

From The Director, Higher Education Haryana,
Shiksha Sadan Sector-5, Panchkula

- To
1. Director General, Health Services, Haryana, Panchkula.
 2. Director, Technical Education Department, Haryana, Panchkula.
 3. Director, Ayurvedic (Ayush) Department, Haryana,
Near Youth Hostel Sector-3, Panchkula.
 4. Director, Medical Education, Haryana, Sector-2, Panchkula.
 5. Director, Agriculture Department, Haryana.
 6. Director, Animal Husbandry, Haryana.
 7. Director, SCERT, Gurgaon.
 8. Registrar, Haryana Nurses, and Nurse-Midwives Council,
Sector 16, Panchkula, Haryana.
 9. Head of all Universities in State of Haryana.
 10. All Sectoral Nodal Officer (Technical Department, SCERT)

Memo No. 3/12-2024-- Stat
Dated, Panchkula the 06/12/2024

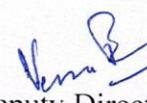
Subject :- Regarding Launching of All India Survey on Higher Education (AISHE) for Survey Year 2023-24 for uploading of data on DCF.

Kindly refer to on the subject cited above.

It is intimated that the process of data uploading for year 2023-24 has been launched on 27th November 2024 on the AISHE Portal(www.aishe.gov.in) by the Ministry of Education (Copy of D.O. Letter attached).

All the Head of Institutions/concerned Nodal Officers/Sectoral Nodal Officers /AISHE Cells are requested to coordinate and mobilize AISHE cell/team/concerned nodal Officers of the Institutions affiliated under their jurisdiction to fill data correctly and timely in DCF online AISHE Portal.

Enclosure :- D.O. letter No. 19-1/2024-Stat
with instruction manual for
web DCF


06/12/24
Deputy Director (Stat)
-cum- SNO AISHE Unit Haryana
for Director Higher Education
Haryana, Panchkula

- Copy to:- (1) All Nodal Officers(Standalone Institutions)
(2) IT in-charge to upload on Web Portal

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GOVERNMENT OF INDIA
MINISTRY OF EDUCATION
DEPARTMENT OF HIGHER EDUCATION
SHASTRI BHAVAN
NEW DELHI-110 115

Dated: 27th November, 2024

Dear Institutions Nodal Officers,

I thank all the Institutions Nodal Officers for your continuous support and active participations in the previous rounds of AISHE which helped in improvement in quality as well as increase the coverage of the AISHE. D/o Higher Education (DoHE) is launching the latest round of the All-India Survey on Higher Education (AISHE) for the academic year 2023-24 on 27th November, 2024. AISHE 2023-24 Web DCF has been slightly modified. To facilitate the institutions, more validation checks of data, pop-ups, Tooltips have been introduced at appropriate places. **Instruction Manual** and **Major points to be noted** are being enclosed.

2. I am also pleased to share that the Ministry of Education is planning to launch the 'One Nation, One Data' (ONOD) portal, a transformative initiative aimed at enhancing access to data related to Higher Education in India. This platform is designed to democratize access to government-collected data through the AISHE, making it accessible, interoperable, and user-friendly for various stakeholders and the public. Data collected through AISHE is proposed to be disseminated through the ONOD Portal, to be used by different agencies for ranking and accreditation etc.
3. Needless to say, this increases the onus on the institutions even more, to ensure the accuracy and timeliness of data filled up through AISHE survey. Hence, institutions are requested to doubly sure that their data uploaded in AISHE portal is accurate from all aspects, including social category-wise enrolment, seat intake, in-position teachers and sanctioned teachers, infrastructure, NEP module, etc. Special attention may be paid while furnishing their precise location (Longitude/Latitude), so that they are able to be accurately mapped geographically.
4. Looking forward to your cooperation and support in achieving the goal of completing AISHE 2023-24 in a time bound manner, ensuring both quality of data submitted and coverage of the institutions.

With regards,

Encl. as above

Yours sincerely,


(Navanita Gogoi)

To,

Institution Nodal Officers

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**

2023-24

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 Edit Registration 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, Faculty 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) Edit Registration
- 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:

- Central University

- Central Open University
- State Public University
- Institute of National Importance
- Institute under State Legislature Act
- State Open University
- State Private University
- State Private Open University
- Deemed University - Government
- Deemed University - Government Aided
- Deemed University - Private

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.

