

INSTRUCTION MANUAL TO FILL
OTHER MINORITY DATA CAPTURE FORMAT (DCF-IV)

Higher education is of vital importance for the country, as it is a powerful tool to build knowledge-based society of the 21st Century. India possesses a highly developed higher education system which offers facility of education and training in almost all aspects of human creative and intellectual endeavors: arts and humanities; natural, mathematical and social sciences, engineering; medicine; dentistry; agriculture; education; law; commerce and management; music and performing arts; national and foreign languages; culture; communications etc. The expansion in institutional capacity in terms of number of universities/colleges and teachers has provided greater access to the students to post senior secondary education.

The official statistical system plays a key role in any society, especially, in a large and diverse democracy. Production and management of statistics must be independent of and distinct from the Government in order to be credible and acceptable to all sections in the society. In fact, the system must act as one of the bedrocks of society, and seek to continuously enlarge its application in the public sphere. It must play host to informed debate and give substance to open democracy and participatory governance. A key principle of the system is that it must be completely independent and transparent.

In view of the above, Ministry of Human Resource Development (MHRD) initiated an All India Survey on Higher Education (AISHE) in the year 2011-12 with reference date of 30th September, 2010 to build a robust database and to assess the correct picture of higher Education in the country. At present AISHE 2013-14 is undergoing.

Six religious communities' viz. Muslims, Christians, Sikhs, Buddhists, Zoroastrians (Parsis) and Jains have been notified as minority communities by the Union Government.

In AISHE main DCF where information regarding basic details, student enrolment, number of teachers, etc. are collected about the Universities/ Colleges/ Institutions on the student enrolment, number of students belonging to Muslims and Other religious minority categories are being collected in two rows for each of the programmes for General, SC, ST and OBC categories separately for total and girls students.

The Ministry has decided to collect the details about the student enrolment for each of the 5 other minority categories separately. In view of this, a separate data capture format, "OTHER MINORITY DATA CAPTURE FORMAT" (DCF-IV) has been designed. This DCF will be available to be filled by only those institutions, which have students enrolled from other minority communities from AISHE 2013-14. DCF-IV can be downloaded, only after uploading the main DCF. The DCF-IV when downloaded will be pre-filled with the list of programmes where other minority students are enrolled along with the number of students under each category, as filled in the respective DCFs I, II and III.

In the second row, under the column 'Category', one of the 5 religious communities will be selected from the drop-down and the number of students enrolled in the programme will be entered as in main DCF. Only those religious communities are required to be selected from which the students are enrolled in a particular year of the programme. The details are to be filled for both regular and distance courses.

BLOCK B: NUMBER OF STUDENTS ENROLLED IN THE UNIVERSITY / INSTITUTION

Note:
 PWD = Persons with Disability
 Other Minority = Christians, Sikhs, Buddhists and Zorastrians (Parsis)

Regular Course

	Level	Programme	Broad Discipline Group Name	Discipline / Subject	Type	Year	Category	Number of Total Students Enrolled									
								General		SC		ST		OBC		Total	
								Total	Girls	Total	Girls	Total	Girls	Total	Girls	Total	Girls
	Under Graduate	B.S.Course-Bachelor of Science (Physician)	Journalism & Mass Communication	Journalism & Mass Communication	General	1	Other Minority (out of Total)	2	2	2	2	2	2	2	2	8	8
-	Under Graduate	B.S.Course-Bachelor of Science (Physician)	Journalism & Mass Communication	Journalism & Mass Communication	General	1	Sikhs	1	1	0	0	0	0	0	0	1	1
+ -	Under Graduate	B.S.Course-Bachelor of Science (Physician)	Journalism & Mass Communication	Journalism & Mass Communication	General	1	Buddhists										

Religion-wise & social-category-wise details regarding the number of Students mentioned in Other Minority (Out of Total) row of each year of all programme mentioned in main DCF of Institution should be made here. The DCF-IV has tables only for that year of programme in which some entry is made by the Institution in Other Minority (Out of Total) row in main DCF. Rows may be generated by the Institute by clicking (+) symbol to fill Religion-wise details.

In DCF-IV Religion-wise details is collected only for Student Enrollment & not for any other parameter. After completely filling the Form, the Institute has to click on "Check Form" Button given in bottom-left corner of the Form. If there is some discrepancy in the Form, an error message will appear on the screen. After Check Form passed successfully, the Institute Nodal officer has to save the Form on the system & upload the Form on AISHE web portal.