

INSTRUCTIONS FOR FILLING-UP DATA CAPTURE FORMAT III

This schedule is designed to collect the information in respect of higher education from **Stand-alone institutions** i.e. the institutions which are generally Diploma Level Institutes and are not affiliated to any University. However, their courses are recognised/approved by Government or some Statutory Bodies such as Indian Nursing Council (INC), National Council of Teacher Education (NCTE), All India Council for Technical Education (AICTE). **Stand-alone institutions** constitute

- Indian Institute of Management (IIM)
- Institutes approved by different ministries such as Indian Institute of Packaging, Mumbai under Ministry of Commerce & Industry
- Management Institutes other than IIM which are recognised by AICTE e.g. *Institute of Management Technology, Gaziabad*
- Polytechnic & other Diploma level Technical Institutions, which are recognised by AICTE and administered by State Directorate of Technical Education
- Diploma level Nursing Institutes, which are recognised by INC and administered by State Nursing Council/Board
- Diploma level Teacher Training Institutes such as District Institute of Educational Training (DIET), which are recognized by NCTE and administered by State Council of Educational Research & Training (SCERT)

Summary description of the schedule: Data Capture Format III consists of 9 blocks. The first two blocks, viz. Block 3A and Block 3B are to be used for recording basic structure of the Institution, its Faculties & Departments and the Programmes being conducted in each Department. Faculties, Departments and Programmes listed in Block 3B will form the basis/ masters for filling up of Blocks 3C and 3D.

Block 3C will be for recording the information in respect of teaching & non-teaching staff of the Institution. Information in respect of Library staff and Physical Education Staff of the Institution will be collected separately in this block.

Faculty/Department & Programme-wise Student enrolment will be collected in Block 3D. Information in respect of Foreign Students will also be recorded in this block.

Block 3E is to be used for recording the examination results of the students who have passed the final year degree examination of a particular Programme.

Receipt & Expenditure details of the Institution will be recorded in Block 3F.

Availability of Infrastructure will be recorded in Block 3G.

Information in respect of Scholarships, Loans & Accreditation will be recorded in Block 3H.

Comments relevant to the information furnished in other blocks will be recorded in Block 3I.

In a nutshell, the schedule consists of the following blocks:

Block 3A: Basic Information of the Institution

Block 3B: Details of Courses offered by the Institution

Block 3C: Staff Information – Teaching & Non Teaching

Block 3D: Student Enrolment

Block 3E: Examination Results

Block 3F: Financial Information

Block 3G: Infrastructure Related Information

Block 3H: Scholarships, Loans & Accreditation

Block 3I: Remarks

DETAILS OF THE DATA CAPTURE FORMAT III (DCF-III)

Block 3A: Basic Information of the Stand-alone Institution

This block is designed for recording basic information of the Institution as on reference date i.e. 30th September of an academic year.

Item 1: Name of the Stand-alone Institution is pre-filled while downloading the DCF.

Item 2: Here the address particulars in items (i) and/or (ii) [only first of which is mandatory], name of city in item (iii), name of district in item (v) [it is to be selected from drop-down], name of the website in item (vi), total area in acre of the Stand-alone Institution in item (vii) and total constructed area in square meter in item (viii) will be recorded. Name of the State in item (iv) is pre-filled while downloading the DCF.

Item 3: In the box, year of establishment of the Stand-alone Institution i.e. when it was set up will be recorded. *For example, Indian Institute of Management, Ahmedabad was established in 1961 as an autonomous body with the active collaboration of the Government of*

India, Government of Gujarat and the industrial sectors; therefore in the box, 1961 will be recorded.

Item 4: In items A (i), (ii) & (iii), name of the Head of the Institution, contact number and e-mail id, will be recorded. In items B (i), (ii), (iii), (iv) & (v), details of the person who is nominated by the Stand-alone Institution for providing the information in this DCF will be recorded. This person will be the resource person for furnishing the information during future surveys also.

Item 5: The year in which the Institution was recognised to the Statutory Body will be recorded in the box.

Item 6: Depending on the area, where the Administrative Unit of the Institution is located, appropriate Radio Button against *Rural or Urban*, will be clicked.

Item 7: Here Geographical referencing in degree (up to 8 places of decimal) for both Latitude and Longitude are to be recorded. The applicable range for Latitude is 6 to 38 degrees and for Longitude is 68 to 98 degrees.

