गोंडवाना विद्यापीठ, गडचिरोली

कुलसचिवाचे कार्यालय

दिपक जुनघरे
कुलसचिव(का)
गोंडवाना विद्यापीठ,गडचिरोली.

एम.आय.डी.सी. रोड कॉम्प्लेक्स गडचिरोली –४४२६०५(महा.)
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क्रमांक/गो.वि./५४१/२०१६

दिनांक : १४/१२/२०१६

प्रति,
मा. प्राचार्य,
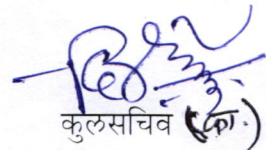विद्यापीठाशी संलग्नित सर्व महाविद्यालये

विषय :– अखिल भारतीय उच्च शिक्षण सर्वेक्षण कार्यक्रम संदर्भ वर्षे २०१६–१७ ची माहिती (aishe.nic.in) या संकेतस्थळावर ऑनलाईन भरण्याबाबत.

संदर्भ:–१) MHRD मार्फत सुरू असलेले AISHE portal (aishe.nic.in) च्या निर्देशावरून

महोदय,

उपरोक्त संदर्भाकित विषयान्वये विद्यापीठाशी संलग्नित सर्व महाविद्यालयांना कळविण्यात येते की, ए.आय.एस.एच.ई वर्ष २०१६–१७ ची माहिती (DCF व Teacher Information) दिनांक १३/१२/२०१६ पासुन सुरू झालेले असुन दिनांक १३/०४/२०१७ पर्यंत माहिती (DCF व Teacher Information) ऑनलाईन upload करावयाची आहे. माहीत अपलोड करतांना AISHE Portal वरिल नियमांचे काटेकोरपणे पालन करणे आवश्यक आहे.

तसेच माहिती परिपुर्ण भरल्याबाबतचे प्राचार्यच्या स्वाक्षरीचे प्रमाणपत्र एआयएसएचई नोडल ऑफिसर श्री. प्रमोद बोरकर (असिस्टंट प्रोग्रॉमर) संगणक विभाग यांचे कडे सादर करावे. विहीत वेळेत DCF upload न करणाऱ्या महाविद्यालयांवर नियमानुसार कार्यवाही करण्यात येईल याची नोंद घ्यावी.

कुलसचिव (का.)
गोंडवाना विद्यापीठ, गडचिरोली

मानव संसाधन विकास मंत्रालय
Ministry of Human Resource Development

अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण
All India Survey On Higher Education

| About MHRD | About Survey | Survey Guidelines | Directory of Institutions | Reports | Task Force & Committees | Data User Login | Contact Us |

AISHE 2016-17 has been launched w.e.f. 13-12-2016 for the purpose of form download / upload and will close on 13-04-2017.

User Login »

Enter Your Name...

Enter Your Password...

84c02

Login

New User | Forgot Password?

Quick References »

> Provisions made in UGC (Furnishing of Information by Universities) Rules, 2015 notified on 22nd June 2015

> Appeal from Medical Council of India

WELCOME TO AISHE

To portray the status of higher education in the country, Ministry of Human Resource Development 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,

Quick Links »

> **Know Your Approving Authority**

> **Know Your AISHE Code**

> **Request For Adding Institute In Aishe Portal**

> शंकाएं एवं स्पष्टीकरण

> Doubts & Clarifications

Notice regarding payment of remuneration to nodal officers

Payment of remuneration to the nodal officers who have submitted their account details for the survey years 2011-12 to 2014-15 has been settled. A few pending cases of remuneration with correct account details already received would be processed and settled shortly after following due procedures. No fresh cases of remuneration will be considered for these survey years. As regards remuneration for the year 2015-16, it would be payable to only those nodal officers who have uploaded the data and whose account details will be received before 15th November, 2016.

In future, remuneration will be admissible to only those nodal officers who will upload the data on AISHE portal before the closing date of the survey and submit their account details within two months of the closing of the survey.

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Teacher Information Format (TIF)

Ministry of Human Resource Development had initiated an All India Survey on Higher Education (AISHE) a few years back to prepare a sound database on a large and diverse system of Higher Education covering all the higher educational Institutions in the country. The rich data-base built from the data collected under AISHE is used in making informed policy decisions and research for development of education sector at District, State and All India levels.

