

# Major Points to Note While filling up web DCF 2024-25

## Basic Information Module

### 1. Basic Information Module→ Basic Details

2. For University, **Year when declared University/Institute of National Importance** should be filled up as per the gazette notification of university
3. Status Prior to Establishment is Applicable, if University/university level institution has been upgraded from colleges, standalones, regional/off campus centre etc.
4. The type of university and ownership status should be aligned with each other. The possible options for university type and their corresponding ownership status are as follows:

University Type	Possible Ownership status
Central Open University	Central Government
Central University	Central Government
Deemed University-Government	Central Government/State Government
Deemed University-Government Aided	Society/Trust/Central Government/State Government
Deemed University-Private	Society/Trust/Company/Individual/Private organization
Institute of National Importance	Central Government
Institute under State Legislature Act	State Government
State Open University	Society/Trust/Company/Individual/Private organization
State Private Open University	State Government
State Private University	Society/Trust/Company/Individual/Private organization
State Public University	State Government

5. If the institution indicates in the basic details that it is managed by a minority community, then it is expected that at least one student from that particular community is enrolled. This is because such institutions have minority management seats and are required to maintain minority data.
6. If the institution is exclusively for one gender, then it is expected that only students of that specific gender will be enrolled in the first year. Other Years may or may not have all genders.
7. If the institution has off-campus centres that are already registered with AISHE under C codes (college codes) and they are entering data using their own credentials, please ensure that the university does not duplicate this data in the University DCF.

8. If the university selects "Yes" in response to the question "Whether the University is only an affiliating University (having constituent or affiliated colleges) and doesn't run any programs in its teaching departments/premises," then all other modules, except for staff information, financial information, infrastructure, and accreditation, will be disabled for that institution. This applies only to universities that do not have any teaching in their campus and only affiliates other colleges. **Other institutions should be cautious not to incorrectly select "Yes" in this option.**
9. If the institution offers courses in multiple disciplines, please select the option "General (Multi-Disciplinary)" for the question "Please select the disciplines in which the program is offered by the institution" in the Basic Details under Basic Information Module.

## 2. Basic Information Module → Address

10. Please ensure that your district information is current, as there may have been changes due to the formation of new districts. This information is essential for the PM Gati Shakti portal. To update your district details (if necessary), you must contact the State Nodal Officer (SNO) or the Ministry of Education (MoE) for assistance.
11. Please ensure that the latitude and longitude of the **main administrative block of the institution** are provided for the institution's latitude and longitude details.

## 3. Basic Information Module → Off Campus Centres

12. If there are off campus centres of the institution, which are already registered with AISHE, the same will be displayed along with AISHE code in a grid. Another grid will be provided for adding the off-campus centres who are not registered with AISHE if any.
13. For regional centres and offshore centres that are not registered in AISHE with a C code, the university must fill out the data by adding them as a faculty in the "Faculty Department & Programme" module → "Details of Faculty and Department" submodule → Faculty tab. If such centres have an AISHE code and are entering data using their own credentials, the university should ensure that it has not duplicated the data for these centres in its own DCF.

## Regional & Off-Shore Centres

- 1. Distance Mode:** If the university indicates "Yes" to the question "Whether the University offers programs through Distance Education Mode," following steps will apply:
  - **Distance Mode Tabs Activation:** Distance Mode tabs will be enabled in the following modules: Details of Programme Module, Student Enrolment Module and Examination Result Module
  - **University Programs:** Enter the details of distance enrolment programs offered directly by the university (including those through regional centres) in the "Distance Mode" tab of the Programme Module.
  - **Enrolment and Results:** For distance enrolment and corresponding exam results managed directly by the university (not through regional centres), fill this information in the Distance Mode tab. For programs offered through regional centres, enter the details in the **Regional Centre(s) Distance Mode tabs.**

## Faculty Department & Programme

1. If there is no faculty in the institution, simply lock the page and save it. In the Details of Programme Module, Student Enrolment Module, and Examination Module, select "No Faculty" from the faculty dropdown to fill in the required information.
2. If there is no Department in the institution, simply lock the page and save it. In the Details of Programme Module, Student Enrolment Module, and Examination Module, select "No Department" from the Department dropdown to fill in the required information.