Item 8: If the Degree is awarded through any University, radio button 'Yes' will be clicked in 8(i) and the name of the University through which Degree is awarded, will be selected from the drop-down menu in 8(ii), otherwise radio button 'No' will be clicked in 8(i), in that case 8(ii) will be not be activated.

Item 9: One of the management types of the Institution will be selected from the drop-down options. The options are

Central Government - 1

State Government - 2

Local Body - 3

University - 4

Private Aided - 5

Private Un-Aided - 6

Item 10: If the Institution is providing admission to girls' students only, radio button 'Yes' will be clicked, otherwise radio button 'No' will be clicked.

Item 11: If residential accommodation for teaching and/or non-teaching staff is available (either within campus or outside the campus of the Institution), radio button 'Yes' will be clicked and their number will be recorded in 11(ii) separately for teaching and non-teaching staff, otherwise radio button 'No' will be clicked in 11(i), in that case 11(ii) will be not be activated. If residential accommodation for a particular category is not available, '0' will be recorded against that category in 11(ii). Against 'Total' sum of the

numbers of accommodation for both categories will automatically be recorded. If quarters for teaching and non-teaching staff are not separately available, only number against total may be recorded. Further, if the quarters, for teaching and non-teaching staff are allotted from the pool of quarters of several institutions/ offices, the numbers, which are occupied by the staff of this Institution, will be recorded against respective categories.

Item 12: If hostel for students is available (either within campus or outside the campus of the Institution), radio button 'Yes' will be clicked and the number of hostel will be recorded in 12(ii). Exactly the same number of rows will be generated in the table, as the number entered in 12(ii). In each row, the name, type, intake capacity and number of students residing in the hostel will be recorded. Under Hostel Type, three options are given, Boys Hostel, Girls Hostel and Other. If hostel for students is not available in the Institution, radio button 'No' will be clicked in 12(i). If the hostel does not have any name then the description by which it is identified will be recorded under column 'Name of Hostel'. Other type of Hostels may include, hostel for married students, transit hostel etc.

Block 3B: Details of Faculty/ Department-wise Programmes offered by the Institution

This block is designed for recording the names of Departments of the Institution. Generally there is no concept of Faculty in the Stand-alone Institution and only Departments exist and courses are offered in Departments. The box against faculty is deactivated and no entry can be made here.

It may be noted that Department and Centre are synonyms.

Item 1: Name of the Departments will be recorded by creating as many boxes as there are number of departments by clicking on "+" sign on the left of the box. All the departments existing in the Institution will be listed.

There is specific purpose behind listing the departments. Block 3C will be automatically expanded according to the number of Departments listed here, where teaching staff details for each Department will be entered.

If there is no department in the Institution, the box meant to record the name of department may be left blank. In that case, there is no need to record dummy names, such as name of the institution, name of the programme.

Item 2 & 3: Programmes offered through Regular and Distance Mode of Study will be recorded here. If Study Centers of Open Universities are located in the Institute, its programme & enrolment should not be recorded under distance mode.

It might be ensured that all the academic Programmes conducted by the Institution are recorded in the table.

1st and 2nd columns of the table are disabled. In 3rd Column, name of the level of the course offered in the institution will be selected from the drop-down. These options are

Ph.D

M.Phil

Post Graduate

Under Graduate

PG Diploma

Diploma

Certificate

Integrated

In 4th column, name of the Programme offered at each level as specified in 3rd column will be selected from the drop-down. The programmes are arranged alphabetically. Most of the 'Programmes/Course' and 'Level' for Ph.D, M.Phil, PG Diploma, Diploma and Certificate level courses are same, in such cases entries in 4th column may be same as made in the 3rd column against these levels. In the next (5th) column, the name of the discipline/subject of study will be recorded. *For example in case of Diploma in Civil Engineering, Diploma will be recorded under Programme name and Civil Engineering will be recorded under Discipline name.* In 6th & 7th columns, Broad Discipline Group Category and Broad Discipline Group Name to which this discipline belongs will be recorded. *In the said example, the Broad Discipline Group Category will be Engineering & Technology and Broad Discipline Group Name will be Civil Engineering.* Each Discipline is to be categorised in any one of the Broad Discipline Group. If the exact discipline is not available in Broad Discipline Group Name, it is to be categorised in most suited discipline name e.g. Geophysics may be categorised under Physics. The complete concordance of 'Level', 'Programme', 'Broad Discipline Group Category' and 'Broad Discipline Group Name' is given at **Appendix** of the instruction manual. The options in the drop-down under these columns are suitably filtered.

