QUICK REFERENCE GUIDE

FOR

USER's

All India Survey of Higher Education

(AISHE)

PREPARED BY

MHRD
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REGISTRATION BY NEW USER

No Fresh Registration is required by the Existing User. If THE USER has forgotten the Password & Login Details, then can retrieve their Login Details & Password by following the steps given in Next Chapter named “RESET YOUR PASSWORD & LOGIN DETAILS”.

If you are new user then click on New User link below User Login Submit in the Left Panel Menu.
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College nodal officer should register by selecting the role of COLLEGE-OFFICER. Then, the State, University and the College name is to be selected from drop-down option. The details are to be filled in the form; mandatory items are marked with red asterisk. Userid once created cannot be changed and therefore it is suggested that it contains the characters through which the name of the College/Institute is identified.

![User Registration Form](image-url)
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After filling the details, the submit button at the bottom is to be clicked. If the registration is successful, similar message will appear on the screen and similar e-mail will be sent at the e-mail address filled in the form. Name of the approving officer(s) will also be sent through mail.

Nodal officer will be able to login, only when the registration is approved by the University Officer, which will be communicated through mail.
**Other user can select the role for registration as per the details given below:**

Stand Alone Technical Institutions: Institute-STB/DTE Officer
Stand Alone Nursing Institutions: Institute-SNB-Officer
Stand Alone Teacher Training Institutions: Institute-SCERT-Officer
Stand Alone PGDM Institutions: PGDM
Institutes under Central Ministries: Institutes under Ministries

If the user is not able to retrieve the login details due to incorrect e-mail address during the registration, they should send the details through mail to support-aishenic.in.

If the name of the **college name is not available** in the drop down against the item 5 – College/Institution, please contact the Nodal Officer of your affiliating University and send the following details:

- Name of the college –
- Type of the College – Constituent/Affiliating/Off-campus Centre/Recognized Centre State/District in which located –
- Year of Establishment –
Know Your Approving Authority

The name of **Nodal Officer of the University** can be seen by clicking on the link “Know Your Approving Authority” at top in the Right Panel Menu.

In the Next screen, select your role as College Officer and then select the state and the name of the University. On click on search button, the details of Nodal Officers will be displayed on the screen.
Know Your Approving Authority

Role Profile

Select Your Role

- SELECT ROLE

- UNIVERSITY
- DIRECTORATE OF TECHNICAL EDUCATION
- STATE NURSING BODY/COUNCIL
- STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

- COLLEGE
- POLYTECHNIC
- NURSING (DIPLOMA) INSTITUTE
- TEACHER TRAINING (DIPLOMA) INSTITUTE
- COLLEGE/INSTITUTE DEO
- STANDALONE INSTITUTION UNDER MINISTRY
- PGDM
RESET YOUR PASSWORD & LOGIN DETAILS

1. Click on Forgot Login Details at home page.
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2. By clicking on I forgot my password and then entering the User Id, a Link [Reset Password] will be sent at the registered e-mail from "helpdesk-aishe@nic.in".

A mail has been sent on your email-id with reset password link.
3. **New password** can be reset by clicking on the Link **Reset Password** received in your mail.
DOWNLOAD DCF-II

College form DCF-II can be downloaded by clicking on College Institution Form DCF-II, at the left bottom panel under the link Download e-Forms, after login with User Id and password created by the college nodal officer. The DCF-II will be downloaded along with separate pdf of Teachers Information Form(TIF) in a zip file.
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On clicking on link College Institution Form **DCF-II**, a screen will appear. Survey year, state, district and the college name to be selected from drop-down and Download DCF-II button is to be clicked to download DCF and TIF, which then can be saved and filled off-line.

In the box located at on the left side of Prefill basic information from previous survey data, ✓ may be marked, if previous survey data (some basic information, which may be modified) is to be pre-filled in the DCF and TIF.
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On clicking on ‘Download DCF-II’ Button, a zip file will be downloaded as shown in the below screen. The zip file contains two PDF forms, DCF-II and TIF(Teachers Information Form).
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After downloading the zip file, it should be unzipped to get two different pdf files DCF-II and TIF, which then can be saved and filled off-line.
**UPLOAD DCF-II**

College form DCF-II can be uploaded by clicking on Form Management option, at the left panel, after login with userid and password created by the college nodal officer. **Form Management** screen will appear, then the filled-in and check form passed DCF is to be selected after clicking on browse button. The filled-in TIF should be attached with the DCF-II through the Attachment Block of DCF-II (as shown in below figure).

