Guidelines for addition of College/Standalone Institution on AISHE portal
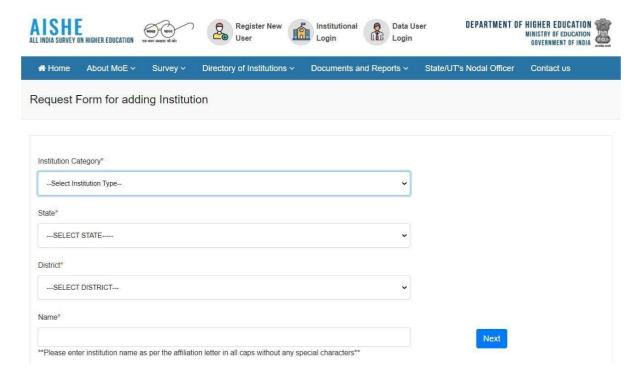
For participating in All India Survey on Higher Education (AISHE), a college/ stand-alone institute needs to be registered on the AISHE Portal. On successful registration the college/ stand-alone institute will be provided with a unique AISHE code. For registration on AISHE portal, the Institute Nodal 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

Item1:- 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 Name	District Name
1	CHATRAPATI SAHUJI MAHARAJ KANPUR UNIVERSITY, KANPUR	KRISHNA DEVI BALIKA DEGREE COLLEGE, AWASH VIKASH	Uttar Pradesh	Farrukhabad
2	CHATRAPATI SAHUJI MAHARAJ KANPUR UNIVERSITY, KANPUR	KRISHNA DEVI BALIKA DEGREE COLLEGE, KHADIYA	Uttar Pradesh	Farrukhabad

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.
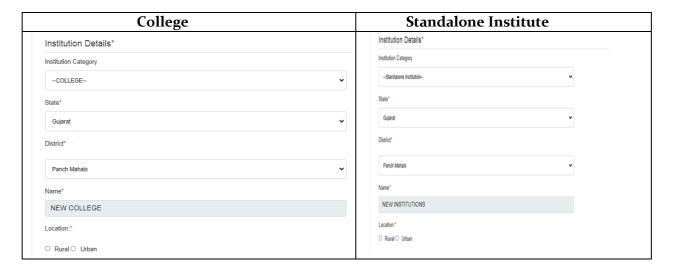All the required details need to be filled up here. The email id and mobile number will be verified through OTP.

Request Form for adding Institution

Nodal Officer Profile

Officer Name *

Gender:*

○ Male ○ Female ○ Other

Designation *

Email*

(e.g. userid@123.com)

Verify Email Id*

Click to send Email OTP

Phone Landline

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

Mobile phone*

Verify mobile Number*

Click to send Mobile OTP

Institutional Head Details

Name *

Gender:*

○ Male ○ Female ○ Other

Designation *

Email*

(e.g. userid@123.com)

Mobile Number*
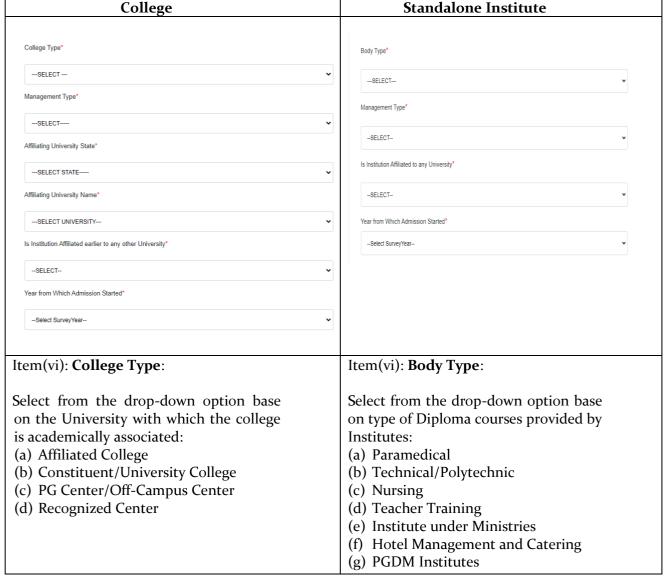
Section-3: Institution Details