Intake of the current academic year, which is the annual permitted strength of students, allowed for admission against the Discipline, will be recorded in 8th column. Number of applicants, who had applied during the academic year (for which the form is being filled) for admission into the Discipline, will be recorded in 9th column. Course Duration prescribed for each Discipline in number of year and months will be recorded in 10th & 11th columns respectively. *For example, if a course is of the duration 2.5 years then '2' will be*

recorded in column (10) and '6' will be recorded in 11th column. If for a programme there is no fixed duration, but the minimum duration of the programme is prescribed, the minimum duration will be recorded in 10th & 11th columns. Under the columns 'duration of the course - year and month', both the entries are mandatory. E.g. if course duration is of 3 years, 3 is to be recorded under year and 0 is to be recorded under month. In case of Ph.D, minimum prescribed duration may be recorded. Similarly in case of a Distance programme, minimum number of years in which a programme could be completed may be entered.

This block is very important as block on students' enrolment is expanded on the basis of entries made here.

Depending on the type of programme, one of the options from the drop-down is to be selected in 12th column. These options are General, Self Financing or Both. If the programme is running in self financing as well as general mode then 'Both' options is to be selected and in that case, students' enrolment will be separately recorded for Self Financing and General for each year of programme in Block 3C. Paid seats will also be treated as self-financing for the purpose of survey.

System of Examination for each Programme & Discipline as specified in 5th column will be recorded in 13th column. Codes for examination system are

Annual- 1

Semester -2

Tri- Semester-3

Not Applicable -4

In 14th and 15th Columns, the name of the Statutory Body and/or the name of the University through which the programme is approved will be recorded. For example, *IMT Gaziabad offers various PG Diploma Programmes approved by AICTE and also offers Ph.D. programme in association with National Law University, Jodhpur & Guru Gobind Singh Indraprastha University, New Delhi.*

Block 3C: Staff Information - Teaching & Non-Teaching Staff

This block is designed for recording the details of Teaching and non-Teaching staff of the Institution. Among Non-teaching staff, details of Library and Physical Education staff will be collected separately.

Item 1: This item is meant for recording the information in respect of Teaching Staff of the Institution.

This Block is automatically expanded according to the number of Departments listed in Block 3B. For each Department, teaching staff details will be entered. However, one

Table with Blank Faculty and Blank Department is also generated in this Block, which has been created for the purpose of recording teaching staffs including Principal, which are not associated with any Department.

For each designation viz., Director, Principal, Professor & Equivalent, Associate Professor, Additional Professor, Reader, Lecturer (Selection Grade), Assistant Professor, Lecturer (Senior Scale), Lecturer, Tutor, Demonstrator, Part-Time Teacher, Ad hoc Teacher, Temporary Teacher, Contract Teacher and Visiting Teacher, selected from the options available in drop-down, number of teachers in position as on reference date will be recorded. The table will be filled only for those posts, which are applicable for the Institution. Although the list of designations as mentioned above is exhaustive, if an institution has designations with different nomenclatures, information will be recorded for its equivalent designations.

2nd Column is created to record Grade Pay wherever 6th pay commission is implemented, but presently has been deactivated, where no entry can be made.

In 3rd Column, Direct or CAS, whichever option is applicable, is to be selected. Wherever, recruitments are made through both direct entry and through Career Advancement Scheme (CAS), details of teachers in position through both these selection modes will be recorded in separate rows.

Under various columns of "Number of Teachers in Position", in the first row, Total number of teachers in position will be recorded for General, SC, ST and OBC categories separately. For each category, total number of teachers and out of that, number of female teachers will be recorded separately.

Second row is meant for recording the information in respect of teachers (out of total as recorded in first row) belonging to Persons with Disability (PWD) category. For each designation, number of PWD teachers in position as on reference date will be recorded. Number of PWD teachers in position will be recorded for General, SC, ST and OBC categories separately. For each category, total number of PWD teachers and out of that the number of female teachers will be recorded separately.

Third and fourth rows are meant for recording the information in respect of teachers belonging to religious minority category separately. Five religious communities, viz; Muslims, Christians, Sikhs, Buddhists and Zorastrians (Parsis) have been notified as minority communities by the Union Government. *The National Policy on Education formulated in 1984, recognised Muslims as one of the most educationally 'backward' communities in the country.* Therefore, for Muslims, teachers in position as on reference date will be recorded separately and information for all other religious minorities will be recorded together. Number of Muslim teachers and teachers of other religious minority in position will be recorded for General, SC, ST and OBC categories separately. For each

category, total number of teachers and out of that the number of female teachers will be recorded separately.

