



All India Survey on Higher Education

Request For Adding Institute on AISHE Portal

User Manual

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1. Purpose

The Purpose of this document is to maintain User Manual Document for “Request for adding Institute on AISHE Portal” Institute fill their basic details related to institute after that institute will be able to participating in survey.

2. Scope

- The scope of document is to describe the details of how we can add new request for institute. It describe the process of new registration on AISHE Portal.
- It contains all the features for registration, institute basic details like address.
- It maintain the uniformity of institute if similar institute already exist for the survey year before or in that survey year.
- New request is going for approval or rejection for new institute if it apply for the survey year for registration in AISHE.

3. Process

- For participating in All India Survey on Higher Education (AISHE), a college/ stand-alone institute needs to be registered on the AISHE Portal. On successful registration the college/ stand-alone institute will be provided with a unique AISHE code.
- For registration on AISHE portal, the Institute Nodal Officer has to send a request to Ministry of Education through AISHE web portal (<https://aishe.gov.in/aishe/home>) for addition of the Institution Name on the portal. The step-by-step procedure to register the request to add the Institute Name on AISHE web portal is given below:

4. Add Institute on AISHE Portal: Follow below given step to add institution on AISHE Portal.

Step 1: Go to the AISHE home page i.e. <https://aishe.gov.in/aishe/home>

Step 2: Click on ‘[Request Form for Adding Institute on AISHE Portal](#)’ link available on the home page of the portal.

WELCOME TO AISHE

To portray the status of higher education in the country, Ministry of Education has endeavoured to conduct an annual web-based All India Survey on Higher Education (AISHE) since 2010-11. The survey covers all the Institutions in the country engaged in imparting of higher education. Data is being collected on several parameters such as teachers, student enrolment, programmes, examination results, education finance, infrastructure.

Indicators of educational development such as Institution Density, Gross Enrolment Ratio, Pupil-teacher ratio, Gender Parity Index, Per Student Expenditure will also be calculated from the data collected through AISHE. These are useful in making informed policy decisions and research for development of education sector.

Click here to go on Request Form for Adding Institution



Blank DCF

Know your AISHE Code

Request for Adding Institute

Know your Approving Authority

Track your Request Id

Step 3: Request Form for adding Institution will be displayed as:-

Note:- Guidelines for College/Standalone Institutions

Institute Basic Info

Institute Nodal Officer Details

Institutional Head Details

Contact and Other Details

Institution Category *
--COLLEGE--

Load institution category

State *
Bihar

Load state name

District *
Pashchim Champaran

Load district name

Institute Name *
GM COLLEGE

Put institute name

Click here to fill up basic info of institute

Click here to go on next tab

Next

Tab-I (Institution Basic Information)

Item 1: - Institution Category

From the Institution category drop-down, select the category of Institution Type, if the institute is affiliated to any of the University, then select the category as **College** otherwise select the category as **Stand-alone**.

Item 2: - State

Select the name of the State/UT from the drop-down menu where the institute is located.

Item 3: - District

Select the district in the State/ UT from the drop-down menu in which the institute is located.

Item 4: - Name

The name of the institute (in Capital letters) as mentioned on the document issued by affiliating University in case of College and affiliating council/Gazette Notification in case of Standalone Institutions

If there is more than one institute with the same name affiliated to the same university and located in the same State/UT and District, additional information such as tehsil name/ Sub- Division name may be included with the name in order to avoid rejection of application. Examples of such cases are given below:

Click on 'NEXT' button, after entering all the mandatory fields (marked with red color asterisk i.e., '*').

If the institute is registering for first time on the AISHE portal it will allow you to proceed with the details to the next page of registration form, otherwise it will display the message as per the cases mention below:

If the message 'Institute already exists on AISHE portal' is displayed on the screen at this stage, it may be due to the following reasons:

Reason	Action to be taken by the institute
If an application for registration from a similar institute is pending on AISHE portal.	The institute needs to track the status of its application using the request id at https://aishe.gov.in/aishe/addInstituteRequestStatus and contact the concerned approving authority for approval.
If a similar institute is already provided with an AISHE Code and its current status on AISHE Portal is Active.	No need to register again as one institute will get only one AISHE code.
If a similar institute is already provided with an AISHE Code and its current status on AISHE portal is In-Active (in case of Standalone Institution) or De-affiliated (in case of college).	In case of colleges that are de-affiliated, please contact the concerned SNO/UNO. In case of In-Active stand-alone institutions, please contact at MoE level for activation of AISHE code.

