

Guidelines to fill large University Form DCF - I

A large DCF – I tends to become unmanageable. Also, the user, while updating such a form, faces lots of performance issues due to hardware limitations at his end. A solution to this is to divide data across multiple forms. In addition to the university form, specially designed forms, called Addendum forms, have been provided to ease the process of filling data in a University form as the user can fill a part of the data in these forms. The two types of Addendum forms are:

1. **University Form - DCF - I Distance Programme Addendum** – This addendum is designed to capture enrolment data against the distance programmes offered by a university. The data in Block 1B and Block 1E of the main DCF - I i.e. Regional centre information and student enrolment in distance courses respectively can be divided on the basis of number of regional centres. Some regional centres and their associated student enrolment can be entered in DCF – I, remaining regional centres and their associated student enrolment information can be entered in DCF – I Distance Programme Addendum. Every distance programme addendum must contain data corresponding to at least one regional centre. The steps to fill distance course details for a university are as follows:-

- a) Fill the details of all the distance courses in the main DCF – I.
- b) The **details of the regional centres** are to be mentioned in the Block 1B of the main DCF – I. Let us take a case where the university (offering distance programmes) has four regional centres. The regional centre information can be filled in Block 1B of main DCF - I as has been depicted in the following figure.

BLOCK 1B: DETAILS OF THE REGIONAL CENTERS ATTACHED WITH THE OPEN UNIVERSITY / DUAL - MODE UNIVERSITY [Help](#)

1. (i) Whether the University offers Programme through Distance Education Mode: Yes No

(ii) If Yes, Number of Regional centers of the University

SI.NO.	Name of the Regional Center	No. of Study Centers	State	District
1	Regional Centre 1	1	Arunachal Pradesh	Changlang
2	Regional Centre 2	4	Andhra Pradesh	Guntur
3	Regional Centre 3	2	Maharashtra	Aurangabad
4	Regional Centre 4	1	Uttar Pradesh	Bijnor

Data tables corresponding to each regional centre mentioned in Block 1B will be generated in the Block 1E. Student enrolment details of courses offered by the particular regional centre are to be filled in these tables.

Regional Center		<input style="width: 150px;" type="text" value="Regional Centre 2"/>			State		<input style="width: 100px;" type="text" value="Andhra Pradesh"/>		District		<input style="width: 100px;" type="text" value="Guntur"/>						
Level	Programme	Broad Discipline Group Name	Discipline / Subject	Type	Year	Category	Number of Total Students Enrolled										Remarks
							General		SC		ST		OBC		Total		
							Total	Girls	Total	Girls	Total	Girls	Total	Girls	Total	Girls	
						Total											
						PWD (out of Total)											
						Muslim Minority (out of Total)											
						Other Minority (out of Total)											

It is not mandatory to list the regional centres in the main DCF – I. A user may choose not to fill any enrolment data for distance programmes in the main DCF. In such a case, '0' is to be filled in the number of regional centres field of Block 1B of DCF –I.

BLOCK 1B: DETAILS OF THE REGIONAL CENTERS ATTACHED WITH THE OPEN UNIVERSITY / DUAL - MODE UNIVERSITY Help				
1. (i) Whether the University offers Programme through Distance Education Mode: <input checked="" type="radio"/> Yes <input type="radio"/> No				
(ii) If Yes, Number of Regional centers of the University <input type="text" value="0"/>				
Sl.NO.	Name of the Regional Center	No. of Study Centers	State	District
1				

The details of the four regional centres, instead, are to be filled in the Distance Programme Addendums. Following figure depicts an addendum form that will contain the data for two regional centres.

DATA CAPTURE FORMAT - I Addendum for Distance programmes University Form Addendum				
UNIVERSITY / UNIVERSITY LEVEL INSTITUTIONS				
1. Number of Regional centers of the University <input type="text" value="2"/>				
S.NO.	Name of the Regional Center	No. of Study Centers	State	District
1	Regional Centre 1	1	Delhi	East
2	Regional Centre 2	4	Andhra Pradesh	Guntur

The data for the rest of regional centres can be filled in separate addendums. Every distance programme addendum must contain data against at least one regional centre. There is no restriction on the maximum number of distance programme addendums that can be attached to the main DCF.