From the survey 2016-17 onwards, new format is developed as part of the main Data Capture Format (DCF) to collect teachers' details of all the teachers employed with the University/ Institution of Higher Education. Data from survey can be used to identify areas of strength and weakness with an Institution. It can also be used for research findings unequivocal about the connection between teacher quality and student learning. In this connection, Teacher Information Format (TIF) is designed to collect the data on each Teacher.

The Format consists of two:
Block A: Basic Information of the University/ Institution
Block B: Teachers' Information

Block A: Basic Information of the Institution

This block is designed for recording basic information of the University/ Institution.
Item 1, 2, 3 & 4: These four fields corresponds to Name of the University/ Institution, Postal address, the State and the District in which the Institution is located and are pre-filled from the main DCF while downloading the TIF. Main DCF must be pre-filled before downloading the TIF.

Block B: Teachers Information

This block is designed to capture detailed information on Teaching Staff as on reference date i.e. 30th September of an academic year. The two fields, namely, "Faculty/School" and "Department/ Center" are pre-filled based on information filled in the main DCF. In addition to this, a Table with Blank Faculty and Blank Department is also generated, which has been created for the purpose of recording teaching staffs including Vice-Chancellor/Principal/Director, which are not associated with any Faculty/Department and also for the Institution which may not have any Faculty/ Department.

Faculty and departments will be pre-filled from main DCF. For each combination of faculty and department, the details will be filled.

Column – Serial Number: In this column automatic serial number will be generated. As many number of rows will be generated as the number of teacher. A new row to record the next teachers' detail can be generated by clicking "+" sign on the left of the box.

Column 1 –Name of the Employee: This field is meant to record the complete name of the Teacher as per official records of the Institution.

Column 2 -Designation: This field is meant for recording the designation of the Teacher. The options available in drop-down menu are as below:
      (i)   Vice-Chancellor
      (ii)   Director
      (iii)   Pro-Vice-Chancellor
      (iv)   Principal
      (v)   Professor & Equivalent
      (vi)   Associate Professor

(vii) Reader
(viii) Lecturer (Selection Grade)
(ix) Assistant Professor
(x) Lecturer (Senior Scale)
(xi) Lecturer
(xii) Tutor
(xiii) Demonstrator
(xiv) Part-time Teacher
(xv) Ad-hoc Teacher
(xvi) Temporary Teacher
(xvii) Contract Teacher
(xviii) Visiting Teacher
(xix) Additional Professor

There may be some posts, which are not applicable for a particular Institution. Although the list of designations as mentioned above is exhaustive, if an institution has designations with different nomenclatures, information will be recorded for its equivalent designation.

Column 3 -Gender: This field is meant to record Gender of the Teacher. The options available in drop-down menu are given below:

(i) **Male**
(ii) **Female**
(iii) **Transgender**

This is the first time, when there is a provision to collect information of transgender teachers employed in the institution.

Column 4 -Aadhaar Number: This field is meant for recording Aadhaar Number of Teacher. It is 12 digits numbers, issued by Unique Identification Authority of India. This field will be optional for the first year of the survey. However, the Institutions are requested to maintain such data for future round of the surveys.

Column 5 -Date of Birth: This field is meant to record the date of birth of teacher, so that age profiles of the teachers are available. The date of birth should be recorded in the date format "DD-MMM-YYYY".
For example: if the date of birth of a teacher is 26-01-1983 then it will be recorded as 26-Jan-1983.

Column 6 -Social Category: In this field the information regarding Social category of Teacher will be selected from the options available in the drop-down menu as given below:

(i) General
(ii) Schedule Castes
(iii) Schedule Tribes
(iv) Other Backward Classes

Scheduled Castes means the Scheduled Castes notified under article 341 of the Constitutions.
Scheduled Tribes means the Scheduled Tribes notified under article 342 of the Constitution.
Other Backward Classes means the class or classes of citizens who are Socially and Educationally Backward and are so determined by the Central/ State Government.

Column 7 -Religious community: This field is meant to capture the information in respect of teachers belonging to religious communities. Six religious communities' viz. **Hindu, Muslims, Christians, Sikhs, Buddhists, Zoroastrians (Parsis), Jains and others** have been notified by the Union Government. The relevant option is to be selected from the drop-down menu.

