

# Quick Reference Manual

For

## 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

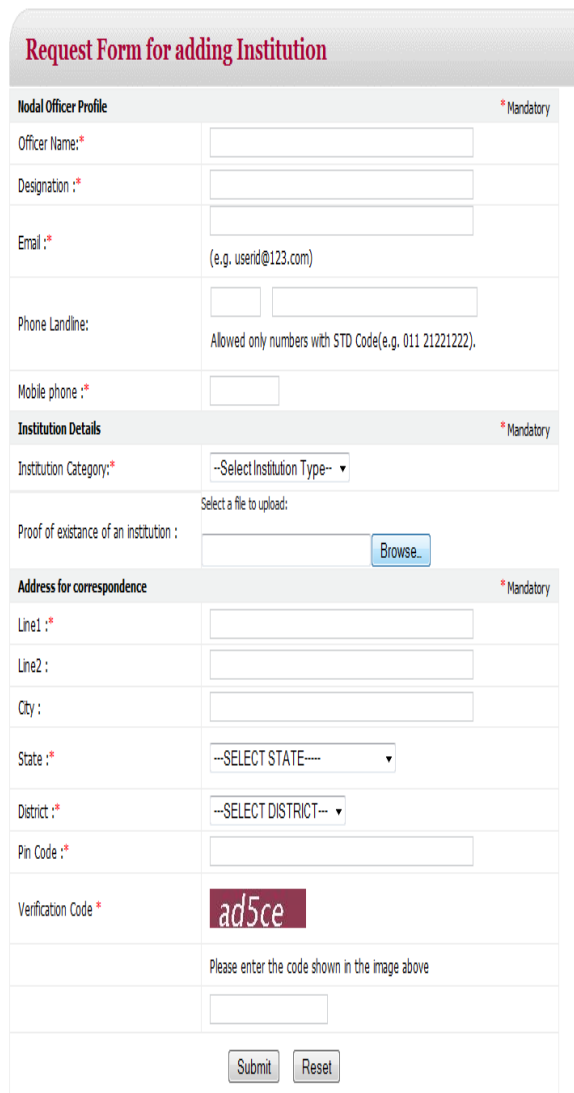
If this is the first time, when Institute or Institute Nodal Officer wants to upload the (Data Capture Format) DCF of the Institution on AISHE web portal and the Name of Institution is not available in the list of Institution (As it is new Institution or it is not registered earlier on AISHE web portal), 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.

The screenshot shows the AISHE web portal home page. The header includes the Ministry of Human Resource Development, Government of India, and the All India Survey on Higher Education. The main content area features a 'WELCOME TO AISHE' message and a 'Request For Adding Institute In Aishe Portal' link highlighted with a red box and an arrow. The left sidebar contains a 'User Login' section with fields for User ID and Password, and a 'Latest News' section. The right sidebar contains a 'Know Your Approving Authority' section with links for Directory of Institutions, Survey Guidelines, Reports, Doubts & Clarifications, Appeal to Institutions, Important Instructions, and Data User Log In.

On clicking the link, the following Request Form for adding the Institute Name will appear on the portal.



**Request Form for adding Institution**

**Nodal Officer Profile** \*Mandatory

Officer Name:\*

Designation:\*

Email:\*

(e.g. userid@123.com)

Phone Landline:

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

Mobile phone:\*

**Institution Details** \*Mandatory

Institution Category:\*

--Select Institution Type--

Proof of existence of an institution :

Select a file to upload:

Browse.

