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 → Form management → Inconsistent DCF data → Inconsistent DCF tab → select the option Survey Year (e.g. 2013-14) → click on ‘Submit’ button.

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

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 3rd 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.

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,

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”.

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