SHIVAJI UNIVERSITY, KOLHAPUR – 416 004 MAHARASHTRA
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शिवाजी विद्यापीठ, कोल्हापूर ४१६ ००४
दूरध्वनी : ०२३१.२६०९१४७
फॅक्स : ००९१–२३१–२६९१५३३ व ००९१–२३१–२६९२३३३

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जा. क्र. /शिवाजी. वि./सांख्यिकी कक्ष/ 6 5 5 6 4 दिनांक : 0 5 SEP 2014

प्रति,
प्राचार्य/संचालक
सर्व संलग्नीत महाविद्यालये / मान्यताप्राप्त संस्था.

विषय :— **All India Survey on Higher Education (AISHE) Portal Data updation.....**

संदर्भ :— क्रंमाक:संकीर्ण — २०१४/प्र.क्र.११४/मशि—२, दिनांक २५ ऑगस्ट, २०१४ चे पत्र

महोदय,

उपरोक्त विषय संदर्भाकीत पत्रास अनुसरून आपणांस आदेशान्वये कळविण्यात येते की, **All India Survey on Higher Education (AISHE)** या कार्यक्रमांतर्गत AISHE पोर्टलवर उच्च शिक्षणाच्या अखत्यारीत येणा—या सर्व शैक्षणिक संस्थामधील शिक्षक शिक्षकेत्तर कर्मचा—यांच्या संपर्काचा तपशिल भरणे आवश्यक आहे. त्या अनुषंगाने सदर योजनसाठी नियुक्त केलेल्या संलग्नीत महाविद्यालये / मान्यताप्राप्त संस्था मधील नोडल ऑफिसर यांनी दिनांक २५/०९/२०१४ पर्यंत माहिती भरण्याची कार्यवाही करावी.

तसेच ज्या संलग्नीत महाविद्यालये / मान्यताप्राप्त संस्थानी अद्याप AISHE २०१२—२०१३ व २०१३—२०१४ या वर्षोतील माहिती AISHE पोर्टलवर भरलेली नाही. त्या संलग्नीत महाविद्यालयांनी / मान्यता प्राप्त संस्थानी माहिती त्वरीत भरावयाची आहे. AISHE पोर्टलवर माहिती भरत असताना काही अडचणी निर्माण झाल्यास शिवाजी विद्यापीठामध्ये सांख्यिकी कक्षास संपर्क (०२३१—२६०९१४७) करावा.

कळावे.

आपला विश्वासू,

उपकुलसचिव

महाराष्ट्र शासन

क्रमांक:संकीर्ण-२०१४/प्र.क्र.११४/मशि-२,
उच्च व तंत्र शिक्षण विभाग,
मादाम कामा मार्ग, हुतात्मा राजगुरु चौक,
मंत्रालय, मुंबई-४०० ३२.
दिनांक : २५ ऑगस्ट, २०१४.

शिक्षण संचालनालय
(उच्च शिक्षण)
महाराष्ट्र राज्य, पुणे-४११ ००१.
27 AUG 2014
आवक क्रमांक ३७००४
संख्यिकी

प्रति,
संचालक,
उच्च शिक्षण,
महाराष्ट्र राज्य,
पुणे.

विषय:- All India Survey on Higher Education (AISHE) Portal संदर्भातील बैठकीबाबत.

सचिव, मानव संसाधन विकास मंत्रालय, उच्चतर शिक्षा विभाग, नवी दिल्ली यांच्या उपरोक्त विषयाबाबतच्या दिनांक ३० जुलै, २०१४ रोजीच्या पत्राची प्रत सोबत जोडली आहे.

