Guidelines for Addition of University on AISHE Portal

For participating in All India Survey on Higher Education (AISHE), a University needs to be registered on the AISHE Portal. On successful registration the University will be provided with a unique AISHE code.

For registration on AISHE portal, the University Nodal Officer has to send a request to navanita.gogoi@nic.in or **sirohiwalanita.edu@nic.in** through e-mail for addition of the University Name in AISHE with following documents:

1. The Gazette Notification of the University (as e-mail attachment in .pdf or jpeg format)

2. The filled-in undertaking as per annexure attached on the letter head of the university.

On successful scrutiny of the above documents and detailed verification, the university will be added on the AISHE portal by this division. The University Nodal Officer as per the details of the nodal officer received from the university will be registered with allotment of user ID.

The allotted AISHE code to the university and the credentials (user ID and password) for University Nodal Officer to login on the AISHE portal will be communicated through email. Afterwards, the University Nodal Officer may change their password by following these steps:

Step 1: Go to http://www.aishe.gov.in/aishe/forgetPassword link and enter your User Id and click on Find button.

Step2: Enter the verification code and click on the Submit button.

The reset password link will be sent to your registered email id, click on the link and reset your password.

The University Nodal Officer may change the registration details by following these steps:

Step 1: Go to the AISHE home page i.e. https://aishe.gov.in/aishe/home
Step 2: Login to AISHE Portal with your credentials in "Institutional login".
Step 3: Go to Home > Select Edit Registration.
Step 4: Click on submit button.

[Letter Head]

Name of University:
State of University:
District of University:
Type of University:
Ownership:
Address of the University:
Academic year from which session started (date):

Details of the Institution Head(VC/Director/Head/Pricipal):

Name of Institution Head:
Email:
Mobile number:
Telephone Number:
Designation:
Gender:

Details of the Nodal officer for registration on AISHE portal:

Name of University's Nodal Officer:
Email:
Mobile number:
Telephone Number:
Designation:
Gender:

Address of the Institution:

Location of the Institute (Rural/Urban):
Address Line1:-
Address Line2:-
City:
State:
District:
Sub District:
Pin code:
Website:

<u>UNDERTAKING</u>

       I hereby undertake that I will be uploading Data Capture Format (DCF) on AISHE Portal, within stipulated time after the launch of AISHE every year, failing which M/o Education may delete the name of my University from the AISHE Portal. I also take the responsibility of consequences thereof.

Signature with seal

Name of Vice-Chancellor/ Registrar/Asstt. Registrar:
Designation:
Mobile No.:
Landline No.:
Email: