

Guidelines for the College

1. All the colleges attached/recognised by the Universities have to fill DCF-II.
2. Reference date for filling up the Data Capture Formats is 30th September of the academic year. The number of institutions, teachers and students will be recorded on the basis of their actual number as on 30th September for the academic year. Information in respect of Examination Result will be collected for the students passed out/awarded degree for the past academic year declared on or before 31st December. *For AISHE 2013-14, the results declared on or before 30th December 2013 for the academic year 2012-13.* Financial Information will be recorded for the financial year i.e. 1st April to 31st March. *For AISHE 2013-14 and 2014-15 both, the reference period would be 1st April 2013 to 31st March 2014.*
3. A portal (URL: <http://aishe.gov.in>) has been developed on which format for downloading e-version of the DCFs and uploading of filled-in format and other Survey related information are available.
4. College nodal officer, who has not yet registered on AISHE portal, has to register himself/herself by selecting the Role as "College". Registration of college nodal officer will be approved by the University Nodal Officer. Contact details of the University Nodal Officer, is available on the home page at the link "Know Your Approving Authority".

Once approved, nodal officer may access the portal and download the e-form DCF-II available on bottom left corner after login, save on the system, fill it off-line and then upload. While downloading the DCF, there is an option to download the DCF with pre-filling the Basic information, names of Departments and the Programmes run in the College, which may be modified, if required. It may be noted here that this facility is available only for those Institutions which have uploaded data during previous year survey.

Form can be uploaded on the portal only when it is error free and check form is passed. To upload, Login through user id and password, click on Form Management, browse filled in form and then click on upload. A message that "Form uploaded successfully" will be displayed on the screen.
5. If the name of a college is not available, they should submit the request online through link "Request for Adding Institute" given on home page of the portal.
6. Latest version of Adobe Reader (Adobe 10.0 or higher) should be installed on the Computer for enabling all the features of the DCFs. In its absence, it would not be

possible to fill the DCF properly. It can be downloaded from the Form Management page available after login.

7. DCF can be uploaded by selecting "Upload DCF" tab, under the link "FORM MANAGEMENT", then browsing the check form passed DCF and clicking "Upload DCF" button. A message "Form Uploaded Successfully" will be displayed on the screen.

8. Under the link "FORM MANAGEMENT", they can see and download their filled-in DCF-II from anywhere and anytime by login to the portal with their userid and password. They can also revise the DCF-II, if required, until the survey is not closed.

9. Under the link "REPORTS", several state level and institution level reports, which are automatically and instantaneously generated, are available in pre-designed formats.

10. The item-wise instruction for filling up the DCF is available in the **INSTRUCTION MANUAL** and Software related instructions are given in **QUICK REFERENCE GUIDE**. These documents are available under the link **SURVEY GUIDELINES** on the portal. In the DCF also help link has been provided in the beginning of each Block but internet connection would be required to open the help link available on the DCF.

A Compilation of Doubts & Clarification is also available on the home-page of the portal, which may be referred whenever required.

In case of any difficulty concerned officers may be contacted as given under the link "Contact Us".