INSTRUCTION MANUAL FOR WEB DCF



Data Matters: Shaping Research and Policy for a Better Future

ALL INDIA SURVEY ON HIGHER EDUCATION



Department of
Higher Education

Step-by-Step Instructions for Filling the AISHE DCF Portal: College Edition

Preliminary steps to fill up Data before proceeding to web DCF for data submission:

1. **Log into the AISHE Portal**: Use your credentials to access the portal.
2. **Navigate to Institution Details**: Click on the "Institution Details" tab.
3. **Review Pre-filled Data**: Check all pre-filled information for accuracy.
4. **Save Changes**: After making necessary edits, ensure you save your changes before moving on to other tabs
5. **Go to Contact Details Tab** and ensure that the Head of the institution details as well as Nodal Officer details are correct and updated.

   Proceed to Web DCF: After verifying and saving all details, go to the "Web DCF" tab and select the survey year to enter the dashboard to fill up various modules i.e. Basic Information, Faulty Department & Programme, Student Enrolment, Foreign Student Enrolment, Examination Centres, Staff Information, Financial Information, Infrastructure, Scholarship Fellowship Loan, Accreditation, Regulatory Information, NEP Information, etc.

By following these steps and ensuring that all information is accurate and up-to-date, you will facilitate a smoother data entry process in the AISHE Web DCF portal.

Detailed Instructions for Filling Data

1. When logging into the AISHE portal, you will see several tabs on the entry page:

   1) Institution Details
   2) Web DCF
   3) Contact Details
   4) Change Password

A. "Institution Details" Tab

Before filling out the Web DCF, it is important to carefully review the Institution Details tab and make any necessary corrections to address inaccuracies in the pre-filled data from the previous year.

A1: Institute Type: The Colleges registered with AISHE can be of the following Types:

- Affiliated College

- Constituent/University College
- PG Center/Off-Campus Center
- Recognized Centre
- Autonomous College

Note: To edit institute type, the institution must contact the Department of Higher Education, Ministry of Education at aishe-helpdesk@nic.in

A2. Ownership Status of the Institution: The ownership status can be edited in this tab. Different types of ownerships (Sponsoring body) for colleges include:

a) Central Government

- **Description**: Colleges maintained directly by the Central Government.
- **Example**: **University of Delhi** - A prominent central university offering various undergraduate and postgraduate programs, funded and governed by the Ministry of Education.

b) State Government

- **Description**: Colleges maintained by state governments, receiving funding and oversight from the respective state authorities.
- **Example**: **Choudhry Charan Singh University, Meerut** - A state university in Uttar Pradesh that receives maintenance grants from the Uttar Pradesh government.

c) Trust

- **Description**: Colleges established and managed by charitable trusts, focusing on educational development.
- **Example**: **Sushant University** - Founded by the Chiranjiv Charitable Trust, this university offers various programs in architecture, design, and management.

d) Society

- **Description**: Institutions established under the Societies Registration Act, typically focused on educational objectives.
- **Example**: **Manipal University** - Managed by the Manipal Academy of Higher Education Society, it has a strong emphasis on healthcare and engineering education.

e) Company

- **Description**: Colleges set up as companies under the Companies Act, often focusing on specific professional fields.
- **Example**: **Shiv Nadar University** - Established by the Shiv Nadar Foundation, it operates as a not-for-profit company aimed at providing quality higher education.

f) Public Private Partnership (PPP)

- **Description**: Institutions formed through collaboration between the government and private entities to enhance educational infrastructure and services.

- **Example**: **Gandhi Institute of Technology and Management (GITAM)** - While primarily a private institution, it has engaged in partnerships with government bodies for various initiatives.

g) Public Sector Undertakings (PSUs)

- **Description**: Some colleges or institutes are sponsored or supported by PSUs to enhance skill development and education in relevant fields.
- **Example**: **Steel Authority of India Limited (SAIL) –** Partners with institutions in various educational initiatives, particularly in metallurgy and material sciences.

A3. Institution Head Details:

Please ensure that the Head Details in AISHE are that of the incumbent Head of the Colleges. If not, the same may be updated in the **Edit Registration Tab**

A4. Nodal Officer Details:

Please ensure that the nodal officer Details in AISHE are updated. If not, the same may be updated in the **Edit Registration Tab**

A5. Address

When filling out the address details for your institution in the AISHE Web DCF, please ensure that all information is current and accurate. Follow these guidelines carefully:

1. **Editable Fields**:
    - All address fields are editable except for the **State** and **District**. Make sure to update all relevant fields, particularly the **Latitude** and **Longitude**.
2. **Latitude and Longitude Validation**:
    - The system will validate the correctness of the Latitude and Longitude up to the sub-district level. Ensure that you enter accurate coordinates; if incorrect values are provided, the system will prevent you from submitting and saving the Institution Details tab.

Note: *Please ensure that the Latitude and Longitude of the* ***main administrative block institution's*** *may be updated using reliable geocoding tools to obtain precise coordinates.*

3. **District Changes**:
    - To update District details (if required), you must contact the State Nodal Officer (SNO) or the Ministry of Education (MoE) for updating the same.

After verifying that all address details are correct, click update button to save your changes.

DETAILS OF THE WEB DCF FOR COLLEGE

Module 1: Basic Information

This module is designed to record basic information about the institution, including its complete address for the academic year.

