

Roles/Responsibilities Nodal Officers for approval of Institution on AISHE portal

University Nodal Officer (UNO):

Since the colleges are ultimately under the university, the responsibility of UNO is more in giving approval to particular college for enlisting their name on the AISHE portal. The following points need to be taken care of before giving approval to colleges on AISHE web portal:

- I. UNO may himself/herself ensure that the college applied for AISHE code must be affiliated with that particular university.
- II. The affiliation letter attached with the request must be of current academic session especially in case of private colleges.
- III. If an institution is applying multiple times UNO may give approval only once and reject the other similar requests received subsequently from the institution.
- IV. Before giving approval UNO may check that information (such as college type, management type, etc.) filled by an institution is correct in the registration form. If he/she is not satisfied with the details filled by the institution, UNO may reject the request of the institution.
- V. UNO may not de-affiliate the college on the basis of their non response on AISHE survey. UNO should de-affiliate those colleges which are no more affiliated with their University.
- VI. If a college has been de-affiliated by the UNO/SNO, re-affiliation of the college in the AISHE portal may be done by the UNO/SNO himself/herself. The college must not apply for fresh registration in such cases.

Sectoral Nodal Officer:

The nodal officer of the different councils and of the particular sectors such as technical, nursing, etc. are giving approval to the standalone institutions under their jurisdiction. Before giving approval to an institution, Sectoral Nodal Officer needs to take care of the following points to avoid the registration of wrong institution on AISHE portal:

- I. Sectoral nodal officer may himself/herself ensure that the standalone institution applied for AISHE code must be affiliated with their particular Council/regulatory body.
- II. The affiliation letter attached with the request must be of current academic session especially in case of private Institutions.
- III. If an institution is applying multiple times Sectoral Nodal Officer may give approval only once and reject the similar requests, received subsequently from the institute.
- IV. Before giving approval Sectoral nodal officer may check that information (such as institution type, management type etc.) filled by an institution is correct in the registration form, if he/she is not satisfied with the details filled by the institution Sectoral nodal officer may reject the request of the institution.

- V. Sectoral Nodal Officer may not de-activate the institution on the basis of their non response on AISHE survey. They should de-active those institutions which are no more affiliated with their council/regulatory body.
- VI. If an institution has been de-activated by the Sectoral Nodal Officer, re-activation of the institution in the AISHE portal may be done by the Sectoral nodal officer himself/herself. The institution must not apply for fresh registration in such cases.

State Nodal Officer (SNO):

State Nodal Officer is the person in-charge of the state for taking care the survey related activities in their respective states. SNO has right to give approval to all the institutions applying on AISHE portal whether it is college or standalone institutions. The following points needs to be taken care by the SNO before giving approval to any type of institution on AISHE portal:

- I. State nodal officer (SNO) may only give approval to those institutions which have been approved by UNO or Sectoral Nodal Officer. If in case any of them are not appointed either in University or in concerned council/regulatory body, SNO may take action on the request of the institution made on AISHE portal.
- II. The affiliation letter attached with the request must be of current academic session especially in case of private Institutions.
- III. If an institution is applying multiple times State nodal officer may give approval at once only and reject the other similar requests.
- IV. Before giving approval State nodal officer may check that information (such as institution type, management type etc.) filled by an institution is correct in the registration form, if he/she is not satisfy with the details filled by the institution State nodal officer may reject the request of the institution.
- V. State Nodal Officer may not de-affiliate/de-activate the institution on the basis of their non response on AISHE survey. They should de-affiliate/de-active those institutions which are no more affiliated with their university/council/regulatory body.
- VI. If institution has been de-affiliated/de-activated at any stage, re-affiliation/ re-activation of the institution in the AISHE portal may be done by the State Nodal Officer himself/herself. The institution must not apply for fresh registration in such cases.

Ministry of Education

Since ministry of education is the final approving authority for inclusion of the name of an institution on AISHE portal, ministry may only take action on the requests made by an institutions approved by the both UNO/ Sectoral nodal officer and State Nodal Officer. If action is pending at any of the two levels, ministry may not take action on those requests of the institutions. In case, no action is taken by any of the two levels of Nodal Officers within 2 months from the date of registration request made by an institution, that request may be rejected at ministry level.