- c) **Functionality to import student enrolment details** from a spreadsheet has been provided. User must ensure that the data is in the prescribed format that has been shared on the AISHE portal. Also, user needs to create one excel file for every regional centre e.g if there are five regional centres associated with a university then user needs to create five Excel files, each containing enrolment details of one and only one regional centre. The structure of the Excel file is explained below:

- **Regional Centre Details** – contains four columns namely, name of the regional centre, number of study centres, state code and district code. The codes corresponding to the states and the districts can be filled by referring to the reference files provided on the AISHE portal. Users may choose to leave this sheet empty, in which case they will have to fill the regional centre’s details manually in the Addendum form.

	A	B	C	D
1	Name of Regional Center	No of Study Centers	State Name	District Name
2	Regional Centre 1	1	07	093
3				

- **Student Enrolment Details** – the first five columns of this sheet is for the details of the distance course for which enrolment details are to be filled. Users must ensure that the

programme name, broad discipline group name and type fields match the values mentioned in the reference files.

	B	C	D	E	F
1	Programme	Broad Discipline Group Name	Discipline	Type	Year
2	M.Sc.-Master of Science	Genetics	Science	General	1
3	M.Sc.-Master of Science	Genetics	Science	General	2
4	M.Sc.-Master of Science	Genetics	Science	General	OnRoll
5	B.Tech.-Bachelor of Technology	Computer Engineering	Computer	General	1
6	B.Tech.-Bachelor of Technology	Computer Engineering	Computer	General	2
7	B.Tech.-Bachelor of Technology	Computer Engineering	Computer	General	3
8	B.Tech.-Bachelor of Technology	Computer Engineering	Computer	General	4
9	B.Tech.-Bachelor of Technology	Computer Engineering	Computer	General	OnRoll

Enrolment details, category –wise and minority-wise, are to be entered in the rest of the columns. Column name like PWD_SC_Girls corresponds to female SC persons with disability who are enrolled for a particular year of the distance course.

d) The user may download the prefilled addendum from the AISHE portal. The instructions on downloading the addendum have been explained later in this document.

2. **University Form - DCF – I Regular Programme Addendum** – This type of addendum is designed to capture enrolment data against the regular programmes offered by a university. The data in Block 1C and Block 1E of the main DCF - I i.e. list of regular courses and student enrolment for those courses respectively can be divided. Some regular courses and their associated student enrolment can be entered in DCF – I, and the remaining courses and their associated student enrolment information can be entered in DCF – I Regular Programme Addendum.

The steps to fill regular course details for a university are as follows:-

- a) Fill the details of all the faculties and departments in the main DCF - I.

B . List of Faculty & Departments

1 Faculty / School Name BASIC SCIENCE AND HUMANITIES

Sl.no.	Name of the Departments / Centres
1	DEPARTMENT OF HUMANITIES
2	DEPARTMENT OF SCIENCE

2 Faculty / School Name ENGINEERING AND TECHNOLOGY

Sl.no.	Name of the Departments / Centres
1	COMPUTER SCIENCE & ENGINEERING

Also, in the Block 1C, only some (and not all) of the regular courses are to be mentioned. If a university offers 10 regular courses, the user does not need to mention all the courses in block 1C of main DCF. He/she may choose to enter details only for five of those courses.

2. Regular Programme Details [All courses in which students are enrolled in the University are to be listed]

Programmes run directly through Faculty/ School (If applicable, Please tick in the adjacent box & list courses in following Table)

Faculty / School	Department / Centre	Level	Name of the Programme	Discipline/ Subject	Broad Discipline Group Category	Broad Discipline Group Name	Intake	Number of Applicants	Course Duration		Type	Examination System
									Year	Month		
ENGINEERING		Under Graduate	B.Tech.-Bac	COMPUTER S	Engineering	Computer En	30	4	0		General	Semester

Programmes run through Departments/ Centres (If applicable, Please tick in the adjacent box & list courses in following Table)

Faculty / School	Department / Centre	Level	Name of the Programme	Discipline/ Subject	Broad Discipline Group Category	Broad Discipline Group Name	Intake	Number of Applicants	Course Duration		Type	Examination System
									Year	Month		
BASIC SCIE	DEPARTME	Post Gradua	M.A.-Master	History	Social Scien	History	30	2	0		General	Semester

Enrolment details and examination result details against the courses listed in Block 1B of main DCF are to be filled in the main DCF itself.