The **Basic Information** module is divided into four tabs: **Basic Details**, **Officer Details**, **Address**, **Residential Facility** and **Institution Bank Details.**

Tab 1: Basic Details

The **Basic Details** tab consists of five fields:

Field 1:

1. **AISHE Code** (Pre-filled and disabled)
2. **Name of Institution** (Pre-filled and disabled)
3. **Year of Establishment:** Year when the College is established**.**
4. **Status Prior to Establishment** (if applicable):
    - Autonomous College
    - Constituent College
    - PG Centre/Off-Campus Centre/Recognized Centre
    - Not Applicable

Field 2: Institute Details includes 10 items:

1. **Type of Institution** (Pre-filled and disabled)
    - **Note:** If the type has changed, update it via the MoE in case of college. Changes will reflect automatically.
2. **Ownership Status**: (Pre-filled and disabled)
    - Central Government
    - State Government
    - Trust
    - Society
    - Company
    - Public Private Partnership (PPP)
    - Public Sector Undertakings (PSUs)

    Note: Ownership of the institution should be in accordance with Type of the Institution
3. **Management of Institutions:** Already pre-filled during the updating of the Institution details
4. **Name of the Trust / Society/ Company/ Act of parliament/Act of state (if applicable)**
5. **Address of the Trust/ Society/ Others (if applicable)**
6. **Is it evening college:** Select the options ‘Yes’ or ‘No.’
7. **Whether the Institution is exclusively meant for students from one gender: -**

    Click 'Yes only for Female' or 'Yes only for Male' if applicable; otherwise, select 'No'.

    Note: *If 'Yes only for Female' is selected, male enrolment will be disabled for the first year in the Student Enrolment module.*
8. **Autonomous Institute:** Select the options ‘Yes’ or ‘No.’

9. **Is this a minority managed Institution: - If yes is clicked,**
    - Click 'Yes' or 'No'. If 'Yes', select the type of minority community from the drop-down:
        - Muslim
        - Buddhist
        - Christian
        - Jain
        - Parsi
        - Sikh
        - Others
10. **National Cadet Corps (NCC)**:
    - If 'Yes', provide the number of enrolled students; otherwise, select 'No'.
11. **National Service Scheme (NSS)**:
    - If 'Yes', provide the number of enrolled students; otherwise, select 'No'.
12. **Whether the institution has conducted any computer-based tests (CBT) such as NEET, UGC-NET, IIT-JEE etc. in the last 5-years**
    - Click ‘Yes’ if conducted and ‘No’ if not conducted any CBT tests in last 5 years.
13. **Whether your institution has implemented NEP guidelines:**
    - If selected “Yes”, NEP module will be activated and details related to NEP implementation has to be filled up in NEP module.
    - If selected “No”, NEP module will not be shown to the institution.
14. **Whether the college is running only diploma level course(s):**

    Select 'Yes' or 'No': Indicate whether the institution offers the course or program by selecting 'Yes' or 'No'.

    If 'Yes' is selected:

    Choose one option from the drop-down list:
    - Technical/Polytechnic
    - Nursing
    - Teacher Training
    - Other Course:

    If you select "Other Course", an additional text box will appear where you must enter the full name of the course.

    Important: If you select "Other Course", ensure you enter the correct and full name of the course.
15. “Please select the disciplines/Specialities in which programme is offered by the institution”**:**

Select the list of specializations as below:

- **Agriculture**
- **Architecture**
- **Chartered Accountant**
- **Cultural Studies**
- **Education/Teacher Education**
- **Fine Arts**
- **Engineering and Technology**
- **Fisheries**
- **Gandhian/Religious Studies**
- **Journalism & Mass Communication**
- **Language**
- **Law**
- **Management**
- **Multidisciplinary**
- **Medical**
- **Oriental Learning**
- **Others**
- **Pharmaceutical Science**
- **Rural Development**
- **Sanskrit**
- **Science**
- **Sports/Yoga/Physical Education**
- **Technical**
- **Veterinary**

When **"Others"** is selected from the drop-down menu (please specify), the adjacent box will activate, requiring the entry of details for the **Other Specialized College**.

16. Is this an institution specifically for Divyang individuals?

17. Whether institution has enrolled transgender students?

Tab 2: Office Details:

Field 1: Institution Head Details:

1. **Name of Vice Chancellor/Director/Head/Principal**
2. **Designation**
3. **Email**
4. **Mobile No.**

5. **Telephone No. (with STD code)**

Field 2: Nodal Officer Details:

1. **Name of Nodal Officer for AISHE**
2. **Designation**
3. **Email**
4. **Mobile No.**
5. **Telephone No. (with STD code)**

Tab 3: Address: This is the pre-filled data filled at the time of registration. ***Note: In case of change of Address then go to Institution Details module on AISHE main portal for updating the details and same changes will reflect here also. And Make best efforts to fill the Latitude & Longitude information.***

1. Location of the Institution
2. Address Line 1
3. Address Line 2
4. Locality/City/Town/Village
5. Country
6. State
7. District
8. Subdistrict(Subdivision/Tehsil/Taluka/Mandal/Mandal (Circle)/Circle
9. Block
10. Pin code
11. Website
12. Latitude
13. Longitude
14. Total Area
15. Total Construction Area

Tab 4: Residential Facility

Q1: Staff Quarter Availability:

- If staff quarters are available, select the radio button **'Yes'**, and a table for submitting the number of Teaching and Non-Teaching Staff quarters will be activated. If not available, select **'No'**.

Q2: Student Hostel Availability:

- If student hostels are available, select the radio button **'Yes'** and specify the number of hostels. A table will then appear for entering details such as Name, Type, Capacity, and Number of Residing Students.
- If there are multiple hostels, click the **'Add'** radio button to include additional details

in the hostel table.

Tab 5: Institution Bank Details

- College must provide the details like Account Holder Name, Bank Name, Bank Address, IFSC Code, Account No., Conform Account No. and Type of Account.

