

Guidelines for the University

1. A portal <http://aishe.gov.in> has been developed on which format for downloading e-version of the Data Capture Format (DCF) and uploading of filled-in format and other Survey related information is available.
2. University has to fill **DCF-I** & its attached/recognized colleges will fill **DCF-II**.
3. 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.
4. **Reference date** for filling up the DCF is 30th September of the academic year. The number of institutions, teachers, non-teaching staff, 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 30th September. For AISHE 2014-15, the results declared on or before 30th September 2014 for the academic year 2013-14. In case of Ph.D, number of students awarded Ph. D. Degree during 01/10/2013 to 30/09/2014. For Scholarship data, number of students given scholarships during 01/10/2013 to 30/09/2014. For Financial Information, the reference period would be 01/04/2013 to 31/03/2014.

Nodal Officer appointed by the University has to upload the data in DCF-I, in respect of University and co-ordinate with the colleges for uploading the data in DCF-II.

5. 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 absence, it would not be possible to fill the DCF properly. It can be downloaded from the Home page ->Form Management page on the Portal.
6. A Compilation of **Doubts & Clarification** is also available on the home-page of the portal, which may be referred to whenever required.
7. In case of any difficulty concerned officers may be contacted as given under the link “**Contact Us**”.