## Details of Programme Sub module

1. While filling up the question "Is this program being offered with any Indian language as a medium of instruction" in any Programme, please note that: **For a program to be recognized as being offered in a specific Indian language as the medium of instruction, it is essential that both the course structures and instructional materials are provided in that language, and students must also have the option to write their examinations in the same language.**
2. If any courses are offered by the university in more than one major discipline (i.e., multidisciplinary), do not add these programs multiple times or repeat the same students in the enrolment module, for each discipline. In such cases, Broad discipline group name can

be chosen as one among the multiple disciplines and detailed disciplines can be given in Discipline field (which is an open text box without a dropdown) separated by commas. **Care should be taken to avoid duplicating student enrolments across different disciplines or subjects. We need to unique count of students in the enrolment.**

### **3. Accommodating programmes started/restructured as per NEP guidelines**

**A) When a new programme is added:** To facilitate filling up of enrolment related to courses aligned with the NEP structure, a new question has been added to the Programme details, while adding a new programme:

- When adding a new program, if you select the level as "Under Graduate" and choose programs that were typically three years duration under the pre-NEP system, a new prompt will appear: *"Has this program been started/re-structured as per NEP guidelines (i.e., with a course duration of 4 years and exit options)?"* If you select "Yes," you will need to provide the *"Year of start/re-structure."* Accordingly, appropriate number of grids will appear in student enrolment module, based on the number of years of study, allowing you to enter year-wise enrolment data, separately for admissions before NEP restructure and years after restructure, as per the applicability.

**B) For all ready existing programmes that were added during previous AISHE surveys:**

If such programmes have been re-structured aligning to NEP, the same will be accommodated in student enrolment module itself. For all three-year duration programmes with Level as undergraduate, a new question has to be answered in student enrolment module:

- *"Whether this programme has been started/re-structured as per NEP guidelines (i.e., with course duration 4 years and exit options)".* If you select "Yes," you will need to provide the *"Year of start/re-structure."* Accordingly, appropriate number of grids will appear in student enrolment module, based on the number of years of study, allowing you to enter year-wise enrolment data, separately for admissions before NEP restructure and years after restructure, as per the applicability.
4. If the institution has filled up "Yes" to the question "Whether your institution launched Online Programmes?" in Basic Information module, then it is mandatory to fill up programmes in Online mode Tab in Details of programme module.
  5. If the institution has filled up "Yes" to the question "Whether the University offers Programme through Distance Education Mode:" in regional centre tab in Regional & off-shore centres module, then it is mandatory to fill up programmes in Distance mode Tab in Details of programme module.

6. Before proceeding to fill up student enrolment module, please ensure that all the tabs in Details of Programme module are filled up with programmes according to each tab. All the tabs are to be saved and locked separately.

### Approved Intake:

- If there are specific state wise approved intake for various reservation categories other than SC, ST, OBC, (E.g., Reservation for Residents along Line of Actual Control/International Border in Jammu & Kashmir), the same may be reported under General.
- If self-finance seats are within the approved intake, it may be reported in General. If it's over and above, it will be given as supernumerary seats.
- If there are no approved intake for SC, ST, OBC, Supernumerary, **please fill up zero**, else system will show error: "Please enter required field"