(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 :-

College	Standalone Institute
Institution Details* Institution Category --COLLEGE-- ⌄ State* Gujarat ⌄ District* Panch Mahals ⌄ Name* NEW COLLEGE Location:* ○ Rural ○ Urban	**Institution Details*** Institution Category --Standalone Institution-- ⌄ State* Gujarat ⌄ District* Panch Mahals ⌄ Name* NEW INSTITUTIONS Location:* ○ Rural ○ Urban

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

College	Standalone Institute
College Type* ---SELECT --- ⌄ Management Type* ---SELECT----- ⌄ Affiliating University State* ---SELECT STATE----- ⌄ Affiliating University Name* ---SELECT UNIVERSITY--- ⌄ Is Institution Affiliated earlier to any other University* --SELECT-- ⌄ Year from Which Admission Started* --Select SurveyYear-- ⌄	Body Type* ---SELECT--- ⌄ Management Type* --SELECT-- ⌄ Is Institution Affiliated to any University* --SELECT-- ⌄ Year from Which Admission Started* --Select SurveyYear-- ⌄
Item(vi): **College Type**: Select from the drop-down option base on the University with which the college is academically associated: (a) Affiliated College (b) Constituent/University College (c) PG Center/Off-Campus Center (d) Recognized Center	Item(vi): **Body Type**: Select from the drop-down option base on type of Diploma courses provided by Institutes: (a) Paramedical (b) Technical/Polytechnic (c) Nursing (d) Teacher Training (e) Institute under Ministries (f) Hotel Management and Catering (g) PGDM Institutes

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

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

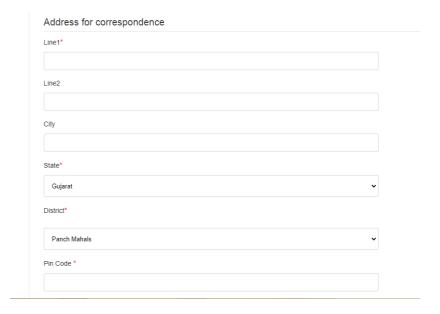| Institution letter (The document should be in .pdf format).	Institution-
The attached University affiliation document should be as per the 'selected College Type' i.e;	Category 1 – Paramedical Institute should provide document recognized by Paramedical Council/State Paramedical Council/State Medical Board.
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 – Technical/Polytechnic Institute should provide document recognized by AICTE/State Directorate of Technical Education.
Category 2 –Constituent/University College Category 3 – PG Center/Off-Campus Center Category 4 – Recognized Center	Category 3 – Nursing Institute should provide document recognized by INC/State Nursing Council.
For Category 2,3 & 4 submit the University affiliation letter mentioning the following details:-	Category 4 - Teacher Training Institute should provide document recognized by NCTE/SCERT
(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.	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.
Eg.: If Survey Year 2020-21 the University affiliation document is for the Year 2020-21.	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.

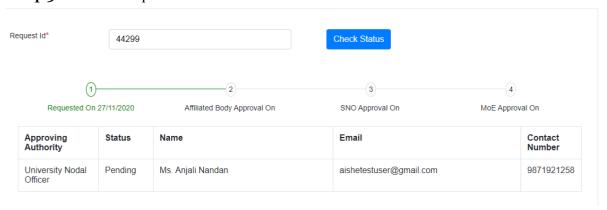**

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.

| Request Id* | 44299 | | Check Status |

| | 1 | 2 | 3 | 4 |
| Requested On 27/11/2020 | | Affiliated Body Approval On | SNO Approval On | MoE Approval On |

Approving Authority	Status	Name	Email	Contact Number
University Nodal Officer	Pending	Ms. Anjali Nandan	aishetestuser@gmail.com	9871921258

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

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