Regular Mode

Level	Programme	Broad Discipline Group Name	Discipline / Subject	Total Number of Students Appeared		Total Number of Students Passed / Awarded Degree		Out of Total, Number of Students Passed with 60% or above	
				Total	Girls	Total	Girls	Total	Girls
Under Graduate	B.Tech.-Bachelor of Technology	Computer Engineering	COMPUTER SCIENCE AND ENGINEERING						
Post Graduate	M.A.-Master of Arts	Political Science	Political Science						

- b) The user may download the prefilled regular programmes addendum (addendum containing the faculties/departments information) from the AISHE portal. The instructions on downloading the addendum have been explained later in this document.

DATA CAPTURE FORMAT - I Addendum for Regular programmes
University Form Addendum

UNIVERSITY / UNIVERSITY LEVEL INSTITUTIONS

BLOCK 1C: DETAILS OF FACULTY / DEPARTMENT WISE COURSES OFFERED BY THE UNIVERSITY / UNIVERSITY LEVEL INSTITUTIONS

[Help](#)

B . List of Faculty & Departments

1 BASIC SCIENCE AND HUMANATICS

Sl.no.	Name of the Departments / Centres
1	DEPARTMENT OF HUMANATICS
2	DEPARTMENT OF MECHANICAL SCIENCE

2 ENGINEERING AND TECHNOLOGY

Sl.no.	Name of the Departments / Centres
1	COMPUTER SCIENCE & ENGINEERING

- c) Regular courses, details for which have not been mentioned in the main DCF – I, are to be listed in the regular programme addendum. Following illustration depicts two courses that were not mentioned in the main DCF are added in the addendum. All the details against these programmes should be entered in the addendum and not in the main DCF.

2. Regular Programme Details [All courses in which students are enrolled in the University are to be listed]

Programmes run directly through Faculty/ School (If applicable, Please tick in the adjacent box & list courses in following Table)

	Faculty / School	Department / Centre	Level	Name of the Programme	Discipline/ Subject	Broad Discipline Group Category	Broad Discipline Group Name	Intake	Number of Applicants	Course Duration		Type	Examination System
										Year	Month		
-	ENGINEERING		Under Gradu	B.Tech.-Bac	Electronics	Engineering	Electronics E	60	60	4	0	General	Semester
+	ENGINEERING		Under Gradu	B.Tech.-Bac	Electrical	Engineering	Electrical En	60	60	4	0	General	Semester

In this particular case, enrolment and examination details against the courses - B.Tech, Computer Engineering and M.A., History are mentioned in the main DCF. While, the details against other courses B.Tech, Electronics Engineering and B.Tech, Electrical Engineering are added in the addendum.

- d) Every regular programme addendum must contain data against at least one regular course. There is no restriction on the maximum number of regular programme addendums that can be attached to the main DCF.

Procedure to upload University Form - DCF – I containing addendums:

After completely filling data in all forms, the DCF – I addendum forms can be attached to the main DCF – I form. This DCF – I form can now be uploaded like a normal DCF – I form.