### Student Enrolment module:

1. Enrolment has to be filled up for all courses as reported in programme module, in each tab (Regular/Distance/Private/Online/Off campus) as per applicability.
2. Please ensure no duplicity is there in student enrolment. Previous years, it has noticed that institutions are entering enrolment of same students of a particular programme by adding various disciplines. Eg: Bsc nursing student added in discipline Nursing as well as in discipline English (subsidiary course attending by the student), under same programme BSc nursing. **This is wrong.**
3. The total Enrolment has to be bifurcated into General, SC, ST and OBC and filled up in the matrix to fill enrolment. **The Social group category has to be the actual social group in which the student belongs. Not based on the merit through which they are admitted in the institution.** I.e., E.g.) Even if an SC category student is admitted in general merit, he should be reported as SC in enrolment.
4. EWS students are out of General Students. Not over and above general students.
5. Vertically, the institution has to fill up Muslim Minority, Other minority and PWBD students out of total, with their bifurcation in SC, ST, OBC, General categories.
6. Foreign students are to be reported in overall enrolment in Student enrolment module in General Category. Foreign students are also to be given separately country wise in foreign enrolment module.

7. If any institution has a programme running, but no enrolment in any of the years, then institution has to edit the particular programme in Details of Program module, and select the current status of programme as “Continue, but no enrolment in any year”. Otherwise, the system won’t allow to submit the student enrolment module with zero in all years for that programme.

## Foreign Students Enrolment

1. In previous years it is observed that from a particular country 100+ students are studying in same institution which is very unlikely. Please ensure to fill up data actual country wise in foreign students.

## Examination Result/Out Turn

1. Information will be collected for students who graduated or were awarded degrees in the past academic year (2023-24).

## Staff Information

### A. Teaching staff

1. Ensure that DOB is filled up correctly
2. **Designation and Nature of Appointment Alignment:**
  - Check that the designation of the teacher matches with the nature of the appointment. For instance, if a teacher is appointed as a Guest faculty in any designation, the nature of appointment should be marked as Contractual. E.g.) Assistant professors or lecturers appointed on contract basis shall have nature of appointment contract and not regular or deputation.
  - In government-owned institutions, verify that the nature of appointments for regular teaching posts is accurately recorded. Ensure that no regular teachers are mistakenly classified as Temporary, Contractual, Ad Hoc, Visiting, or Part-Time.
  - Visiting faculties will have Nature of appointment Visiting
  - Ad hoc faculties will have Nature of appointment ad-hoc
  - Guest Lecturer, and contract teachers will have Nature of appointment: Contractual or part-time
  - Temporary designations **can have job status** among the following only:

Continue, New appointment, Left, Death

## **B. Designation wise Sanctioned Strength**

1. Sanctioned Posts doesn't mean the one sanctioned by Government Authority only. It can be by any Regulatory Authority.
2. In case there is no sanctioned strength, then please report Required strength as sanctioned strength.
3. If an assistant professor is promoted to associate professor but no sanctioned position exists for the latter, the sanctioned post can be reported under the assistant professor designation. Similar cases should be handled accordingly.
4. The designation for which the sanctions have to be entered is
  - Professor and equivalent
  - Associate Professor
  - Assistant Professor
  - Assistant Librarian/ College Librarian
  - Deputy Librarian
  - University Librarian
  - Assistant Director (College Director) of Physical Education and Sports
  - Deputy Director of Physical Education & Sport
  - University Director of Physical Education & Sports

**If there is any sanctioned strength for senior posts like Vice Chancellor, Principal etc., fill up the same in Professor and equivalent. If there is any sanctioned strength for reader, fill up the same in associate professor. Lecturer selection Grade**

5. There is no need to fill up sanctioned strength for designations which are not regular in nature. (E.g., Contractual Teacher, Visiting Teacher etc.)
6. If designation wise-sanctioned strength is not available, select 'NO'. And enter total sanctioned posts in the row provided for the same.

## **C. Non- Teaching staff**

7. If the designations below involve in teaching in the institution, then they can be reported in teaching staff. Else report them in non-teaching staff under library staff and physical education staff respectively.
  - Assistant Librarian/ College Librarian
  - Deputy Librarian

- University Librarian
- Assistant Director (College Director) of Physical Education and Sports
- Deputy Director of Physical Education & Sport
- University Director of Physical Education & Sports

### **Scholarship Module/Fellowship/Education loans:**

1. Please ensure to enter unique number of students receiving scholarships in scholarship module. Even if a student receives more than one scholarship, count that student only once for this block