Module 2: Department & Programme

Sub-Module 1: Details of Department & Programme

Tab 1: Department

- A department, on the other hand, **is a more specialized unit dedicated to a particular field of study or discipline**. For example, within the Faculty of Science, there might be separate departments for Physics, Chemistry, and Biology. Departments are primarily responsible for delivering courses, conducting research, and managing faculty members associated with their specific discipline

Sub-Module 2: Details of Programme

The program details can only be accessed after the Department tab is saved and locked.

Institutions must provide Details of Programmes for various modes of study—Regular, Distance, Private, Online, and Off-Campus. Each mode will appear as a tab. Previously filled programme details for each mode will be displayed in a grid format and can be edited as needed.

If any new programme has to be added, the following details are to be entered:

1. **Is this program being offered in more than one language as a medium of instruction?**
    - **Options**: Yes or No. If Yes, select the appropriate language from the dropdown.

Note: *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. **In how many languages the institution examination be conducted?**
    - Hindi and English along with the language selected in Q1. Will appear in the list.
3. **Is this program accredited by NBA?**
    - **Options**: Yes or No.

4. **Level of the course offered**
    - **Options** include:
        - Integrated
        - Certificate
        - Diploma
        - PG Diploma
        - Under Graduate
        - Post Graduate
        - M.Phil.
        - Ph.D.
    - Higher degrees like D.Litt. and D.Sc. are considered Ph.D. level.
5. **Broad Discipline Group Category**
    - Select the relevant category from the drop down. Eg: For M.Sc. Chemistry, Broad Discipline Group Category will be Science.
6. **Broad Discipline Group Name**
    - Select the relevant category from the drop down. Eg: For M.Sc. Chemistry, Broad Discipline Group Name will be Chemistry
7. **Discipline Name**
    - Record the specific discipline (e.g., for M.Sc. Botany, enter "Botany").
8. **Admission Criterion**
    - **Options**:
        - All India Level Examination
        - State Level Examination
        - University Level Examination
        - Direct Admission
    - Choose the criterion that most students are admitted through.
9. **Examination System**
    - **Options**:
        - Annual
        - Semester
        - Tri-Semester
        - Not Applicable
    - Select the applicable examination system.
10. **Course Duration**
    - Record the duration in years and months (e.g., 2 years, 10 months is entered as '2' and '10').

11. **Whether Vocational Course**
    - Indicate if the program is vocational or not.
12. **Year of Start**
    - Record when the program started
13. **University through which course is approved**
    - Enter the university's official name.
14. **Statutory Body through which course is approved**
    - Record the name of the body that approved the program (e.g., Rehabilitation Council of India).
15. **Approved Intake for Current Academic Year (Sanctioned by any regulatory body and only for first year)**
    - Record the permitted strength of students for admission into the discipline.

The approved intake must reflect the actual distribution of **first year sanctioned seats** across different categories (e.g., General, SC, ST, OBC) rather than the categories used for admissions.

16. **Supernumerary Seats**
    - Additional seats over and above the sanctioned intake in first year.

Module 3: Student Enrolment

Module Overview:

This block is intended to record the number of students enrolled in various disciplines at the university, encompassing data from all faculties, schools, and departments. However, the university should not fill in data for the number of students enrolled in colleges, off-campus centres, PG centres, and similar institutions affiliated with the university that have their own AISHE codes, provided those institutions are submitting their own data. **The university must ensure there is no duplication of data for such institutions that possess separate AISHE codes.**

- Students enrolled in Ph.D. programs at research laboratories affiliated with the university for the purpose of awarding Ph.D. degrees will be included in the university's Ph.D. enrolment figures. For instance, students from the Institute of Genomics & Integrative Biology, a CSIR research laboratory associated with the University of Pune for Ph.D. degree awards, will be counted in the Ph.D. enrolment of the University of Pune.
- **Student enrolment in Regular Courses:** This item is meant for recording the information in respect of students enrolled under regular mode of study in the Institution. For each of the regular programme, grids for different years of study will

be generated to fill up student information. Enrolment is to be recorded for each Programme and Discipline.

- **Student enrolment in Distance Courses**: This item is meant for recording the information in respect of students enrolled under distance mode of study in the Institution. Enrolment details should be recorded under **Distance Mode** only if the students are directly associated with the university's programs, and not through regional centres. **Regional Centre(s) Distance Mode tab** shall be used to fill up student enrolled for distance courses in Regional centre(s) of the University. **Care should be taken not to repeat the same enrolment in Distance Mode Tab as well as Regional Centre(s) Distance Mode in student enrolment module.**
- **Student enrolment in Private (External) Mode:** In private mode, "External Student' means a student who is registered at College for an award but study independently outside the College.
- **Student enrolment in Online Mode:** Online Mode refers to a flexible learning approach that utilizes the internet to deliver educational content, allowing for interaction between teachers and students through various digital platforms. As per UGC guidelines, Institutions can offer Certificate, Diploma, and Degree programs in online mode in disciplines where they already provide similar courses in regular or Open and Distance Learning (ODL) modes. However, certain fields such as engineering, law, medicine, and others are prohibited from being offered in online mode due to their practical requirements.
- **Foreign Students studying in the Institution will also be included as General Category students.**
- Care should be taken to avoid Duplicity in Enrolment- i.e., the enrolment data should be filled up program wise only and not subject wise.
- If a particular program is multi-disciplinary, spread across different departments, then the broad discipline group category may be repeated as Broad discipline group name. Eg: For B.Sc. in Mathematics & Statistics, Programme Details will be selected as B.Sc., Broad Discipline Group Category will be Science and Broad Discipline Group Name will be Science.

Steps to enter student enrolment data

1. For each mode, to add the student enrolment details, click on **"Add new Entry"** Tab
2. Select **Department** from the drop down (If no Department is available for the institution, "No Department" can be selected from the drop down)
3. Select the course details under "**Discipline**" drop down for which the enrolment details

have to be filled up. (The information entered in the **'Department & Programme'** Module will determine the **Department and Discipline** options.)