Column 8 -PWD: This field is meant for capturing the information in respect of teachers belonging to Persons with Disability (PWD) category. A person suffering from a disability is defined in the "Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995". As per Section 2 of this Act:

"Person with disability" (PWD) means a person suffering from not less than forty per cent of any of the following disabilities as certified by a medical authority;

    (i)   Blindness;
    (ii)   Low vision;
    (iii)   Leprosy-cured;
    (iv)   Hearing impairment;
    (v)   Locomotors disability;
    (vi)   Mental retardation;
    (vii)   Mental illness;

If a person belongs to aforesaid disability category then from the drop-down menu, "Yes" option will be selected. Otherwise "No" option will be selected.

Column 9 -Nature of Appointment: The field is meant to capture the nature of appointment of Teachers from the options available in the drop-down menu given below:

    (i)   Regular Teacher
    (ii)   Part-Time Teacher
    (iii)   Ad hoc Teacher
    (iv)   Temporary Teacher
    (v)   Contract Teacher
    (vi)   Visiting Teacher
    (vii)   Deputation/Attachment

Column 10 -Selection mode: The field is meant to capture the information in respect of selection mode of Teacher. Three options are available in drop-down menu as under:

    (i)   Direct
    (ii)   Career Advancement Scheme (CAS)
    (iii)   Promotion

The recruitment mode of the teacher will be selected as per the drop-down list.

Career Advancement Scheme (CAS) is a scheme of UGC to promote Teachers from a few selected Stages to higher stages. By default Direct will be selected and therefore extra pre-caution may be made to change the option to CAS, wherever applicable.

Column 11 -Date of joining the institute: The field is meant to record the date of joining of the Institution by the Teacher i.e. the joining date on which teacher joined the present institution in which he is working. The date of joining should be recorded in the date format "DD-MMM-YYYY".

For example, if the date of joining is 05-01-2016 then it will be recorded as 05-Jan-2016.

Column 12 -Date of joining teaching profession: The field is meant for capturing the information about the teachers' first appointment as a teaching professional in any institution.

Column 13 -Highest Qualification: In this field, the highest academic qualification will be recorded. The highest academic qualification is the highest academic degree acquired by the teacher from a recognized institution. Honorary degree is not to be considered. The options available in drop-down menu are:

    (i)   Below Under Graduate

(ii) Under Graduate

(iii) Post Graduate

(iv) M. Phil.

(v) Ph.D.

(vi) Post Doctorate

Column 14 – Additional/Eligibility Qualification: In this field, Additional academic qualification will be recorded. The options available in the drop-down menu are:

(i) NET(National Eligibility Test)

(ii) SLET (State Level Eligibility Test)

(iii) Certificate

(iv) Diploma

(v) PG Diploma

In case, if a person has achieved multiple academic qualifications then the most relevant option may be chosen based on his/ her domain area.

Column 15 –Broad Discipline Group Category: The Broad Discipline Group Category of the teacher will be selected from the drop-down menu. List is enclosed in Annexure 1.The most closure option may be selected, if any of the option is not applicable.

Column 16 –Broad Discipline Group: The Broad Discipline Group of the teacher will be selected from the drop-down menu. List is enclosed in Annexure 1.The most closure option may be selected, if any of the option is not applicable.

Column 17 -Number of years spent exclusively in other than teaching job: Record number in completed years rounded to nearest digit a teacher has been engaged in any job, other than teaching, during the teaching profession. The "job" here is defined as any economic activity which has been assigned to him/her by the Government or any authorized body and do not include any household activity or engagement in family business.

Column 18 -Job status: This column has been designed to update the status of the teacher during the next round of survey so that the details of the teacher who continues in the same Institutions are not required to be filled again. For the survey year 2016-17, only Continue and New Appointment will be applicable.

(i) Continue

(ii) Promoted

(iii) Retired

(iv) Left

(v) Death

(vi) Transfer

(vii) New Appointment

Column 19 -Date of change in the job status: This column will be applicable, if other than Continue option is selected, in which case the date of happening of the event will be recorded in the Date format "DD-MMM-YYYY". For the New Appointment, the date will be any date between 1st July of the current academic session and the date of filling of the Format.

