



Mahatma Gandhi University  
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PRO/AISHE/2017

6<sup>th</sup> March, 2017

From  
The Public Relations Officer

To  
The Principals of all Affiliating Colleges

Sir,

**Sub: Data collection for All India Survey on Higher Education (AISHE) of Ministry of Human Resource Development (MHRD) – Reg.**

1. Ministry of Human Resource Development (MHRD) is conducting an All India Survey on Higher Education to prepare a data base in respect of Higher education of the country. **MHRD has launched the survey for 2016-17.** Mahatma Gandhi University has nominated Dr. Santhosh.P.Thampi, Associate Professor, School of Management and Business Studies, as the Nodal Officer for coordinating and collecting data on the University and its affiliated colleges for the purpose of the survey.

2. **From this year onwards, Individual details of Teachers in the Colleges are to be entered in Teacher Information Format (TIF). All the Colleges affiliated to Mahatma Gandhi University should upload their Teacher Information Format (TIF) and Data Capture Format (DCF - II) to AISHE web portal, [www.aishe.gov.in](http://www.aishe.gov.in) before 20<sup>th</sup> March 2017. Additional Secretary MHRD has directed State Higher Education Secretaries to inform all colleges that RUSA funding will not be sanctioned to defaulting colleges.**

3. The affiliating Colleges under the University have to nominate a Nodal Officer for compilation of the data as required under data capture format DCF-II. Those **colleges which have not nominated College Nodal Officers so far should take immediate steps** to nominate College Nodal Officers.

4. **College Nodal Officers who have done the AISHE survey for previous year can continue to do the survey for the year 2016-17 also, using the same username and password, approved by University Nodal Officer. In the event of any change in the College Nodal Officer, the new Nodal officer of the colleges affiliated to the University should register himself/herself directly on the portal, by selecting the role of college officer along with the log in details, Personal details, Office address and Contact details of the College Nodal officer. The registration of College Nodal Officer is to be approved by University Nodal Officer.**

5. **College Nodal Officer should access AISHE web portal using the approved username and password and download DCF-II and Teacher Information Format (TIF). Fill up the TIF by collecting Individual data of Teachers. Get the check form passed and save the same. After filling up DCF- II, add TIF at the end of DCF-II as an attachment file, get the check form passed for DCF-II and save it. After this, upload DCF-II on the web portal [www.aishe.gov.in](http://www.aishe.gov.in). Adobe Reader (Adobe 10.0) should be installed on the Computer for enabling all the features of the DCF and TIF. In its absence, it would not be possible to fill the DCF and TIF properly. Forms can be downloaded from the Form Management Page on the Portal.**

**6. Reference Dates to fill up DCF of All India Survey on Higher Education 2016-17**

- For Students & Number of Teaching/Non-teaching Staff- 30<sup>th</sup>September, 2016
- For Examination Results - Result declared till 30<sup>th</sup>September, 2016 for the Academic Session 2015-16
- In case of Ph.D., number of students awarded Ph.D. Degree during 1<sup>st</sup>October, 2015 to 30<sup>th</sup> September, 2016
- For Financial Data- Information related to Financial Year 2015-16
- For Scholarship/ Fellowship data- Number of students given Scholarship/Fellowship during 1<sup>st</sup> October, 2015 to 30<sup>th</sup> September, 2016.

7. College Nodal Officer can access the portal and download/upload format using the Username and Password approved by University Nodal officer.

***Address for Communication:***

**Dr. Santhosh. P. Thampi**

Associate Professor, School of Management and Business Studies,  
Nodal Officer for All India Survey on Higher Education,  
Mahatma Gandhi University, Kottayam 686560.

Mob: 09447101530

Email: [drspthampi@rediffmail.com](mailto:drspthampi@rediffmail.com) ).

Guidelines for participating in the survey are available at [www.aishe.gov.in](http://www.aishe.gov.in)

***Kindly ignore this communication, if the TIF and DCF – II of your College are already uploaded on AISHE webportal.***

**This communication is sent to you under instructions from the Registrar of the University.**

Thanking You,

Yours faithfully

**Sd/-  
PUBLIC RELATIONS OFFICER**

Copy to:

1. Dr. Santhosh. P. Thampi, Associate Professor, School of Management and Business Studies
2. P.A to Registrar
3. P&D Section