradesh	
		VIKASH		
2	CHATRAPATI SAHUJI MAHARAJ	KRISHNA DEVI BALIKA	Uttar	Farrukhabad
	KANPUR UNIVERSITY, KANPUR	DEGREE COLLEGE,	Pradesh	
		KHADIYA		

Click on 'NEXT' button, after entering all the mandatory fields (marked with red color asterisk i.e '*').

If the institute is registering for first time on the AISHE portal it will allow you to proceed with the details to the next page of registration form, otherwise it will display the message as per the cases mention below:

If the message 'Institute already exists on AISHE portal' is displayed on the screen at this stage, it may be due to the following reasons:

Reason	Action to be taken by the institute	
If an application for registration from a similar institute is pending on AISHE portal.	The institute needs to trak the status of its application using the request id at https://aishe.gov.in/aishe/addInstituteRequestStatus and contact the concerned approving authority for approval.	
If a similar institute is already provided with an AISHE Code and its current status on AISHE Portal is Active.	No need to register again as one institute will get only one AISHE code.	
If a similar institute is already provided with an AISHE Code and its current status on AISHE portal is In-Active (in case of Standalone Institution) or De-affiliated (in case of College).	In case of colleges that are de-affiliated, please contact the concerned SNO/UNO. In case of In-Active stand-alone institutions, please contact at MoE level for activation of AISHE code.	

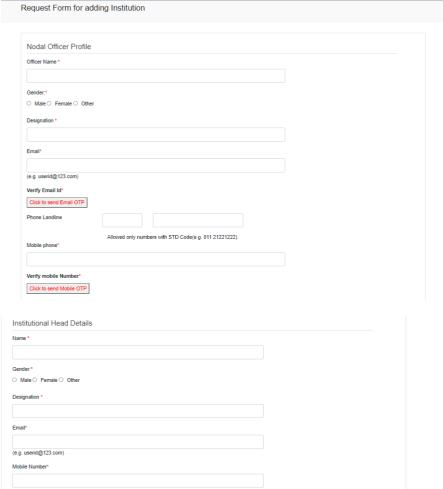
Part-II of Registration Form

Section-1: Nodal Officer Profile

In this section, the details of the person who is nominated by the College/Standalone Institute for providing the information in the DCF needs to given here. Care may be taken to give the correct information in respect of name, email-id, phone numbers, etc. as the same will be used for further communications. The **Email ID and Mobile number given here need to be verified through OTP for completing the registration process.**

Section-2: Institutional Head Details

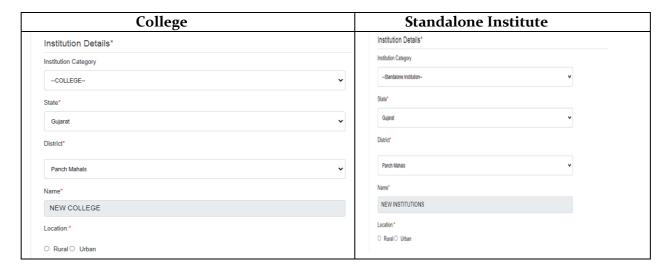
Details of the Principal/Director/Head of the Institution will be submitted here. All the required details need to be filled up here. The email id and mobile number will be verified through OTP.



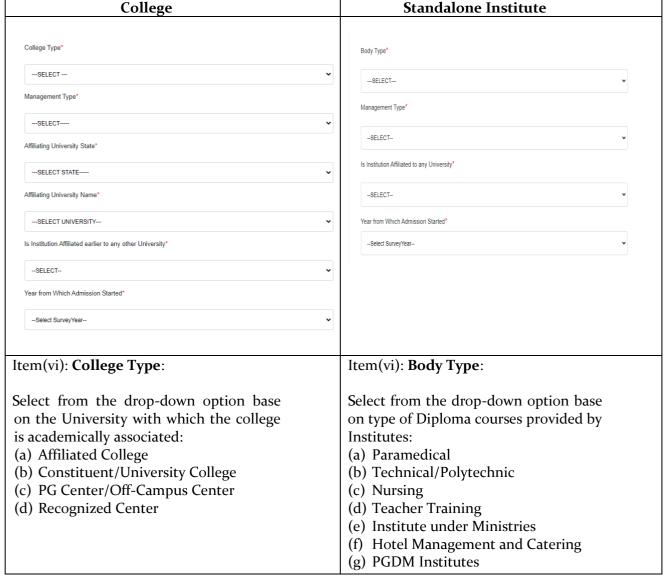
Section-3: Institution Details

(3A): All the details like category of institute, state, district, and name of the institute in items (i) to (iv) will come prefilled from Part-I of registration form. The Location of Institute (rural/ Urban) in item (v) using the radio button.