4. On selecting the Discipline, the following question will be displayed:
    - Whether this programme has been migrated to NEP mode of course duration 4 years: “Yes”, “No”: If Yes is selected, move to next question:
    - If migrated to NEP mode with 4-year course duration, year of Migration: (Drop down of years)
5. If the course has been migrated to NEP mode, then based on the year of start of the programme and Year of Migration to NEP mode, enough number of grids will be provided to fill up non-NEP data and NEP data.

   For Eg: if the programme (with 3-year course duration) has been migrated to NEP mode with 4-year course duration in 2022-23, then for the academic year 2023-24, data of two NEP years will be there. 2022-23 (year 1) and 2023-24 (year 2). And data pertaining to non-NEP years (2021-22 admission– (year 3)). The data has to be filed up in the grids as below:

   a) First grid: Students in 1st year in current academic year (NEP)
   b) Second grid: Students in second year in current academic year (NEP)
   c) Third grid: Students in third year in current academic year (non-NEP)

6. The question "Other Minority Breakup (Available):" must be selected. If "Yes" is chosen, an option will be provided to fill in the breakup of other minorities across different categories: Christians, Sikhs, Buddhists, Zoroastrians (Parsis), and Jains
7. If specific data on religious minorities or category-wise data is unavailable, leave the fields blank and select appropriate remarks from the dropdown (e.g., "Minority data not maintained" or "OBC data not maintained").
8. In case of Ph.D., for a particular discipline, only two grid will be provided for filling up the enrolment for first year and total enrolment in PhD (including all years) .Total number of newly admitted Student’s in current academic year will come under first grid and in the second grid total students pursuing PhD including all years to be entered.
9. After filling out all necessary details, click on the ‘Add’ button to include the entered data in the system
10. To enter another program, click on **Add New Entry** Tab and repeat the above process.
11. Remember to **Save** and **Lock** the tab once all entries are complete.

Important points to note while filling up Student Enrolment details:

To understand the matrix of Enrolment in Student Enrolment Module

To the right: In first row, the total enrolment should be bifurcated into General, SC, ST and OBC categories to the right side. Out of General category, EWS students has to be provided in columns adjacent to General column. SC, ST, OBC and General adds up to Total

Downward:

- Out of the total students recorded in first row, number of students belonging to Muslims and Other religious minority category, will be recorded separately in the third and fourth rows.
- Six religious' communities, viz; Muslims, Christians, Sikhs, Jain, Buddhists and Zorastrians (Parsis) have been notified as minority communities by the Union Government.
- The enrolment figures for Persons with Benchmark Disabilities (PWBD), out of total enrolment has to be reported in second row
- The General, SC, ST,OBC break up of PWBD, Muslim Minority and Other Minority has also to be provided to the right of second ,third and fourth row.

More points to be noted while filling up student enrolment:

- EWS, SC, ST, OBC: Ensure that these categories are filled out accurately.
- Enrolment should be given as per student's actual social category and not based on the category in which he/she is admitted. E.g.: Even if a student belonging to SC category is admitted in General Category based on his merit, the student must be reported in SC category as it is his actual category.
- Provide data separately for Male, Female, and Transgender students.

Validations

- First year enrolment can be maximum 10% greater than the approved intake capacity of the Students. (Seats for first year)
- **Zero Enrolment:** Zero enrolment is not allowed for any program in any year. Additionally, zero enrolment is not permitted for a specific program across all years. However, if an institution has a program that is still ongoing but has no enrolment in any of its years, the university can select the "Continue, but No Enrolment" status. To do so, the institution must navigate to the **Details of Programme** module and select the appropriate option to indicate that the program is continuing without enrolment.
- **PwBD = Persons with benchmark disability:**
  Number of PwBD of any fields cannot be greater than the 'respective fields' in any of the categories (Male/Female/Transgender) of any Blocks (General/EWS/SC/ST/OBC)
- **Muslim/Other Minority:** Number of 'Muslim Minority and Other Minority' cannot

be greater than the respective fields in any of the categories (Male/Female/Transgender) of any Blocks (General/EWS/SC/ST/OBC)

- **EWS students:** The number of EWS students out the students admitted in General Category has to be furnished. Number of 'EWS (Out of General)' of any fields cannot be greater than the 'respective fields' of the Block 'General'

Module 4: Foreign Student Enrolment

This item is designed for recording separate information about the foreign students (Foreign students in India are individuals from outside the country who come to pursue higher education) Non-Resident Indians (NRIs) and Persons of Indian Origin (PIOs) are considered foreign students when they study in India.

Information on foreign students is kept separately in most of the Institutions and they are to be counted as General Category Students for the purpose of recording student enrolment in various discipline.

Steps to enter foreign student enrolment data

Upon selecting **'Yes'** in the prompt **"Whether Foreign Students are enrolled in the University"**, tabs for different modes of study displays in the foreign student enrolment module, Regular, Distance and Online

1. Click on **Add New Entry** Tab
2. Select Faculty/School → Select Department/Centre → Select the Discipline for which enrolment has to be filled.
3. Fill up the method of admission
    - Direct
    - Study in India
    - Exchange Program
    - Others
4. After filling up above details, select country of origin of student from drop down and enter the number of NRI, PIO and other foreign national students in the grid provided, gender wise. (Transgender students may be put in male category).
5. If students are from more than one country, use the "Add (+)" button to enter the names of additional countries one at a time, along with the count of NRI,

PIO, and foreign students from each country separately.

6. Once all fields are completed, click the "Add" button to record the number of foreign students for that specific Discipline across different countries.
7. To add another Discipline, repeat steps 1 to 6.

