Quick Reference Manual

Addition of Name of the Institution
(College/Stand Alone Institution)

in

All India Survey on Higher Education

(A) Submission of Institution Addition Request By Institute Nodal Officer

If this is the first time, when Institute or Institute Nodal Officer wants to upload the (Data Capture Format) DCF of the Institution on AISHE web portal and the Name of Institution is not available in the list of Institution (As it is new Institution or it is not registered earlier on AISHE web portal), then Institute Nodal Office has to send a request to us through AISHE web portal for addition of the Institution Name in AISHE. The step by step procedure to register the request to add the Institute Name in AISHE web portal is given below:

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

Step 2: Click on ‘Request For Adding Institute In Aishe Portal’ link available on the home page of the portal.
On clicking the link, the following Request Form for adding the Institute Name will appear on the portal.

Step 3: Please fill the form and Click on the Submit Button,

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

After successful submission of the request, it will go to concerned University Nodal Officer/Sectoral Nodal Officer and State Nodal Officer for their decision/remarks regarding acceptance/rejection of the request. On the basis of the decision/remarks of the concerned University Nodal Officer/ Sectoral Nodal Officer and State Nodal Officer the final action will be taken by the MHRD. The Nodal officers will receive the communication about the decisions through mail/SMS on their registered e-mail/mobile number.

After successfully addition of the Institute Name on AISHE web portal, kindly register on the portal by clicking on the link New User available on the Home Page of the portal.

After approval of the use-id registration, kindly log in on the portal and:

- Download the Data Capture Format (DCF)
- Fill the form completely.
- Click on Check Form Button available on the Last page of the Form.
- Upload DCF on AISHE web portal
(B) Submission of Institution Addition Request directly By University/Sectoral or State Nodal Officer

Please login on AISHE web portal with your user-id & password and go to Institution Management Module.

On Clicking “Add” Button against Colleges, the following screen will appear:

Kindly fill the Form Completely and Click on “Add” Button.

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

Note: If the Request for Addition of Institution is made by UNO/Sectoral or State Nodal officer, then approval of Request is not required at that level.
To approve/Reject the Request of Addition of Institute Name in AISHE Database, please login on AISHE web portal with your user-id & password.

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

**Step 2:** Click on Approve/Reject link mentioned against the Institute to Approve or Reject the Request of Addition of Institute in AISHE Database.
**Step 3:** On Clicking, Approve/Reject link, the following screen will appear on the Dashboard.

Description about the Items/Blocks is mentioned in the following picture for the convenience. 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.

![Institution Management - College](image)

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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