In the last two columns, total of all the four categories will automatically be recorded separately for total and female. Although all the efforts should be made to collect the information under each category separately, if it is not available, only the last two columns for total will be filled. 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.

Thus, while entering teaching staff details following situation may occur:

Case 1: The institute maintains category-wise (General, SC, ST, OBC) data – Entries in respective columns are to be made and no remark is to be selected in Remarks column.

Case 2: The institute does not maintain category wise (General, SC, ST, OBC) data - Entries only in 'Total' column is to be made, and in Remarks column "Category-wise data not maintained" option will be selected.

Case 3: The institute maintains separate data for General, SC and ST category but OBC data is not available - In such case, entries under General, SC & ST columns are to be made, but OBC column is to be left blank and in Remarks column "OBC data not maintained" option will be selected.

Case 4: The Institute does not maintain separate data in respect of Minority - In such cases, all the columns will be left blank and in Remarks column "Minority data not maintained" option will be selected.

These cases are explained through examples in [Annexure-I](#).

Here Entry means, it is not to be left blank. In case of Nil, '0' is to be entered. It should be ensured that all the Teaching Staffs of the Institution are counted here.

In the last table of this item, Sanctioned strength for each post in the Institution is to be recorded to calculate the vacancy position. The figures under the column "In Position" will automatically come against each post entered above. For the post of Part-time, Adhoc, Temporary, Contract and Visiting teacher, it may be left blank. Further, if post-wise Sanctioned strength is not available, entries can only be made against "All".

Item 2: This item is meant for recording the information in respect of Non-Teaching Staff, Library and Physical Education Staff of the Institution. Information in respect of (i) Non-Teaching Staff excluding Library and Physical Education Staff but may include technical staff not engaged in teaching, (ii) Library Staff and (iii) Physical Education Staff will be recorded separately by selecting the appropriate option from the drop-down.

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 and
Senior Level Officers may be categorised under Group A.

Number of staff in position will be recorded for General, SC, ST and OBC categories separately. For each category, total number of staff and out of that the number of female staff will be recorded separately. In the last two columns, total of all the four categories will automatically be recorded separately for total staff and female staff. Under various columns of "Number in Position", in the first row, Total number of staff in position will be recorded for General, SC, ST and OBC categories separately. For each category, total number of staff and out of that number of female 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 (PWD) category. For each designation, number of PWD 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. For each category, total number of PWD staff and out of that the number of female staff will be recorded 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. For each category, total number of staff and out of that the number of female staff will be recorded separately.

In the last two columns, total of all the four categories will automatically be recorded separately for total and female. Although all the efforts should be made to collect the information under each category separately, if it is not available, only the last two columns for total will be filled. 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 Group may be selected to record the details.

Block 3D: Details of Number of Students studying in the Stand-alone Institution i.e. Student Enrolment

This block is designed for recording the **Number of Students studying in the Stand-alone Institution i.e. Student Enrolment** in each Discipline.

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 listed in Block 3B, a table with pre-filled name of the Level, Programme, Discipline, Type and Year will be generated. **Enrolment is to be recorded for each Programme and Discipline.**

Students registered as on Reference date in a discipline under self-financing mode and under general mode will be recorded in separate rows against General and Self-financing Type. As per the entry in Block 3B, Type of a particular programme is pre-populated as either General or Self-financing. If a type of programme is both, separate rows for General and Self-financing types are generated.

Students enrolled in each year of study of a particular programme will be recorded in separate rows; the number of rows will automatically be generated on the basis of the course duration recorded in Block 3B. *E.g. e.g. in case of Students enrolled in Diploma in Electrical Engineering conducted by Polytechnics, which is a three year programme, against year "1" number of students enrolled in 1st year, against year "2" number of students enrolled in 2nd year and against year "3" number of students enrolled in 3rd year (as on reference date) will be recorded.* Thus for a Discipline, against each type, for each year student's enrolment is to be recorded. If a programme is of duration of 3 years and is offered through self-financing mode only, for that discipline there will be entries of student's enrolment in three rows.