Tab-2 Institute Nodal Officer Details

Nodal Officer Profile

In this section, the details of the person who is nominated by the College/Standalone Institute for providing the information in the DCF needs to give here. Care may be taken to give the correct information in respect of name, email-id, phone numbers, etc. as the same will be used for further communications. The **Email ID and Mobile number given here need to be verified through OTP for completing the registration process**

Details of the Principal/Director/Head of the Institution will be submitted here.

All the required details need to be filled up here. The email id and mobile number will be verified through OTP.

Note:- Guidelines for College/Standalone Institutions

Here fill up the details of nodal officer

Institute Basic Info **Institute Nodal Officer Details** Institutional Head Details Contact and Other Details

Nodal Officer Name * Put here name
Ankush Kumar

Designation * Put here designation
professor

Email Verify email, OTP will be generate on mail
ankush.kumariha97@gmail.com ✓

Mobile Verify mobile No, OTP will be generate on number
8210337420 ✓

Gender* ☒ Male ☐ Female ☐ Other

Load gender by clicking on radio button

Phone Landline STD Code Phone Number

Login Details

Role List * Selected institute showing here
College

Userid * Put here user id
Ankush

Password * Put here password

Confirm Password Put here confirm password

Click here to go on next tab

Next

Tab-3: Institutional Head Details

All the details like category of institutional Head Name, Gender, Designation, Email and Mobile No of the institutional head will be displayed

Note:- Guidelines for College/Standalone Institutions

This tab showing institution head details

Institute Basic Info Institute Nodal Officer Details **Institutional Head Details** Contact and Other Details

Institutional Head Name *
Ankush Jha

Gender* ☒ Male ☐ Female ☐ Other

Designation *
chancellor

Email *
ankushmani0@gmail.com

Mobile *
8210337420

Here all details of institution head will be displayed prefilled

Click here to move on next tab

Next

Tab-4: Contact and Other Details

All the details like category of institutional, State, District, Institute Name and many more will be displayed (I) to (iv) will come prefilled from Part-I of registration form.

Based on the category of institution the block in College & Standalone Institute will be displayed as: -

(4A): Depending upon the type of College/Standalone Institute, details are to be specified under this category: -

College	Standalone Institute
<p>Note:- Guidelines for College/Standalone Institutions</p> <p>Institute Basic Info Institute Nodal Officer Details Institutional Head Details Contact and Other Details</p> <p>Contact and other details tab here</p> <p>Institution Category: COLLEGE State: Bihar District: Pashchim Champaran Prefilled data from 1st tab</p> <p>Institute Name: COLLEGE</p> <p>Year from Which Admission Started: 2021-2022 Load started year of admission</p> <p>Whether admission/enrollment process completed? <input type="radio"/> YES <input type="radio"/> NO</p> <p>College Type: Affiliated College Load college type</p> <p>Management Type: State Government Load management type</p> <p>Affiliating University State: Bihar Load affiliating university state</p> <p>Affiliating University Name: Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur Affiliating university name load here</p> <p>Is Institution Affiliated earlier to any other University? NO</p>	<p>Note:- Guidelines for College/Standalone Institutions</p> <p>Institute Basic Info Institute Nodal Officer Details Institutional Head Details Contact and Other Details</p> <p>Institution Category: STAND-ALONE State: Bihar District: Araria Prefilled data</p> <p>Institute Name: ANNA COLLEGE</p> <p>Year from Which Admission Started: Body Type Load body type</p> <p>Management Type: Load management type</p> <p>Upload document of proof of existence of the institution Choose File No file chosen upload document of proof of existence of institution</p> <p>(File should be in pdf format only & less than 2MB.)</p>
<p>Item(vi): College Type:</p> <p>Select from the drop-down option baseon the University with which the college is academically associated:</p> <ul style="list-style-type: none"> (a) Affiliated College (b) Constituent/University College (c) PG Center/Off-Campus Center (d) Recognized Center 	<p>Item(vi): Body Type:</p> <p>Select from the drop-down option base on type of Diploma courses provided by Institutes:</p> <ul style="list-style-type: none"> (a) Paramedical (b) Technical/Polytechnic (c) Nursing (d) Teacher Training (e) Institute under Ministries (f) Hotel Management and Catering (g) PGDM Institutes

<p>Item (vii): Management Types: Management associated with the College will be selected from the drop-down options.</p> <p>The Options are;</p> <ul style="list-style-type: none"> (a) Central Government - 1 (b) State Government - 2 (c) Local Body - 3 (d) University - 4 (e) Private Aided - 5 (d) Private Un-Aided – 6 	<p>Item (vii): Management Types: Management associated with the Institute will be selected from the drop-down options.</p> <p>The Options are;</p> <ul style="list-style-type: none"> (a) Central Government - 1 (b) State Government - 2 (c) Local Body - 3 (d) Private Aided - 5 (e) Private Un-Aided – 6 	
<p>Item (viii): Affiliating University State: Select the name of the state where collegeis located from the drop-down options.</p>	-----	
<p>Item (ix): Affiliating University Name: Select the name of the affiliated University of the College from the drop-down options.</p>	-----	
<p>Item (x): Is Institution Affiliated earlier to any other University:</p> <p>Select the option ‘Yes’ or ‘No’.</p> <ul style="list-style-type: none"> (a) If it is ‘Yes’ select the Name of Other Affiliated University from drop-down options. (b) If it is ‘No’ proceed to next Block 	<p>Item (viii): Is Institution Affiliated toany other University:</p> <p>Select the option ‘Yes’ or ‘No’.</p> <ul style="list-style-type: none"> (a) If it is ‘Yes’ select the Name of Affiliated University from drop-down options. (b) If it is ‘No’ proceed to next Block 	
<p>Item (xi): Year from which Admission Started (Select Survey Year) for example:</p> <ul style="list-style-type: none"> (a) 2021-2022: if Institute is established in 2021-22 and also Academic Session started in 2021-22. (b) Prior to 2021-22: if Institute is established before 2021-22 	<p>Item (ix): Year from which Admission Started (Select Survey Year) for example:</p> <ul style="list-style-type: none"> (a) 2021-2022: if Institute is established in 2020-21 and also Academic Session started in 2021-22 (b) Prior to 2021-22: if Institute is establish before 2021-22 	

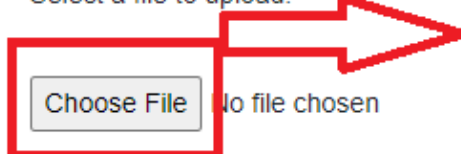
(4B): Institution Details: -

Proof of existence of the Institution: Upload document of proof of existence of the College/Stand Alone Institution

Proof of existence of the institution

Upload document of *

Select a file to upload:



**Upload proof
of existence
of the inst**

College	Standalone Institution
<p>Item (xii) Proof of existence of the Institution: Upload document of proof of existence of the Institution letter (The document should be in .pdf format).</p>	<p>Item (x) Proof of existence of the Institution: Upload document of proof of existence of the</p>
<p>The attached University affiliation document should be as per the 'selected College Type' i.e.;</p> <p>Category 1 – for Affiliated College – submit the University affiliation letter (which is to be same as the ongoing Survey Year) refereeing the courses pertaining to current Academic year.</p> <p>Category 2 –Constituent/University College</p> <p>Category 3 – PG Center/Off-Campus Center</p> <p>Category 4 – Recognized Center</p> <p>For Category 2,3 & 4 submit the University affiliation letter mentioning the following details: -</p> <p>(i) Name of the Institute (ii) Year of the Establishment (iii) Affiliated Degree Programme/Courses (iv) Duration of Programme/Courses (v) Year of Affiliation (vi) No. of Students Intake</p> <p>(vii) Copy of establishment ACT of the college.</p>	<p>Institution-</p> <p>Category 1 – Paramedical Institute should provide document recognized by Paramedical Council/State Paramedical Council/State Medical Board.</p> <p>Category 2 – Technical/Polytechnic Institute should provide document recognized by AICTE/State Directorate of Technical Education.</p> <p>Category 3 – Nursing Institute should provide document recognized by INC/State Nursing Council.</p> <p>Category 4 - Teacher Training Institute should provide document recognized by NCTE/SCERT</p> <p>Category 5 – Institutes under Ministries - Institutions running mainly DIPLOMA/PG Diploma level programmes and directly regulated/ administered by Central Ministries must provide the Gazette Notification claiming that institution is under Ministry.</p> <p>Category 6 – Hotel Management and Catering Institute should provide document recognized by</p>