Module 5: Examination Result/Out Turn

Sub Module: Details of Examination Result

This section is for recording the examination results of the institution, specifically focusing on the final year examinations for each program reported in Details of Programme module.

- **Scope**: Only results from **final year examinations (Results of previous Academic session)** will be recorded. For example, only the number of students who completed the BA program will be included, excluding results from first-year, second-year, or other semester examinations.
- **Out-Turn Definition**: Out-turn refers to the number of final year students who successfully completed their program by passing the final year examination.
- **Data Collection**: Information will be collected for students who graduated or were **awarded degrees in the past academic year .(For e.g.- during filling up of AISHE 2025-26 result of academic year 2024-25 to be entered.**
- **Ph.D. Records**: The number of students awarded Ph.D. degrees during the 2022-23 academic session will be recorded as Ph.D. out-turn.

Steps to fill up Examination Results:

1. The examination results have to be separately recorded in different modes of study (Regular, Distance, Private, Online) and also for off-campus centers in separate tabs available in the module.
2. In each mode of study or in off-campus tab, click on Add New Entry tab
3. Select the Faculty, Department/Centre and Discipline from the drop down.
4. Two grids will be provided for recording the result details. In first grid, as in the enrolment module, **the total students appeared in previous academic year** in final year examinations have to be filled up category wise. Out of the total appeared, it has to separately record, PwBD, Muslim Minority and Other Minority students who have appeared in final year examinations in 2nd, 3rd and 4th rows of the grid provided.
5. In second grid, **the total students passed, out of the total appeared in previous academic year** in final year examinations must be filled up category wise. Out of the total passed, it has to separately record, PwBD, Muslim Minority and Other Minority students

who have passed in final year examinations in 2nd, 3rd and 4th rows of the grid provided.

6. After filling up information in both grids, click add button. The data will get saved and the same will be displayed in a grid.
7. To add result details of another programme, click on Add New Entry and repeat the above steps.
8. Once you have added result details for all programs, scroll down the page and click **Save and Lock** the module before proceeding to the next module.

Sub-Module 2: Placement Details

Placement Cell Information:

This sub-module is activated only if the institution has a placement cell. Users will select 'Yes' or 'No' in response to the query "Whether the institution have placement cell:"

If 'Yes' is selected: Users will be prompted to fill in following details related to placement activities.

- Number of students placed (Male)
- Number of students placed (Female)
- Median Annual Salary of Placed Students

  After filling up the details, save and lock the module.

If 'No' is selected: The form will simply require the user to save and lock the data without additional placement details.

Module 6: Staff Information

This module is designed to record essential information about both Teaching and Non-Teaching Staff at the college or institution level. It consists of two main sub-modules:

1. **Teaching Staff Information**
2. **Non-Teaching Staff Information**

Sub-Module 1: Teaching Staff Information

This sub-module contains two tabs:

- **Field 1: Staff Details**
- **Field 2: Designation-wise Sanctioned Strength**

Field 1: Staff Details

This section captures detailed information about each teaching staff member:

The list of teachers whose details have been filled up during the last participated survey of the institution will be available in a grid. If there are any details to edit for in the list filled up in the previous years, the eye button to the right of each teacher detail can be clicked and editing can be done. To add a new teacher in the Teacher information Module,

the steps below are to be followed:

1. Select "**Add New Entry**" button
2. **Country Name**: Select from a drop-down list.
3. **Passport Number**: Record the passport number of the teacher.
4. **Faculty/School**: Select the Faculty/School to which the teacher belongs. If institution has no faculty/School, then select "No Faculty" option from the dropdown.
5. **Department/Centre**: Select the Department/Centre to which the teacher belongs. If institution has no Department, then select "No Department" option from the dropdown.
6. **Name of the Employee**: This field is meant to record the complete name of the Teacher as per official records of the Institution.
7. **Gender:** Choose from Male, Female, or Transgender
8. **Date of Birth:** Format "DD-MMM-YYYY" (e.g., 26-Jan-1983)
9. **Email**: Teacher's email (e.g., "abc@gmail.com") id has to be recorded
10. **Mobile**: Teacher's mobile number (10 digits, no leading zeros) has to be recorded
11. **PAN Number**: Teacher's PAN number has to be recorded

- **Designation**: This field is meant for recording the designation of the Teacher. The options available in drop-down menu are as below:

    - Vice-Chancellor
    - Director
    - Pro-Vice-Chancellor
    - Principal
    - Principal In-charge
    - Professor &Equivalent
    - Associate Professor
    - Reader
    - Lecturer (Selection Grade)
    - Assistant Professor
    - Lecturer (Senior Scale)
    - Lecturer
    - Tutor
    - Demonstrator
    - Part-time Teacher
    - Ad-hoc Teacher
    - Contract Teacher

- Visiting Teacher
- Additional Professor
- University Librarian
- Deputy Librarian
- Assistant Librarian/College Librarian
- University Director of Physical Education and Sports
- Deputy Director of Physical Education and Sports
- Assistant Director (College Director) of Physical Education and Sports

Case 1: If the Institution appointed the teachers as a Guest Lecture, then the nature of appointment shall be selected as Contractual.

Case 2: If the Institution appointed the Teachers as Ad-Hoc Teacher and Visiting Teacher then the nature of appointment shall be selected as Ad-Hoc and Visiting respectively

*If any guest faculty is appointed in the institution on the contractual basis, the Nature of Appointment shall be selected of contractual nature.