**Address for correspondence** \*Mandatory

Line1:\*

Line2:\*

City:\*

State:\*

--SELECT STATE----

District:\*

--SELECT DISTRICT--

Pin Code:\*

Verification Code \*

ad5ce

Please enter the code shown in the image above

Submit Reset

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

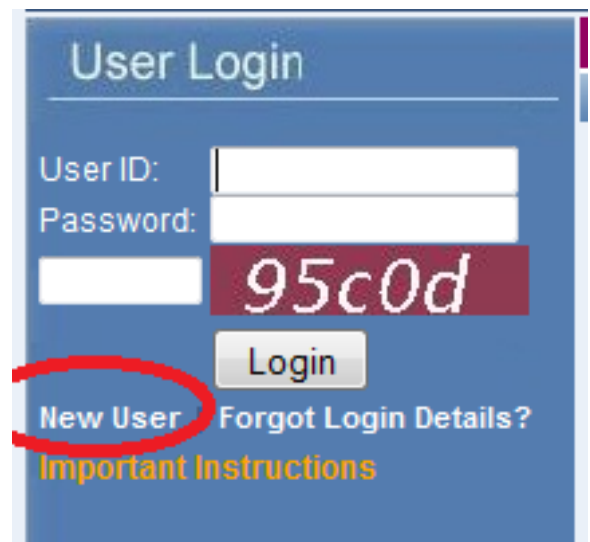
On successfully submitting the details, a message will appear on the screen regarding successful submission of request with a Request ID. Kindly store the Request ID carefully for future reference.

**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**



**User Login**

User ID: [input field]

Password: [input field]

95c0d

Login

New User Forgot Login Details?

**Important Instructions**

## (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.

**Institution Management**

You are here : Home > Institution Management

Survey Year : 2014 - 2015

- **Colleges** **Add** Copy | View | Edit | Affiliate | De-affiliate | Delete | View Log | Upgrade To University | Merging Colleges | Approve/Reject | Find Similar Colleges
- **Standalone Institutions** **Add** Copy | View | Edit | Delete | Upgrade To College | Approve / Reject

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

**Institution Management - College**

You are here : Home > Institutional Management > College Management - Add New College (for survey year : 2014-2015 )

\*University State: ---SELECT STATE OF UNIVERSITY---

\*University Name: ---SELECT UNIVERSITY---

\*College Type: ---SELECT COLLEGE TYPE---

\*College State: ---SELECT STATE OF COLLEGE---

\*College District: ---SELECT DISTRICT OF COLLEGE---

\*College Name: Write College Name here...

Is DCF Applicable:

\*Survey Years: 2014 - 2015  
2013 - 2014

**Fill the Institution Details Form.**

**Add** **Reset**

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.*

## Step By Step Procedure to Approve/Reject the Request of the Addition of College/ Stand Alone Institutes in AISHE Database by University/Sectoral Nodal Officer & State Nodal Officer

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.

S. No.	Request Id	University Name	College State Name	College Name	Type	Approve or Reject	Approval History
1	109	Gujarat Technological University, Ahmedbadd	Gujarat	dadhichi diploma polytechnic college	Affiliated College	<a href="#">Approve/Reject</a>	Nothing found to display.
2	347	Lalit Narayan Mithila University, Darbhanga	Bihar	Janta Degree College, Korthu, Darbhanga	Affiliated College	<a href="#">Approve/Reject</a>	UNO Approved
3	348	Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur	Maharashtra	Anurag Adhyapak Mahavidyalaya, Warthi, Bhandara	Affiliated College	<a href="#">Approve/Reject</a>	Nothing found to display.

**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

You are here : [Home](#) > [Request Details DashBoard](#) > [College Management - Approve/Reject Institution](#)

College details	
Name	dadhichi diploma polytechnic college
State	Gujarat
District	Junagadh
Location	Rural
College Type	Affiliated College
Management Type	Private Un-Aided
Affiliating University Name	Gujarat Technological University, Ahmedbabb
Year from Which Admission Started	2014-2015
Uploaded Document	No document found

Institution Information provided by the Concerned Nodal Officer

Similar Colleges	
List of Similar Institutions already in AISHE Database, to avoid Duplication	
AISHE-CODE	NAME

Person Details	
Officer Name	J D TRIVEDI
Designation	MD
Email	jdtrivedi.2008@rediffmail.com
Phone Landline	02871-224618
Mobile	9479840296

Personal Details provided by the Concerned Nodal Officer

Address for correspondence	
Line1	at vishnval
Line2	gaduchowar road maliya
State	Gujarat
District	Junagadh
Pincode	362255

Address for Correspondence provided by the Concerned Nodal Officer

Approve/Reject	<input type="radio"/> Approve <input type="radio"/> Reject <div style="border: 2px solid orange; border-radius: 15px; padding: 2px; display: inline-block; margin-left: 10px;">Action Button</div>
Remarks	<input style="width: 100%;" type="text"/>

Submit Button to submit the action taken on the Request

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.

\*\*\*\*