*Note: After filling the complete form, please click on "Check Form" button. Form can be uploaded on the portal only when the message "Check Form Passed" appears on the screen.*

**Upload Procedure:**

1. Login into AISHF web application (http://aishf.gov.in/) with your User ID and Password.
After the form is selected upload DCF button is to be clicked to upload the form. After the form is uploaded on the screen the message **Form uploaded successfully** will appear.
MANAGEMENT OF COLLEGE LIST

Through this module, the names of the Colleges can be edited by the Universities. University can also de-affiliate colleges, which then will be available for affiliation by other Universities or for deletion, if no longer exist and also can be upgraded to University, if such is the case. A college may be de-affiliated when the formal collaborative agreement between the college and the University is ended either because it has been closed or due to its affiliation with any other University. The changes effected through it will be for all the subsequent years for which the survey has not been launched yet.
Viewing the College List

The college list can be viewed state, university and college type-wise.
### Export to Excel – College List

By clicking on the **export to excel** link, the complete list of colleges can be generated in excel sheet.

<table>
<thead>
<tr>
<th>No.</th>
<th>College Name</th>
<th>College Type</th>
<th>Karnataka</th>
<th>Dharwad</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Anjuman-E-Islams Nehru Arts, Science, Commerce &amp; BBA College, Hubli.</td>
<td>Affiliated</td>
<td>Karnataka</td>
<td>Dharwad</td>
</tr>
<tr>
<td>15</td>
<td>Anjuman Institute of Information Science &amp; Management, Dharwad.</td>
<td>Affiliated</td>
<td>Karnataka</td>
<td>Dharwad</td>
</tr>
<tr>
<td>16</td>
<td>ASS Amruteshwar Arts &amp; Comm College Anningeri (Tq. Dharwad)</td>
<td>Affiliated</td>
<td>Karnataka</td>
<td>Dharwad</td>
</tr>
<tr>
<td>17</td>
<td>ASS College of Commerce, Gadag.</td>
<td>Affiliated</td>
<td>Karnataka</td>
<td>Gadag</td>
</tr>
<tr>
<td>18</td>
<td>AVVPS Shree Amruteshwar College Naragal Tq Ron.</td>
<td>Affiliated</td>
<td>Karnataka</td>
<td>Gadag</td>
</tr>
<tr>
<td>19</td>
<td>B.A.J.S Arts College Gayatri Campus Halageri Road Ranebennur.</td>
<td>Affiliated</td>
<td>Karnataka</td>
<td>Haveri</td>
</tr>
<tr>
<td>20</td>
<td>Ballari Rudrappa Education Society's BBA College Motebennur.</td>
<td>Affiliated</td>
<td>Karnataka</td>
<td>Haveri</td>
</tr>
</tbody>
</table>
**Editing a College Details**

The college details can be **edited** by clicking on the **edit college** button. The college name can also be searched by first letter of the name.
### Institution Management - College

**You are here:** Home > Institutional Management > Edit College (for Survey Year: 2016-2017)

- **University State:** KARNATAKA
- **Select College Location:** Same State
- **University Name:** BANGALORE UNIVERSITY, BANGALORE
- **College Type:** ALL TYPE

#### Serial No | College Name | College Type | State | District | Edit College
---|---|---|---|---|---
1 | AANKASH INTERNATIONAL BUSINESS MANAGEMENT COLLEGE | AFFILIATED COLLEGE | Karnataka | Bangalore |
2 | Abbas Khan College for Women, Durga Complex, OTC Road, Cubban Pet, Bangalore-560 002. | AFFILIATED COLLEGE | Karnataka | Bangalore |
3 | Abidhuaya degree College, #26/1, Chikkaballapur Village, Caranfiram Road, P.O. Sarajpur Road, Bangalore -35 | AFFILIATED COLLEGE | Karnataka | Bangalore |
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The **college details** will appear at the bottom of the screen, where College name can be edited and new college state, district and type can also be modified by selecting the option from the drop-down menu.
Affiliate a College

A University can **affiliate college** by clicking on the **Affiliate college** button. A college will be available for affiliation only if it is de-affiliated by the University with which it was academically associated during the last academic year. The list of de-affiliated Colleges and those Universities and the state in which the University located will be selected from the drop-down options.
**De-affiliate a College**

A University can **de-affiliate** one or more colleges by clicking on the **De-affiliate college** button. When the State and the University is selected, then the complete list of colleges associated with the University will be displayed on the screen. One or more colleges can be selected by clicking in the box at the left.
When Deaffiliate button available at the bottom is clicked, a confirmation message will appear on the screen. Once confirmed, selected colleges will be de-affiliated from the University and will be available for affiliation by other Universities.
Addition/Deletion of College

Addition/Deletion of Colleges can be done at present by MHRD level users only.

1. The University Nodal Officer may send the request to MHRD to delete the names of the colleges after de-affiliating them from their University.

2. They can also send the request to add the names of newly created Colleges (which were not earlier associated with any University) along with the year of establishment to MHRD, in the following Format.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the college</th>
<th>College Type</th>
<th>Location of the College</th>
<th>Year of Establishment</th>
<th>Whether earlier associated with any other University</th>
<th>Name of the University</th>
<th>Date of de-affiliation by that University</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>State</td>
<td>District</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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