<u>Type</u>	<u>Year</u>
Self-financing	1
Self-financing	2
Self-financing	3

And for each such row, number of students enrolled of each category will be recorded in subsequent columns.

In the 1st year the students on roll as on 30th September of the current academic year (2011-12, in case of AISHE 2011-12) is to be recorded. 2nd year enrolment is among the students who have taken admission in previous academic year (2010-11, in case of AISHE 2011-12), completed 1st year and are on Roll (in 2nd year) as on 30th September of the current academic year (2011-12). Similarly 3rd year enrolment is among the students who have taken admission 2 years back (2009-10, in case of AISHE 2011-12),

completed 2nd year and are on Roll (in 3rd year) as on 30th September of the current academic year (2011-12) and so on.

Although in MBBS course, examination is not conducted every year (generally 3 examinations are conducted), students' enrolment is to be recorded for every academic year, based on the yearly admission in the course. It is explained through an example shown in **Annexure-II**.

Number of students enrolled for General, SC, ST and OBC categories will be recorded separately for total and girls (out of total) students in the first row against total. In the last two columns, total of all the four categories will automatically be recorded separately for total students and girls students.

Out of the total students recorded in first row, number of PWD students will be recorded for General, SC, ST and OBC categories separately for total and girls (out of total) students in the second row. In the last two columns, total of all the four categories will be recorded separately for total PWD students and PWD girls' students.

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. Five religious communities, viz; Muslims, Christians, Sikhs, Buddhists and Zorastrians (Parsis) have been notified as minority communities by the Union Government. The National Policy on Education formulated in 1984, recognised Muslims as one of the most educationally 'backward' communities in the country. Therefore, for Muslims, students' enrolment as on Reference date will be recorded separately and information for all other religious minorities will be recorded together. Number of Muslim students and students of other religious minorities will be recorded for General, SC, ST and OBC categories separately for total and girls (out of total) students. In the last two columns total of Muslims students and students of other religious minorities will automatically be recorded separately for total students and girls students.

If data on students' enrolment for religious minorities are not maintained by the Institution, all the columns will be left blank. In Remarks column "Minority data not maintained" option will be selected from the options available in the drop-down.

If SC, ST & OBC category-wise data is not available for any Type, total number of students enrolled will be recorded in the last two columns by leaving other columns blank and in Remarks column, "Category-wise data not maintained" option will be selected. It might happen that SC & ST category-wise data is available, but for OBC category data is not available separately, but it is included in General category, then the two columns under 'OBC' will be left blank and in Remarks column, "OBC data not

maintained" option will be selected. Foreign Students studying in the Institution will also be included as General Category students.

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.

Foreign Students' enrolment: This item is designed for recording separate information about the foreign students (those who are citizens of at least one country other than India) out of the total students enrolled in the Institution. 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.

If foreign students are enrolled in the Stand-alone Institution either in regular education mode or in distance education mode, radio button 'Yes' will be clicked, otherwise radio button 'No' will be clicked. In first column, the name of the country whose students are enrolled in the Institution will be selected from the drop-down. Name of the Level, Programme and Discipline will be selected from the options available in the drop-down, which will be appropriately filtered after an option is selected in a column. Discipline-wise, total number of foreign students enrolled for each country and out of them, number of foreign girls' students will be recorded in the last two columns. Information for the regular and distance mode will be recorded separately.

Block 3E: Examination Results

This block is designed for recording the **Examination Results of the Institution i.e. Number of students appeared and passed in Annual & Supplementary examination** in each Discipline listed in Block 3B. Out-turn in various streams of education will be available from this block.

Examination result will be recorded only in respect of final year examination of each programme *e.g. in case of Diploma in Electrical Engineering programme, information only in respect of number of students who have completed the Diploma in Electrical Engineering programme will be recorded and NOT the results of part I and part II examinations.*

For Distance Mode of study details will be recorded in separate table.

The names of Level, Programme and Discipline will be pre-populated from the list of Programmes recorded in Block 3B in case of both regular and distance modes. The number of students appeared and passed will be recorded for each Discipline. For each

Discipline, total number of students appearing in the final year of the Programme and out of that total; number of girls' student will be recorded separately. In the next two columns, total number of students who have passed the examination or completed the Programme will be recorded. Out of the total number of passed out students, number of girls' students passed will be recorded separately. Under the columns, "Out of total, passed with 60% or more marks", number of those students, which have passed the examination with 60% or more marks will be recorded for Total students and Girls students separately.