Column 20 – Email: In this field, email address of the teacher will be recorded. The email address should be recorded in the format "abc@gmail.com".

Column 21 – Mobile: This field is meant to record the mobile number of teacher. The mobile number should be recorded in the 10 digit number without prefixing 0.

Steps to upload data on AISHE Portal (aishe.gov.in) from 2016-17 onwards

I. Existing Institutions who participated in AISHE 2015-16 and earlier

Step 1: Login on AISHE Portal

Step 2: Download prescribed DCF i.e. DCF-I , DCF-II, DCF-III for University, College and Standalone as applicable. A zipped file will be downloaded containing DCF and TIF both for respective Institution. TIF stands for Teacher Information Format to be used for the purpose of collection of teachers' profile along with AISHE 2016-17. TIF data will be used for development of GURUJAN portal (gurujan.gov.in) separately in addition to tables generated for AISHE report. Basic Information upto Block 1C, 2B and 3B of the respective institution would be prefilled from the 2015-16 database provided the DCF has been downloaded with prefilled option by ticking the radio button against pre-filled check box.

Step 3: **(a)** Fill both the DCF and TIF in off-line mode in case there is no change in the Faculty/Department structure w.r.t. AISHE 2015-16 and save.

(b) In case of **minor changes in faculty/department structure**, make such changes in Block 1C or Block 2B or Block 2C of main DCF as the case may be and the similar changes in TIF. Thereafter, Fill both the DCF and TIF.

(c) In case of **major changes in faculty/department structure**, download prescribed DCF and follow the steps below:

   i. Fill in the following Blocks in DCF

DCF 1:	Blocks	1A to 1C
DCF 2:	Blocks	2A to 2B
DCF 3:	Blocks	3A to 3B

   ii. Save the partially filled in DCF by clicking SAVE button at the bottom of DCF
   iii. Go to your dashboard after login to the portal using same USER ID and PASSWORD
   iv. Click the link Teachers Information Format available on bottom right corner of the dashboard.
   v. Tick the radio button for 'From partially filled institution for- DCF-I/DCF-II/ DCF-III'
   vi. Browse and attach partially or completely filled DCF and click on download. Teacher Information Format will be downloaded.
   vii. Fill in Teachers Information Format and save it as a separate pdf file and click CHECK FORM button.
   viii. Open the partially filled main DCF
   ix. Fill in the remaining Blocks.

Step 4: Click the BROWSE Button at the bottom of DCF and attach the Teachers Information format (TIF) with main DCF.

Step 5: Click CHECK FORM button and upload main DCF after passing check form condition.

II. New Institutions (Listed first time on the AISHE 2016-17 portal)

Step 1:   Login on AISHE Portal

Step 2:   Download prescribed DCF

Step 3:   Fill in the following Blocks in DCF

DCF 1:	Blocks 1A to 1C
DCF 2:	Blocks 2A to 2B
DCF 3:	Blocks 3A to 3B

Step 4:   Save the partially filled in DCF by clicking SAVE button at the bottom of DCF

Step 5:   Go to your dashboard after login to the portal using same USER ID and PASSWORD

Step 6:   (i) Click the link Teachers Information Format available on bottom right corner of the dashboard.

(ii) Tick the radio button for 'From partially filled institution for- DCF-I/DCF-II/ DCF-III'

(iii) Browse and attach partially or completely filled DCF and click on download. Teacher Information Format will be downloaded.

Step 7:   Fill in Teachers Information Format and save it as a separate pdf file and click CHECK FORM button.

Step 8   Open the partially filled main DCF.

Step 9:   Fill in the remaining Blocks.

Step 10:   Click the BROWSE Button at the bottom of DCF and attach the Teachers Information files (TIF) with main DCF.

Step 11:   Click CHECK FORM button and upload main DCF after passing check form condition.

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A large number of institutes tend to maintain the staff details in spreadsheets. Manually filling all the details in the AISHE Teacher Information Form (TIF) might get tedious for the user. In order to ease this task, functionality has been provided to prefill TIF with all the staff information that is contained in a MS Excel sheet. Before prefilling the data in the TIF, it must be ensured that

- MS Excel spreadsheet must be of ".xls" file extension.
- The data (in the excel sheet) must be in the prescribed format which has been described in the following section.