Ensure that the ownership aligns with the institute type:

- A **State Private University** cannot be Central/State Government-owned.
- A **State Public University** cannot be Central Government-owned.

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**.

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: Faculty Department & Programme

Sub-Module 1: Details of Faculty and Department

Tab 1: Faculty

- A faculty is a broader organizational unit within a university, encompassing **multiple academic disciplines or departments**. It typically includes a group of related departments that focus on a specific area of study, such as the Faculty of Arts, Faculty of Science, or Faculty of Engineering. Each faculty is responsible for overseeing the academic programs and policies related to its constituent departments and may include various centres for specialized studies. **It does not pertain to individual teaching staff.**

Tab 2: Department

- A department, on the other hand, **is a more specialized unit within a faculty 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

Steps for adding Faculty

- For the purpose of survey, **the school will be treated similar to Faculty and Centre will be treated similar to the Department.**

- List all faculties relevant to the institution.
 - Each entry should only consist of the name of the faculty (e.g., Faculty of Arts).
- After completing the list of faculties, press the ‘**Save**’ button to save your entries.
- **Lock the tab** after saving to finalize the data. **If no faculty exists, simply lock the tab without adding anything.**

Steps for adding Department

- **Prerequisite:** This tab becomes accessible only after the faculty tab is saved and locked.
- The Faculty/Institute Name will be selected from a dropdown list that displays the faculties added previously.
- Enter the name of the Department or Centre associated with the selected faculty and click the ‘**Add**’ button.
 - If there are no faculties in the institution, select “No Faculty” from the dropdown to proceed with adding departments.
- After adding all relevant departments, press ‘**Save**’ and **lock the tab** to finalize your entries.

Sub-Module 2: Details of Programme

The program details can only be accessed after the Faculty Tab and 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 with any Indian 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. Is this program accredited by NBA?

- **Options:** Yes or No.

3. Faculty/School

- Select the relevant Faculty from the dropdown list.

4. **Department/Centre**

- This dropdown will dynamically display options based on the selected Faculty.

5. **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.

6. **Broad Discipline Group Category**

- Select the relevant category from the drop down. Eg: For M.Sc. Chemistry, Broad Discipline Group Category will be Science.

7. **Broad Discipline Group Name**

- Select the relevant category from the drop down. Eg: For M.Sc. Chemistry, Broad Discipline Group Name will be Chemistry

8. **Discipline Name**

- Record the specific discipline (e.g., for M.Sc. Botany, enter "Botany").

9. **Admission Criterion**

- **Options:**
 - All India Level Examination
 - State Level Examination
 - University Level Examination
 - Direct Admission
- Choose the criterion that most students are admitted through.

10. **Examination System**

- **Options:**
 - Annual
 - Semester
 - Tri-Semester
 - Not Applicable
- Select the applicable examination system.

11. **Course Duration**

- Record the duration in years and months (e.g., 2 years, 10 months is entered as

'2' and '10').

12. Whether Vocational Course

- Indicate if the program is vocational or not.

13. Year of Start

- Record when the program started

14. University through which course is approved

- Enter the university's official name.

15. Statutory Body through which course is approved

- Record the name of the body that approved the program (e.g., Rehabilitation Council of India).

16. 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.

17. 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 **Faculty/School** from the drop down (If no faculty is available for the institution, “No Faculty” can be selected from the drop down)

3. Select **Department** from the drop down (If no Department is available for the institution, “No Department” can be selected from the drop down)
4. Select the course details under “**Discipline**” drop down for which the enrolment details have to be filled up. (The information entered in the '**Faculty Department & Programme**' Module will determine the **Faculty, Department and Discipline** options.)
5. 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)
6. 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)
7. 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
 8. 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").
 9. In case of Ph.D., for a particular discipline, only one grid will be provided for filling up the complete enrolment for all years. The total students enrolled in Ph.D. in the current academic session in that discipline, for all years must be entered in single grid.
 10. After filling out all necessary details, click on the ‘Add’ button to include the entered data in the system
 11. To enter another program, click on **Add New Entry** Tab and repeat the above process.
 12. Remember to **Save** and **Lock** the tab once all entries are complete.