There may be some posts, which are not applicable for a particular Institution. If an institution has designations with different nomenclatures, information will be recorded for its equivalent designation

12. **Nature of Appointment:** The drop down of nature of appointments is as follows:
    1. Regular Teacher
    2. Part-Time Teacher
    3. Ad hoc Teacher
    4. Contract Teacher
    5. Visiting Teacher
    6. Deputation/Attachment

13. **Social Category**: Select from General, Scheduled Castes (SC), Scheduled Tribes (ST), or Other Backward Classes (OBC).
14. **Religious Community**: Select from Hindu, Muslim, Christian, Sikh, Buddhist, Zoroastrian (Parsi), Jain, and Others.
15. **PwBD (Persons with Benchmark Disabilities)**: Indicate if applicable as per the "Rights of Persons with Disabilities Act, 2016."
    Persons with "benchmark disabilities" are defined as those certified to have at least

40 per cent of the disabilities as specified in the Act.

16. **Selection Mode**: Select the selection mode of teacher from the following:
    - Direct
    - Career Advancement Scheme (CAS)
    - Promotion
17. **Date of Joining Teaching Profession**: The field is meant for capturing the information about the teachers' first appointment as a teaching professional in any institution.
18. **Date of Joining the Institute**: Format "DD-MMM-YYYY" (e.g., 05-Jan-2016)
19. **Date of Leaving**: Format "DD-MMM-YYYY" (e.g., 05-Jan-2016)
20. **Highest Qualification**: In this field, the highest academic qualification will be recorded. The highest academic qualification is the highest academic degree acquired by the teacher from a recognized institution. Honorary degree is not to be considered. The options available in drop-down menu are:
    - Post Graduate
    - M. Phil.
    - Ph.D.
    - Post Doctorate
21. **Programme Name of Highest Qualification:** The Programme of Highest Qualification completed by the teacher should be recorded here.
22. **Broad Discipline Group Category:** Broad Discipline group Category of the highest qualification completed by the teacher should be selected from drop down.
23. **Broad Discipline Gorup Name:** Broad Discipline group Name of the highest qualification completed by the teacher should be selected from drop down.
24. **Additional/Eligibility Qualification:** Select additional qualifications such as NET, SLET
25. **Job Status**: Update status from the following:
    - Continue
    - Promoted
    - Retired
    - Left
    - Death
    - Transfer
    - New Appointment
    - On Deputation from other institution/Organization
    - Deputed to other institution/Organization

26. **Date of Leaving**: To be reported in forma, “DD-MM-YYYY”. Applicable only for following job status:
    - Transferred
    - Retired
    - Death
    - Left

- Number of Teaching Staff has to be reported as on 31st December 2023.Temporary/Contractual/Visiting Teacher data shall be reported in the designation: **Guest Lecturer/Guest Faculty**
- Sanctioned Posts doesn’t mean the one sanctioned by Government Authority only. It can be by any Regulatory Authority or Governing body of the institution.
- In case there is no sanctioned strength, then please report Required strength as sanctioned strength.
- 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.

Field 2: Designation-wise Sanctioned Strength

This tab is accessible only after locking the Teaching Staff Details tab.

The following question has to be answered:

- Do you have Designation-wise Sanctioned Strength.
    - If **'YES' is selected,** Please Enter Sanctioned posts by Govt./Council/Concerned Regulatory body of the institution against each Designation.
    - The designation for which the sanctions have to be entered is
        - Professor
        - 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 designation wise-sanctioned strength is not available, select ‘NO’. And enter total sanctioned posts in the row provided for the same.

- If no sanctioned posts are available for any particular institution, the required posts may be reported as sanctioned post.
- After completing entries, click 'Save' and 'Lock' the tab.

Sub-Module 2: Non-Teaching Staff Information

This block is designed for recording the details of non-Teaching staff of the Institution. Among non-teaching staff, details of Library and Physical Education staff will be collected separately. Non-teaching staff have been categorised into Group A, B, C and D category as prevalent in Government. Where such classification of staff is not in existence, the information may be recorded according to its equivalent categories as given below:

- Messenger, Peon etc. may be categorised under Group D
- Clerical/Secretarial Staff, Drivers may be categorised under Group C
- Middle level Officials may be categorised under Group B
- Senior Level Officers may be categorised under Group A

Steps to fill the data in non-teaching staff

- Select "Add new Entry" button in non-teaching staff module
- The relevant Staff Type and Group may be selected from the drop down and their sanctioned position will be recorded. If sanctioned position is not available, required position will be reported as sanctioned position.
- In the grid that displays below, in the first row, Number of staff in position will be recorded for General, SC, ST and OBC categories separately. For each category, male, female and transgender staff will be recorded separately
- Second row is meant for recording the information in respect of staff (out of total as recorded in first row) belonging to Persons with Disability (PwBD) category. For each designation, number of PwBD staff in position as on reference date will be recorded. Number of PWD staff in position will be recorded for General, SC, ST and OBC categories separately
- Third and fourth rows are meant for recording the information in respect of staff belonging to religious minority category separately. Number of Muslim staff and staff of other religious minority in position will be recorded for General, SC, ST and OBC categories separately.
- If data in regard to religious minorities are not maintained by the Institution, all the columns will be left blank. Appropriate remarks, in such cases, may be selected under Remarks column from the options available in the drop-down.
- If non-teaching staff is also employed on contractual basis, such option under Staff Type

may be selected to record the details.

- There may be some technical staff, which are not involved in teaching, e.g. "Accompanist" in Bhatkhande Music Institute University, who play various instruments. They should be included in Group "C" of non-teaching staff, if not categorized in groups. Technical staff of Technical Institutions, Laboratory attendants etc. will also be treated as non-teaching staff for the purpose of the survey and will be categorized in Group C.

Module 7: Financial Information

Financial Information will be recorded for the financial year i.e. 1st April to 31st March. For AISHE 2025-26, the reference period would be 1st April 2024 to 31st March 2025.