Prescribed format of excel file is explained below:-

a) The MS Excel workbook must contain **two sheets – a Teaching staff details sheet and a Non – teaching staff details sheet** as has been depicted.
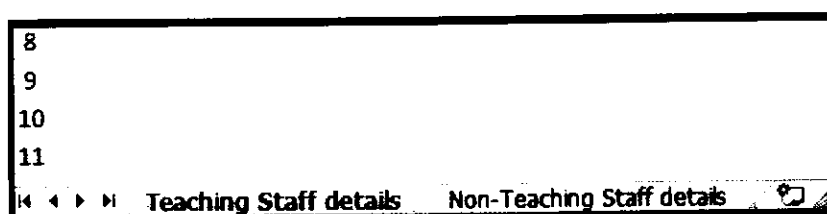
b) The **details of teaching staff** are to be mentioned in the first sheet. Let us take a case where the institute has four teachers. The details of these teachers' information can be filled in five columns, as has been depicted in the following figure.

	Employee Name	Designation	Broad Discipline Group	Mobile Number (10 digits long)	Email id
1					
2	ABC	Vice-Chancellor	Medical Science	9999999990	abc@nic.in
3	DEF	Professor & Equivalent	Physiology	9999999993	def@nic.in
4	RST	Additional Professor	Medical Science	9999999991	rst@nic.in
5	XYZ	Associate Professor	Physiology	9999999992	xyz@nic.in

Values contained in the **'Designation' and 'Broad Discipline Group'** must be in accordance with the options provided in the AISHE- TIF. In the above example, DEF is a professor, but since the recognized designation according to AISHE – TIF is "Professor & Equivalent", user must fill the latter. Same is true for the 'Broad Discipline Group' column.
Also, it must be ensured that all the **cells must be of the 'Text' type.**

c) The **details of non-teaching staff** are to be mentioned in the second sheet. Let us take a case where data for two of the non-teaching staff is to be filled. Staff members' information can be filled in five columns, as has been depicted in the following figure.

	Employee Name	Staff Type	Group	Mobile Number (10 digits long)	Email id
1					
2	ABCD	Non Teaching Staff Excluding Lib & Phy Education	Group A	9999999999	abc@nic.in
3	STUV	Library Staff	Group B	8888888888	stuv@nic.in
4					

Again, **values contained in the 'Staff Type' and 'Group'** must be in accordance with the options provided in the AISHE- TIF. In the above example, STUV is a librarian, but since the recognized designation according to AISHE – TIF is "Library Staff", user must mention the latter. Same is true for the 'Group' column.

Also, it must be ensured that all the **cells are of the 'Text' type.**

d) The file must be saved with .xls extension.
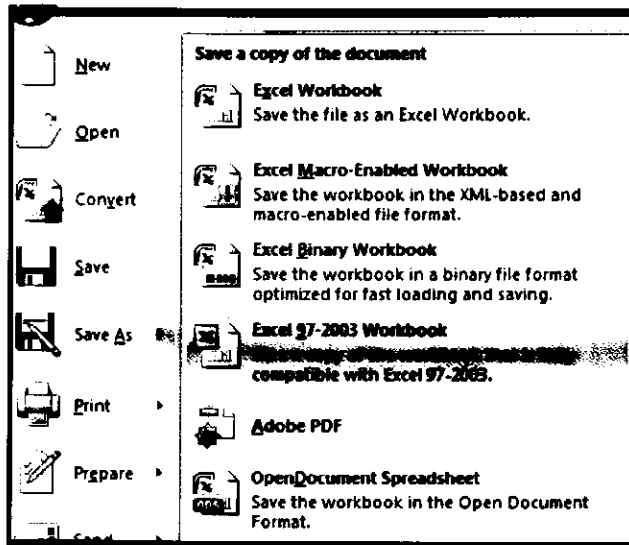
Downloading the prefilled TIF from AISHE portal

a) Login on the AISHE web portal and click the link to download TIF.
b) Select the values appropriate to your institution from the drop-downs present on the web page. Also, **select the checkbox – "Prefill staff details.."**
   a. Subsequently, a file selection component is displayed. Click "Browse" to select the Excel sheet containing the data.

c) Click on the Download button, prefilled TIF will be downloaded to your system.
d) The downloaded form will contain all the information from the Excel sheet.

