

Guidelines for Sectoral Nodal Officers

1. There are some institutions which are not affiliated to any University but are recognised by various Councils or Ministries. For the purpose of this Survey, these institutions are referred as Stand-Alone institutions. Stand-Alone Institution has to fill DCF-III.
2. To co-ordinate with such Stand Alone Institutions and with State Nodal Officers, for each of such category, a Nodal Officer is required.
3. Directorate of Technical Education (DTE) officer will co-ordinate with Diploma Level Technical Institutes such as Polytechnics.
4. National Council of Teacher Education (NCTE) officer will co-ordinate with Diploma Level Teacher Training Institutes including DIETs.
5. State Nursing Board/Council (SNB/SNC) Officer will co-ordinate with Diploma Level Nursing Institutes, running courses such as GNM.
6. **Reference Period:** 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. *For AISHE 2014-15, the reference date would be 30th September 2014.*
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 2014-15, the results declared on or before 30th December 2014 for the academic year 2013-14.*
Financial Information will be recorded for the financial year i.e. 1st April to 31st March. *For AISHE 2014-15, the reference period would be 1st April 2013 to 31st March 2014.*
7. 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.
8. A list of such institutions has been preloaded in DCF-III, which can be seen from their dashboard. They are expected to make arrangement for completion of the survey of such institutions. If any deletion in the list is required, this may be brought to the notice of SNO/MHRD so that necessary modifications are done in the master list.

For addition of college name, please see the detailed guidelines "**Guidelines for Addition of Colleges/Stand Alone Institutions on AISHE portal**" under the survey guidelines section.

9. Each of Stand-Alone Institution has to nominate a Nodal Officer, if not nominated yet, for the AISHE survey work, who will be responsible for uploading the data in respect of the Institute in DCF-III. The nodal officer, who has not yet registered on AISHE portal, should register himself/herself by selecting the appropriate role. Technical Institute/Polytechnic will register by selecting the role "Polytechnic", Nursing Institute the role of "Nursing (Diploma) Institute", DIET etc the role of "Teacher Training (Diploma) Institute".

10. 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 link at bottom left corner on Home page → Download Software.

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.

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

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

13. The item-wise instruction for filling up the DCF is available in the **INSTRUCTION MANUAL** and Software related instructions are given in **USER MANUAL**. 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 in Contact Us.