All the items of this block are self-explanatory. Receipt items have been broadly classified as Grants received by the university from various sources such as University Grants Commission, Distance Education Council, Other Central Government Departments, State Government and Local Bodies; Donations and Interests received; amount collect through Tuition Fee & Other Fees & Sale of Application form and income from other sources. All kinds of receipt such as recurring, non-recurring, plan and non-plan receipt will be clubbed together to get the total receipt against each item.

Expenditure items have been broadly classified into Salary, Allowances & Retirement Benefits; Buildings (Construction & Maintenance); Library & Laboratory; Research Activities, Scholarships; Grants to Colleges and Other Expenses.

Module 8: Infrastructure

All the items in this block are self-explanatory. If a particular item is available in the university, a tick mark is to be put against the box relating to that item and in the next column, number of that infrastructure available in the institution will be recorded.

Module 9: Scholarships, Loans

Tab 1: Scholarships

In the Scholarship Tab, if institution maintains scholarship data, click “Yes” radio button to the question: **Whether Institution maintains scholarships data**

If ‘Yes’ is clicked, then number of unique students receiving scholarships, will be recorded for

Total, PWD out of total, Muslim Minority out of total and Other Minority out of total, in 1st, 2 nd, 3rd and 4th rows respectively for General, SC, ST and OBC categories separately for total and girls (out of total). If category-wise data or data for OBC category or data in respect of minorities are not maintained by the Institution, relevant cells will be left blank and appropriate remarks will be selected under Remarks column from the options available in the drop-down.

Tab 2: Fellowships

In the Fellowship Tab, if institution maintains fellowship data, click "Yes" radio button to the question: **Whether Institution maintains fellowship data**

If 'Yes' is clicked, then number of unique students receiving fellowships, will be recorded for Total, PWD out of total, Muslim Minority out of total and Other Minority out of total, in 1st, 2 nd, 3rd and 4th rows respectively for General, SC, ST and OBC categories separately for total and girls (out of total). If category-wise data or data for OBC category or data in respect of minorities are not maintained by the Institution, relevant cells will be left blank and appropriate remarks will be selected under Remarks column from the options available in the drop-down.

Module 10: Accreditation

If the Institution is accredited by National Assessment and Accreditation Council (NAAC) or any other agency, which accredits the institution and accreditation is valid during the academic year, then radio button 'Yes' will be clicked, otherwise radio button 'No' will be clicked. If yes, then name of all the accrediting agencies will be recorded and the score and grades given by the agency will be recorded against that. Accreditation Body, which accredits the programme are not covered.

Module 12: NEP

The National Education Policy (NEP) 2020 is a pivotal framework aimed at transforming India's education system through holistic, inclusive, and multidisciplinary learning. It focuses on enhancing quality, accessibility, and relevance, with the goal of increasing the Gross Enrolment Ratio in higher education to 50% by 2035. To effectively monitor the implementation of the NEP across states, the All-India Survey on Higher Education (AISHE) introduced an NEP module in the 2021-22 survey. It is crucial to fill out the details carefully and accurately to ensure that the Department of Higher Education (DoHE) can efficiently track and assess the progress of the NEP initiatives.

NEP BASIC INFORMATION

Sub module 1: Introduction

1. National Higher Education Qualifications Framework (NHEQF)

i) Whether your institution has adopted NHEQF (National Higher Education Qualifications Framework)? **Yes or No has to be selected.**

- The National Higher Education Qualifications Framework (NHEQF) is designed to ensure that qualifications from higher education institutions (HEIs) in India are consistent, standardized, and of high quality. It categorizes qualifications into levels, from undergraduate to doctoral, each with specific criteria for learning outcomes, skills, and knowledge. The NHEQF outlines specific learning outcomes such as critical thinking and ethical practices, provides quality assurance guidelines, and aligns Indian qualifications with international standards for global recognition. Its benefits include standardization across institutions, improved employability, enhanced student mobility, and better alignment with global educational systems.

ii) Whether your institution has adopted the National Curriculum and Credit Framework for Undergraduate Programmes? **Yes or No has to be selected**

- The National Curriculum and Credit Framework (NCCF) aims to standardize the curriculum and credit systems for undergraduate programs in Indian higher education, promoting flexibility, quality assurance, and consistency across institutions. It outlines the design of the curriculum, including the distribution of core, elective, and interdisciplinary subjects, and defines a credit system where typically 1 credit corresponds to 1 hour of lecture per week or 2-3 hours of lab work. The framework allows for a diverse range of elective courses, enabling specialization while adhering to core requirements. Key benefits include uniformity in curriculum design, flexibility in course selection, a focus on skills and employability, standardized evaluation methods, and enhanced academic mobility through a clear credit transfer system.

iii) Whether a 4-year UG programme has been introduced in your institution? **Yes or No has to be selected**

2. Research and Development Cell (RDC)

i) Whether a Research and Development Cell or any other formal office by any other name that facilitates R&D activities has been established?

Indicate whether a Research and Development Cell (RDC) or any other formal office, under a different name, that facilitates R&D activities, has been established within the institution.

- If such a cell or office has been established, select **'Yes'**.
- If no such cell or office has been established, select **'No'**.

If 'Yes' is Selected: You will need to provide the following details:

a) **Number of Active MoUs**: Indicate how many active Memoranda of Understanding (MoUs) your institution has with other institutes or organizations for research collaboration.

b) **Number of Government Sponsored Research Projects**: Specify the total number of research projects funded by government agencies.

c) **Number of Industry-Sponsored Research Projects**: Provide the count of research projects that are sponsored by industry partners.

d) **Number of Patents**: Report the total number of patents filed or granted by your institution.

e) **Number of Research Publications**: Indicate the number of research papers published by faculty and students.

f) **Number of Start-ups**: Specify how many start-ups have been incubated or supported by your institution.