1. TEACHING STAFF

Name of the employee	Designation	Broad Discipline Group	Mobile number (should be 10 digits long)	E-mail id
ABC	Vice-Chancellor	Medical Science	9999999990	abc@nic.in
DEF	Professor & Equivalent	Physiology	9999999993	def@nic.in
RST	Additional Professor	Medical Science	9999999991	rst@nic.in
XYZ	Associate Professor	Physiology	9999999992	xyz@nic.in

e)

	2. NON - TEACHING STAFF				
	Name of the employee	Staff Type	Group	Mobile number (should be 10 digits long)	E-mail id
-	ABCD	Non Teaching Staff Excluding Lib ▾	Group A	9999999999	abc@nic.in
◆ -	STUV	Library Staff ▾	Group B	8888888888	stuv@nic.in

f) In the case where value in the **'Designation'** , **'Broad Discipline Group'**, **'Staff Type'** and **'Group'** columns does not match any of the option provided in the drop downs of AISHE TIF, a blank value will appear in the prefilled TIF. Consider the following example :

1	Employee Name	Designation	Broad Discipline Group
2	A	Vice-Chancellor	Medical Science
3	B	Professor	Physiology
4	C	Additional Prof	Medical Sciences
5	D	Vice Chancellor	Physiology
6	E	Associate Prof	Information Tech
7	F	Professor & Equivalent	Physiology

In the above snapshot, B's designation is mentioned as 'Professor' but the equivalent designation recognized by AISHE database is "Professor & Equivalent". Similarly, the designations of C, D and E are also not in accordance with the designations recognized by the AISHE database.
Also, in the Broad Discipline Groups for C and E are incorrect and do not match any of the options provided in the TIF (correct discipline groups would have been "Medical Science" and "Information Technology").

In the downloaded TIF, prefilled with data from the above spreadsheet, all the fields (for which corresponding cell in the excel sheet contained incorrect values), have been kept empty. User will have to manually select appropriate options from the drop-downs in order to fill the information in such cases.

	Name of the employee	Designation	Broad Discipline Group	Mobile number (should be 10 digits long)	E-mail id
-	A	Vice-Chancellor ▾	Medical Science	9999999990	abc@nic.in
-	B	▾	Physiology	9999999993	def@nic.in
-	C	▾		9999999991	rst@nic.in
-	D	▾	Physiology	9999999992	xyz@nic.in

-: प्रमाणपत्र :-

महाविदयालयाचे नांव, पत्ता व
एआयएसएचई संकेतांक

प्रमाणित करण्यात येते की, माहिती व्यवस्थापन प्रणाली (एम.आय.एस)

आणि अखिल भारतीय उच्च शिक्षण सर्वेक्षण कार्यक्रम (एआयएसएचई) सन २०१६-१७ या दोन्ही

वेबपोर्टलवर महाविदयालयाची शैक्षणिक व शैक्षणिकेतर बाबींची सर्व माहिती नोंदविली आहे. सदरील

माहितीची पडताळणी करण्यात आली असून ती बरोबर व वैध असल्याचे आढळून आले आहे. त्याची

सर्वस्वी जबाबदारी माझी आहे.

स्वाक्षरी

दिनांक -   प्राचार्य
ठिकाण -
संस्थेचे नांव व गोल सील.

ना- हरकत प्रमाणपत्र

प्रमाणित करण्यात येते की, ----------------------------------- या

महाविदयालयाने माहिती व्यवस्थापन प्रणाली (एम.आय.एस) आणि अखिल भारतीय उच्च शिक्षण सर्वेक्षण

कार्यक्रम (एआयएसएचई) सन २०१६-१७ या दोन्ही वेबपोर्टलवर माहिती नोंदविली आहे. महाविदयालयाकडे

कोणतीही माहिती प्रलंबित नाही. सबब सदरील महाविदयालयाची कामे विदयापीठ शाखेकडुन पुढील

कार्यवाहीकरीता स्विकारण्यास हरकत नाही.

दिनांक -   उच्च शिक्षण सर्वेक्षण आणि माहिती व्यवस्थापन प्रणालीकरीता
                                              विदयापीठ नोडल अधिकारी तथा (विदयापीठातील पदनाम)
                                              (विदयापीठाचे नांव)

ठिकाण -