Block 3F: Details about Finance

This block is designed for recording the **details about Receipt and Expenditure of the Institution**. This information may be used to find out per student expenditure on higher education which is a very important indicator.

All the items of this block are self explanatory. Receipt items have been broadly classified as Grants received by the Institutions from various sources from various sources such as University Grants Commission, Distance Education Council, Other Central Government Departments, State Government, University 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.

All the fields are mandatory, '0' is to be recorded if there is no income/expenditure in a particular head. The figures are to be recorded in absolute number in ₹. In the adjacent column the amount converted in thousand ₹ upto three places of decimal will be shown for indication.

Block 3G: Details about Infrastructure

All the items in this block are self explanatory. If a particular item is available in the Institution, 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. If the number is 9 or more than 9 then '9' will be recorded.

Block 3H: Scholarships, Loans & Accreditation

Item 1: If the Institution maintains **Scholarships** data, then radio button 'Yes' will be clicked, otherwise radio button 'No' will be clicked. If the Institution maintains scholarships data, then number of 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, 2nd, 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.

Item 2: If the Institution maintains data in respect of **Education Loan**, then radio button 'Yes' will be clicked, otherwise radio button 'No' will be clicked. If the Institution maintains the data, then number of students availing education loan, will be recorded for Total, PWD out of total, Muslim Minority out of total and Other Minority out of total, in 1st, 2nd, 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.

Item 3: If the Institution is accredited during the academic year by National Assessment and Accreditation Council (NAAC) or any other agency *such as National Board of Accreditation (NBA)*, which accredits the institution, 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.

Block 3I: Remarks

In the box provided, any comments, which are important and relevant to the information furnished in other blocks, may be recorded by the Nodal Officer designated by the Institution or by the officials involved in the data collection. This is to record any specific characteristics and observation related to the Institute, which should be taken into account in future or while generating reports based on the data collected under the Survey. E.g. a programme, which is not listed at present, but undertaken, needs mention in this block. The size of this Block is not fixed, but this block is meant to record in brief - only special mention.

Annexure-I

Recording of number of teacher, staff & students

	Type	General		SC		ST		OBC		Total		Remarks to be selected from drop down menu
		Total	Girls	Total	Girls	Total	Girls	Total	Girls	Total	Girls	
Case-1	Total	12	5	5	0	0	0	5	2	25	8	No remarks are needed.
Case-2	Total	8	5	0	0	0	0	0	0	8	5	No remarks are needed as "0" indicates that data is maintained but there is no student/ teacher.
Case-3	Total									8	5	Category-wise data not maintained.
Case-4	Total	12	5	5	1	3	1			20	7	OBC data not maintained.
	PWD (out of Total)	All the 4 cases are also applicable for PWD (out of Total) also.										
	Minority (out of Total)	All the 4 cases are also applicable for these two types also. . In addition the following 2 Cases are also applicable.										
	Other Minority (out of Total)											
Case-5	Minority (out of Total)											"Minority data not maintained" as no information is available.
	Other Minority (out of Total)											
Case-6	Minority (out of Total)									0	0	"Category-wise data not maintained" remark is applicable.
	Other Minority (out of Total)									0	0	"Minority data not maintained" is not applicable as "0" indicates total number is available and it is Zero.

Annexure-II

Recording of enrolment in MBBS course

As the course duration of MBBS in block 1C is recorded as 4 years and 6 months, five rows will be generated in student's enrolment block. Suppose admissions of 100 students were made every year, during the last five years in the month of July, the enrolment will be calculated as follows:

Admission year	Number of Students admitted	Number of Students left the course before 30 th September 2011	Year	Enrolment as on 30 th September 2011	Students will be in
2011-12	100	0	1 st year	100	1 st and 2 nd semesters
2010-11	100	2	2 nd year	98	3 rd and 4 th semesters
2009-10	100	5	3 rd year	95	5 th and 6 th semester
2008-09	100	4	4 th year	96	7 th and 8 th semester
2007-08	100	3	5 th year	97	9 th semester

The period of 4 ½ years is divided into three phases as follows:

Phase-I (two semesters) – All the students of phase will be shown in 1st year

Phase-II (three semesters) – Students of first two semesters of this phase will be shown in 2nd year and Students of third semester will be shown in 3rd year

Phase-III (four semesters) – Students of first semester of this phase will be shown in 3rd year, Students of second and third semesters will be shown in 4th year and Students of fourth semester will be shown in 5th year