3. Adoption of UGC Guidelines on Institutional Development Plan (IDP)

1. Whether your Institution has adopted and published Institutional Development Plan (IDP) on its website?

The Institutional Development Plan (IDP) is a strategic framework created by educational institutions to outline their vision, goals, and strategies for long-term growth and improvement. It serves as a comprehensive roadmap that addresses various aspects of institutional development, including academic programs, infrastructure enhancement, research initiatives, faculty development, and student support services. By aligning with national and international standards, the IDP aims to promote quality education and facilitate institutional growth. The plan is essential for guiding decision-making processes and ensuring that the institution meets its objectives effectively. Institutions are encouraged to adopt and publish their IDPs in accordance with UGC guidelines to ensure transparency and accountability in their development efforts.

4. Industry-Institution Linkage

i) Whether any MoU has been signed by institution for Industry Linkage? Yes or No has to be filled

If Yes, No. of MoU signed has to be indicated.

ii) Does your institution have Entrepreneurship and Innovation Cell? Yes or No

5.Digital Nodal Centres

i) whether your institution has adopted the SWAYAM Regulations (**for online courses and programs.) Yes or No.**

If Yes Gender wise number of Students Enrolled in the SWAYAM Programmes has to be filled up.

Sub module 2: ABC

1. **Whether your Institution has registered on Academic Bank of Credits (ABC)?**If your institution is registered on ABC, select **'Yes', No**

- **If Yes is filled up, enter the student enrolment by Level and Gender** Enter the number of students enrolled at each level (Undergraduate, Post Graduate, PhD, M.Phil., Certificate, PG Diploma, Diploma), categorized by gender (Male, Female, Transgender)

Sub module 3: Multiple Entry and Exit in Academic Programmes

i) Whether your Institutions is offering Multiple Entry and Exit in Academic Programmes? **Yes or No**

Sub module 4: Internship/ Apprenticeship cell

i) Does your institution have an Internship Cell? Yes or No

If yes, fill up the no. of students who have undertaken internships, for each level, UG, PG, etc., separately.

ii) Does your institution have an apprenticeship, Cell? Yes or No

If yes, fill up the no. of students who have undertaken apprenticeships, for each level, UG, PG, etc., separately.

Sub module 5: Academic and Research

i) Whether your institution has collaboration with Foreign HEIs?

If Yes is selected, provide the following details:

- **Country**: Specify the country where the foreign institution is located.
- **Name of Foreign Institution**: Provide the name of the foreign higher education institution with which your institution has a collaboration.
- **Areas of Collaboration**: Describe the specific areas of academic or research collaboration (e.g., joint research projects, faculty exchange, student exchange programs, collaborative degree programs, etc.).
- **Course Level**: Specify the level of the course for which the collaboration exists (e.g., Undergraduate, Postgraduate, Ph.D., etc.).
- **Number of Indian Students Enrolled**:
- **Number of International Students Enrolled**:

Sub module 6: Ranking Excellence

1. Whether your institution has participated in NIRF Ranking Options: Yes / No

- **If Yes:** You must specify the **NIRF Category** in which your institution participated. Categories include:
  - 1-100
  - 101-150
  - 151-200
  - Participated

2. Has your institution participated in any other National Ranking?

- **If Yes:** You need to provide the following information:
  - **Ranking Institution Name:** Enter the name of the organization or agency that conducted the national ranking.
  - **Rank:** Enter the rank your institution achieved in the ranking.

3. Has your institution participated in any other International Ranking?

- **If Yes:** You must provide the following details:
  - **Ranking Institution Name:** Enter the name of the international agency or organization that conducted the ranking.
  - **Rank:** Enter the rank your institution achieved in the international ranking.

NEP Course/Programme

Tab 1: Multi-Disciplinary:

i) Has your institution implemented elective course system? **Yes or No**

ii) Does your institution offer Multidisciplinary Degree Programmes ? **Yes or No**

Tab 2: Dual Programme:

i) Whether your institution has collaborated with other institutes for Dual Program? **Yes or No**

If Yes, provide the details of collaboration with Indian institute or international institute or both as applicable.

In the grid provided, level wise number of students in such dual programmes are also to be entered.

Tab 3: Joint Programme:

i) Whether your institution has collaborated with other institutes for Joint Program? **Yes or No**

If Yes, provide the details of collaboration with Indian institute or international institute or both as applicable.

In the grid provided, level wise number of students in such dual programmes are also to be entered.

- **Joint Degree Programme:** For a "Joint Degree programme", the curriculum shall be designed jointly by the collaborating Indian and Foreign Higher Educational Institutions and, upon completion of the programme, the Degree is awarded by the Indian Higher Educational Institution and the collaborating Foreign Higher Educational Institution with a single Certificate.
- Any Joint degree programme to be offered shall conform to the nomenclature and duration of the degrees as specified in section 22 (3) of the UGC Act, 1956 and shall also conform to minimum eligibility and other norms and standards to offer such degree programme.
- **Dual Degree Programme:** "Dual Degree Programme" shall be a programme jointly designed and offered by the Indian and Foreign Higher Educational Institutions in the same disciplines/subject areas and in the same level. The degrees for such programme shall be conferred by the Indian and Foreign Higher Educational Institutions, separately and simultaneously, upon completion of degree requirements of both the institutions. This shall not in any way be construed as two degree programmes in separate disciplines/subject areas and/or levels being pursued simultaneously.
- Under the Dual degree programme, the degrees to be offered by an Indian Higher Educational Institution shall conform to the nomenclature and duration of the degrees as specified in section 22 (3) of the UGC Act, 1956 and shall also conform to minimum eligibility and other norms and standards to offer such degree programme.
- Prospective students must meet the admission requirements of both the Indian and Foreign Higher Educational Institutions and shall apply to and be admitted separately to both the institutions.