The steps to download and attach the addendums are as follows:-

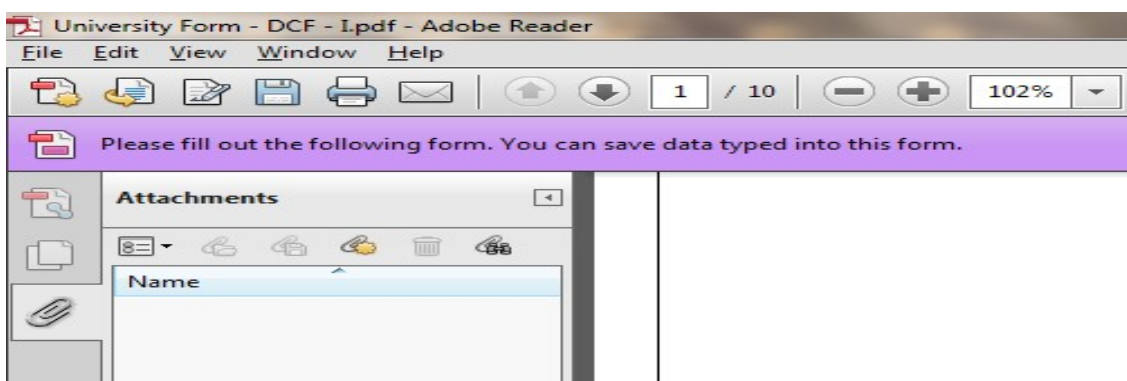
1. **Download DCF – I. Complete it upto Block 1C.**
2. **Download DCF - I Distance Programme Addendum:**
 - a. To download an empty DCF – I Distance Programme Addendum, open form management, and select the Distance child tab under the DCF – I Addendum tab. Click the Download button. DCF – I Addendum for distance programmes will be downloaded to your system.
 - b. To prefill distance courses from main DCF - I, select the “Prefill course information ...” checkbox from the Distance child tab, as depicted in the figure, and click “Browse” to select the partially filled DCF – I PDF (DCF – I may not be filled completely but it should contain the list of courses that are to be prefilled in the Addendum form).
 - c. To prefill student enrolment data from Excel sheet to the Addendum, select the “Prefill enrolment details ...” checkbox from the Distance child tab under the DCF – I Addendum tab and click “Browse” to select the Excel sheet containing the enrolment data.
 - d. Click on the Download button, prefilled DCF – I Distance Programme Addendum will be downloaded to your system.

3. **Download DCF - I Regular Programme Addendum:**

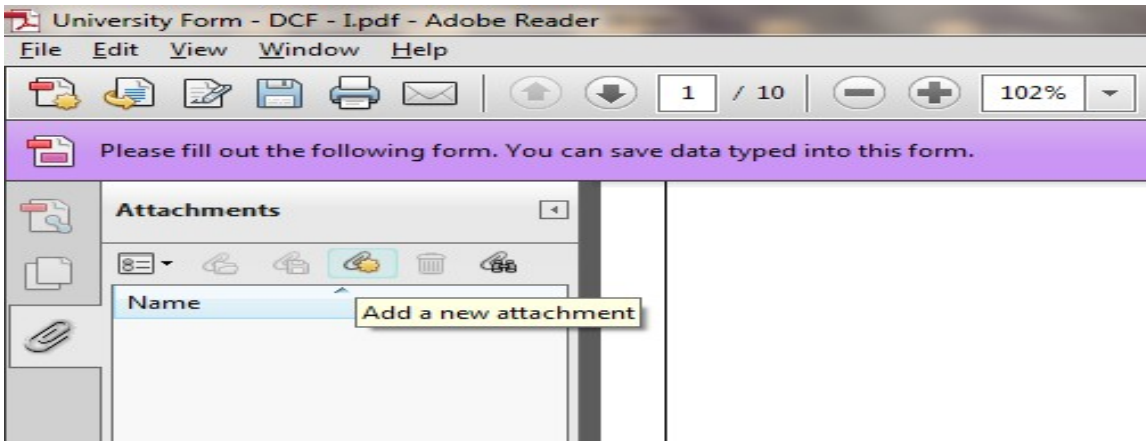
- a. To download an empty DCF-I Regular Programme Addendum, open form management, and select the Regular child tab under the DCF-I Addendum tab. Click the Download button. DCF-I Addendum for regular programmes will be downloaded to your system.
- b. To prefill the list of faculties and departments from the main DCF-I, select the “Prefill faculty and department information...” checkbox from the Regular child tab, as depicted in the figure, and click “Browse” to select the partially filled DCF-I PDF (DCF-I may not be filled completely but it should contain the list of faculties and departments that are to be prefilled in the Addendum form).
- c. Click on the Download button, prefilled DCF-I Regular Programme Addendum will be downloaded to your system.