Based on the category of institution the block in College & Standalone Institute will be displayed as :-



(3B): Depending upon the type of College/Standalone Institute, details are to be specified under this category:-



Item (vii): Management Types: Management associated with the College will be selected from the drop-down	Item (vii): Management Types: Management associated with the Institute will be selected from the drop-	
options.	down options.	
The Options are;	The Options are;	
(a) Central Government - 1	(a) Central Government - 1	
(b) State Government - 2	(b) State Government - 2	
(c) Local Body - 3	(c) Local Body - 3	
(d) University - 4	(d) Private Aided - 5	
(e) Private Aided - 5	(e) Private Un-Aided – 6	
(d) Private Un-Aided – 6		
Item (viii): Affiliating University State:		
Select the name of the state were college		
is located from the drop-down options.		
Item (ix): Affiliating University Name:		
Select the name of the affiliated		
University of the College from the drop-		
down options.		
Item (x): Is Institution Affiliated earlier to	Item (viii): Is Institution Affiliated to	
any other University:	any other University:	
Select the option 'Yes' or 'No'.	Select the option 'Yes' or 'No'.	
(a) If it is 'Yes' select the Name of Other	(a) If it is 'Yes' select the Name of	
Affiliated University from drop-	Affiliated University from drop-	
down options.	down options.	
(b) If it is 'No' proceed to next Block	(b) If it is 'No' proceed to next Block	
Item (xi): Year from which Admission	Item (ix) :Year from which Admission	
Started (Select Survey Year) for example:	Started (Select Survey Year) for	
(a) 2020-2021: if Institute is established	example:	
in 2020-21 and also Academic	(a) 2020-2021: if Institute is	
Session started in 2020-21.	established in 2020-21 and also	
(b) Prior to 2020-21: if Institute is	Academic Session started in	
establish before 2020-21	2020-21	
	(b) Prior to 2020-21: if Institute is	
	establish before 2020-21	

(3C): Institution Details:-

Proof of existence of the Institution: Upload document of proof of existence of the College/Stand Alone Institution

Proof of existence of the institution
Upload document of *
Select a file to upload:

Choose File No file chosen

College	Standalone Institution
Item (xii)	Item (x)
Proof of existence of the Institution: Upload	Proof of existence of the Institution: Upload
document of proof of existence of the	document of proof of existence of the

Institution letter

(The document should be in .pdf format).

The attached University affiliation document should be as per the 'selected College Type' i.e;

Category 1 – for Affiliated College – submit the University affiliation letter (which is to be same as the ongoing Survey Year) refereeing the courses pertaining to current Academic year.

Category 2 –Constituent/University College

Category 3 – PG Center/Off-Campus
Center

Category 4 - Recognized Center

For Category 2,3 & 4 submit the University affiliation letter mentioning the following details:-

- (i) Name of the Institute
- (ii) Year of the Establishment
- (iii) Affiliated Degree Programme/Courses
- (iv)Duration of Programme/Courses
- (v) Year of Affiliation
- (vi) No. of Students Intake
- (vii) Copy of establishment ACT of the college.

Eg.: If Survey Year 2020-21 the University affiliation document is for the Year 2020-21.

Institution-

Category 1 – Paramedical Institute should provide document recognized by Paramedical Council/State

Paramedical Council/State Medical Board.

Category 2 – Technical/Polytechnic Institute should provide document recognized by AICTE/State

Directorate of Technical Education.

Category 3 – Nursing Institute should provide document recognized by INC/State Nursing Council.

Category 4 - Teacher Training Institute should provide document recognized by NCTE/SCERT

Category 5 – Institutes under Ministries - Institutions running mainly DIPLOMA/PG Diploma levelprogrammes and directly regulated/ administered by Central Ministries must provide the Gazette Notification claiming that institution is under Ministry.

Category 6 – Hotel Management and Catering Institute should provide document recognized by

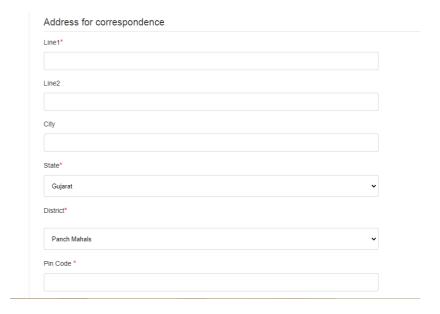
National Council for Hotel Management and Catering Technology

Category 7 – Post Graduate Diploma in Management (PGDM) Institute should provide document recognized by AICTE.

Eg.: If Survey Year 2020-21 the affiliation document is of the year 2020-21

Section-4: Address for Correspondence

Step 1: College postal address for correspondence



Here the address particulars of College in Line1, Line2 in item(i)&(ii), City and Pin code in item (iii)&(iv) will be recorded. Name of the State and District in item (v)&(vi)will be pre-filled as it was earlier submitted in Part –I of registration form. Verification Code displaying in image recorded in item(vii) and after reading the declaration note described adjacent to Undertaking checkbox provide the acceptance by marking checkbox as checked and click on Submit button for processing your request.



Step 2: Enter the Verification code displaying on image and then click on Submit button.

Note:-On successfully submitting the details, a message will appear on the screen regarding successful submission of request with a Request ID. Kindly save the Request ID carefully for future reference.

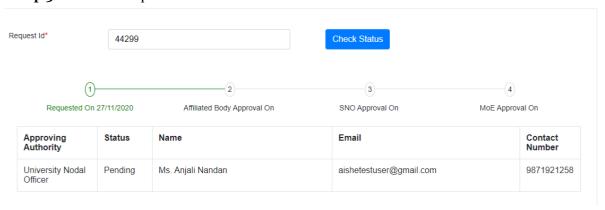
Tracking of Submitted Institution Addition Request

The user can track the status of his/her request by using the Track Your Request Id functionality on AISHE portal. The step by step procedure to track a submitted request is given below:

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

Step 2: Click **Track Your Request Id** available on home page.

Step 3: Enter the request id Click on the **Submit** Button.



You will get the current status of the given request along with the details of your approving authority.