	<p>Eg.: If Survey Year 2021-22 the University Affiliation document is for the Year 2021-22.</p>	<p>National Council for Hotel Management and Catering Technology</p> <p>Category 7 – Post Graduate Diploma in Management (PGDM) Institute should provide document recognized by AICTE.</p> <p>Eg.: If Survey Year 2021-22 the affiliation document is of the year 2021-22</p>	
	<p>Institution letter (The document should be in .pdf format).</p> <p>The attached University affiliation document should be as per the 'selected College Type' i.e.;</p> <p>Category 1 – for Affiliated College – submit the University affiliation letter (which is to be same as the ongoing Survey Year) refereeing the courses pertaining to current Academic year.</p> <p>Category 2 –Constituent/University College</p> <p>Category 3 – PG Center/Off-Campus Center</p> <p>Category 4 – Recognized Center</p> <p>For Category 2,3 & 4 submit the University affiliation letter mentioning the following details: -</p> <p>(viii) Name of the Institute (ix) Year of the Establishment (x) Affiliated Degree Programme/Courses (xi) Duration of Programme/Courses (xii) Year of Affiliation (xiii) No. of Students Intake (xiv) Copy of establishment ACT of the college.</p> <p>Eg.: If Survey Year 2021-22 the University affiliation document is for the Year 2021-22.</p>	<p>Institution-</p> <p>Category 1 – Paramedical Institute should provide document recognized by Paramedical Council/State Paramedical Council/State Medical Board.</p> <p>Category 2 – Technical/Polytechnic Institute should provide document recognized by AICTE/State Directorate of Technical Education.</p> <p>Category 3 – Nursing Institute should provide document recognized by INC/State Nursing Council.</p> <p>Category 4 - Teacher Training Institute should provide document recognized by NCTE/SCERT</p> <p>Category 5 – Institutes under Ministries - Institutions running mainly DIPLOMA/PG Diploma level programmes and directly regulated/ administered by Central Ministries must provide the Gazette Notification claiming that institution is under Ministry.</p> <p>Category 6 – Hotel Management and Catering Institute should provide document recognized by National Council for Hotel Management and Catering Technology</p> <p>Category 7 – Post Graduate Diploma in Management (PGDM) Institute should provide document recognized by AICTE.</p> <p>Eg.: If Survey Year 2021-22 the affiliation document is of the year 2021-22</p>	

Address for Correspondence

Step 1: College postal address for correspondence

Address for correspondence

Location* ☐ Rural ☐ Urban → Choose location by clicking on radio button

Line 1 * **Line 2 *** → Put address in line1 and 2

City * → Put city name **State** Bihar → Prifilled state name

District Pashchim Champaran → Prifilled district name **PinCode *** → Put zip code

Verification Code * → Put verification code which is generated here

☐ I hereby undertake that I will be uploading Data Capture Format (DCF) on AISHE Portal, within stipulated time after the launch of AISHE every year, failing which Ministry of Education may delete the name of my college/Standalone institution from the AISHE Portal. I also do undertake the responsibility of consequences thereof.

Submit → Finally click here to submit data

Here the address particulars of College in Line1, Line2 in item(i)&(ii), City and Pin code in item (iii)&(iv) will be recorded. Name of the State and District in item (v)&(vi) will be pre-filled as it was earlier submitted in Part –I of registration form. Verification Code displaying in image recorded in item(vii) and after reading the declaration note described adjacent to Undertaking checkbox provide the acceptance by marking checkbox as checked and click on Submit button for processing your request.

Step 2: Enter the Verification code displaying on image and then click on Submit button.

Note:- On successfully submitting the details, a message will appear on the screen regarding successful submission of request with a Request ID. Kindly save the Request ID carefully for future reference.