4. **Completely fill and save DCF – I and DCF – I Addendum forms.**

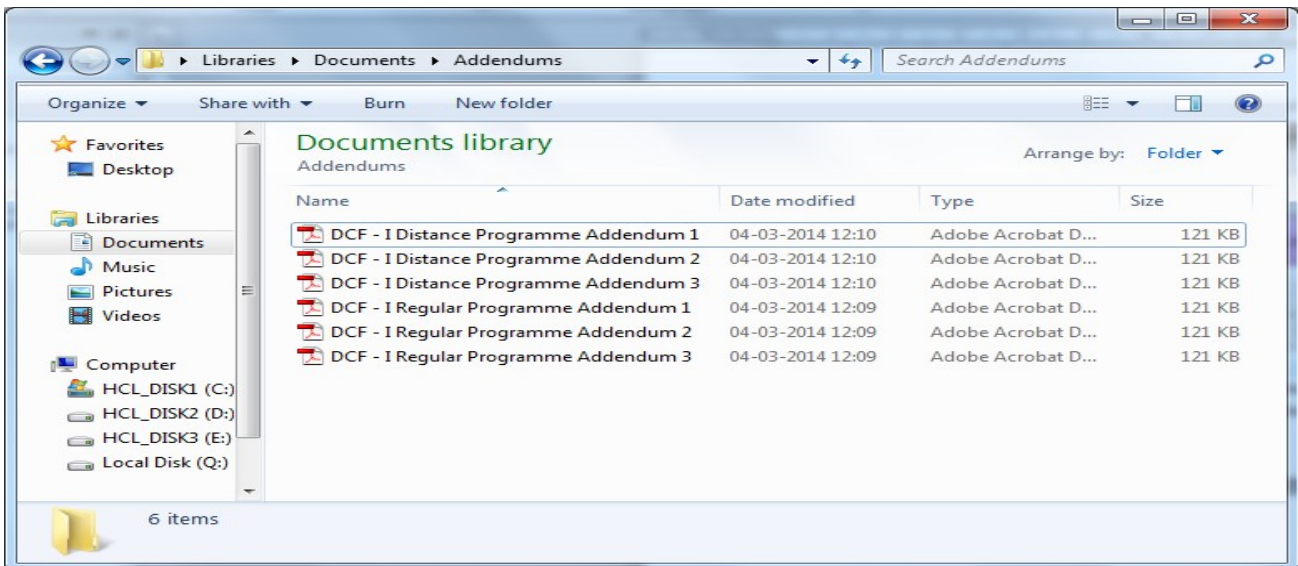
5. **Open DCF – I and click  icon from left side panel to open attachments view.**



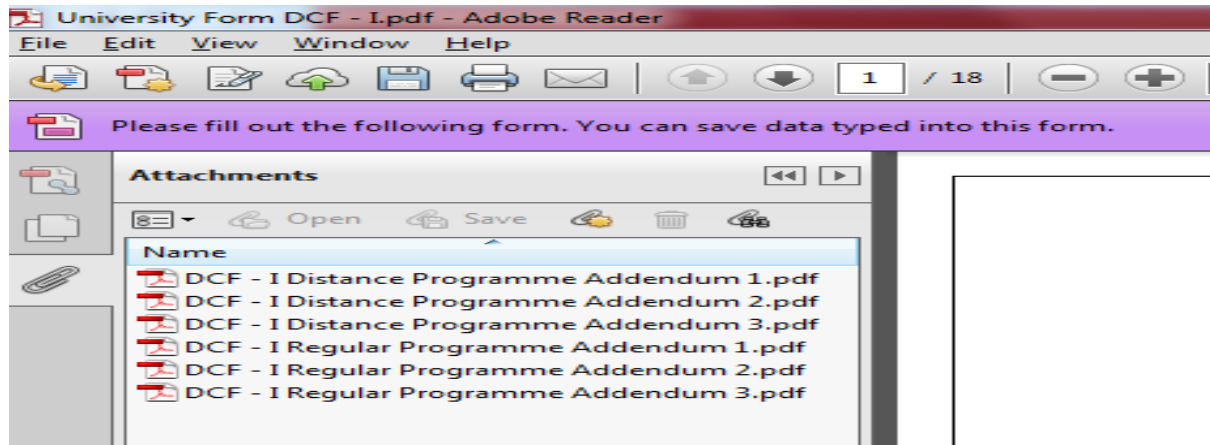
6. **Click on the Add a new attachment button**



7. Choose the DCF – I addendum file → click Open.



8. Chosen files will be added as attachment to DCF – I and will appear in the attachment list.



9. Repeat the above steps to attach all DCF – I addendum forms and save the form.
10. Upload the DCF – I having all DCF – I addendum(s) attachments on the web application.