## **Guidelines for correcting Inconsistency in Master Data and DCF data**

After uploading the DCF, there were some corrections made either in name, state, district or type or University name (due to change in affiliation). Due to this, there is inconsistency in master data and DCF-data. You can see the inconsistent DCF details by following the steps given below:

Login to AISHE web portal  $\rightarrow$  Form management  $\rightarrow$  Inconsistent DCF data  $\rightarrow$  Inconsistent DCF tab  $\rightarrow$  select the option Survey Year (e.g.2013-14)  $\rightarrow$  click on 'Submit' button.

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Ministry of Human Resour Government of India	rce Development		All	India Survey on Higher Educa
Welcome Vandana Gautam , You a	are logged in as MHRD Officer			HomeMY ACCOUNT
User Management : Form Management :	Form Manager	ment		
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New User Registration				
Document Management				

Then, click on details button to see the inconsistent data.

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etails									
he following is a com	parison of da	ta stored in dat	abase through	uploaded DCF	and the I	atest master dat	a:		
	DCF Data		Master Data						
Name	Apollo College of Pharmacy Infront of Vaternery College, Anjora		Apollo College of Pharmacy Anjora Durg						
State	Chhatisgarh			Chhatisgarh					
District	Durg			Durg					
Гуре	Affiliated College			Affiliated College					
Affiliating University	0083 - Chhattisgarh Swami Vivekanand Technical University,			0083 - Chhattisgarh Swami Vivekanand Technical University,					

**You need not to re-fill DCF to correct the inconsistency**. We have made a special provision in the DCF through which you can **update pre-filled data** in the form. The procedure is as follows:

- Click on Modify button at the bottom of the DCF. (DCF can also be downloaded by clicking on the hyperlink on DCF in the 3<sup>rd</sup> column of the Inconsistent DCF tab)
- After that click on the button "Update Prefilled data" at the top right corner of second page of DCF (Block 1A). Please ensure that the system is connected to the internet while clicking this button.

- A message will appear on the screen (as given below) that the prefilled data has been updated.

$\otimes$	Success Message: Entries in DCF have been updated successfully.	
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	Babra Group of Institutions, Bhednura, Patiala	Update Pre-filled

- Perform check form and upload the form again on the AISHE web portal by overwriting the existing DCF.
- If above mentioned successful message does not appear, instead the following message appears on the screen,

. Only enable these features if you trust this document.		Opt
BLOCK 2A: BASIC INFORMATION		Ŀ
Shri Balaii Group of Institutions Bhedpura Patiala Warning: JavaScript Window -  Either server was not responding or Internet connection is not available on your systemGeneralError: Operation failed.  OK	Update Pre-filled Data	

then, click on the "Ok" button and click on the down arrow at the right side of Options at Yellow tab at top and select the option "Trust this document one time only".

	Som	e features have been disabled to avoid potential security risks.	Only enable these features if you trust this document.		Option	is 🔹 He
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			BLOCK 2A: BASIC INFORMATION		He	lp
		1. *Name of the College / Institution.	Shri Balaji Group of Institutions, Bhedpura, Patiala	Update Pre-fille	1 Data	
		2. (i) *Postal Address Line 1:	Patiala Sangrur National Highway, Village Bhedpura, Teh & Dist. Pat			
		(ii) Postal Address Line 2:				
		(iii) City:	Patiala			

Save the DCF and again click on the button "Update Prefilled data".

- Perform check form and upload the form again on the AISHE web portal