२. केंद्र शासन पुरस्कृत All India Survey on Higher Education (AISHE) या कार्यक्रमांतर्गत AISHE पोर्टलवर उच्च शिक्षणाच्या अखत्यारीत येणाऱ्या सर्व शैक्षणिक संस्थांमधील शिक्षक शिक्षकेतर कर्मचाऱ्यांच्या संपर्काचा तपशिल भरणे आवश्यक आहे. त्याअनुषंगाने सदर योजनेसाठीचे नोडल ऑफीसर यांनी लवकरात लवकर कार्यवाही करावी असे निर्देश दिलेले आहेत. सदर योजनेअंतर्गत संचालक, उच्च शिक्षण हे नोडल ऑफिसर असल्याने त्याअनुषंगाने आवश्यक ती कार्यवाही तातडीने करावी, ही विनंती.

उर्मिला जोशी
(उर्मिला जोशी)
कार्यासन अधिकारी, महाराष्ट्र शासन.

श्री विराजदार,
सांख्यिकी अधिकारी

Pl write to all universities
[illegible] 308

27/8/14 27/8/14

अशोक ठाकुर
सचिव
ASHOK THAKUR
SECRETARY

भारत सरकार
मानव संसाधन विकास मंत्रालय
उच्चतर शिक्षा विभाग
Government of India
Ministry of Human Resource Development
Department of Higher Education

D.O.F.19-8/2014-Stat
30th July, 2014

Dear Sh. Kumar,

Ministry of Human Resource Development, Government of India is collecting data (name and contact details) of faculty/staff of universities/colleges of all States on AISHE portal for more effective reach of its programmes.

2. In this regard, a video conferencing with you, was held on 11th July, 2014 to clarify the doubts and queries of the States. Although several institutions have uploaded the Teachers Information – DCF on AISHE portal, however, there are still institutions and colleges left to provide the data.

3. I once again seek your support in accomplishing the task of collecting the contact details of the faculty/staff of the higher educational institutions. In this regard, the concerned nodal officers who are helping us for collecting data for AISHE, have been intimated for providing teachers information also. A brief regarding the scheme is attached below for your ready reference.

With regards.

Yours Sincerely,

(Ashok Thakur)

Shri Sanjay Kumar,
Principal Secretary,
(Tech. & Higher Education Deptt),
Govt of Maharashtra, Mantralaya,
4th Floor, Room No. 409
Annexe Building,
Mumbai-400032

128 'C Wing, Shastri Bhavan, New Delhi - 110 115
Tel. : 23386451, 23382698 Fax : 23385807
E-mail : secy.dhe@nic.in, ashokthakur54@gmail.com

INSTRUCTIONS TO FILL TEACHERS INFORMATION - DCF

Government of India is planning to create a database of all the employees in the country. The idea of creating the database is that all the important relevant information can be sent to the concerned employee through email/ SMS in shortest possible time. Government of India wants to include the employees of your organisation in the database. For this purpose a format is designed to collect the information in regard to all employees of the higher educational institutions. The DCF is called TEACHERS INFORMATION - DCF. It has 3 blocks – Block A, Block B and Block C.

The DCF can be filled off-line too.

Reference Date – **As on date**

Block A - Basic Information

The Bock contains basic information about the University/Institute, which will be pre-filled from AISHE 2012-13 data. It has 4 items namely – Name of the Institution, Address with Pin Code, State and District in which the Institute is located.

Block B -Staff Information

The Block is designed for recording the details of Teaching & non-Teaching staff of the University/Institution.

Item 1 Teaching Staff: The item is meant for recording the information in respect of Teaching Staff of the University/Institution.

The table has 5 Columns (i) Name of the employee (ii) Designation (iii) Broad Discipline Group (iv) Mobile Number (v) E-mail id.

Rows may be generated or deleted using plus (+) & minus (-) symbol given in the left corner of the row. The number of rows should be equal to the number of teaching staff employees.

- ✓ In first column i.e. for Name of Employee, name of all the Teaching Staff is to be entered in different rows.
- ✓ In second column, designation of the person whose name is entered in first column of that row is to be selected from the lists given in dropdown. The list of items in the drop-down are as follows:

  Vice-Chancellor, Pro-Vice-Chancellor, Principal, Professor & Equivalent, Associate Professor, Additional Professor, Reader, Lecturer (Selection Grade), Assistant Professor, Lecturer (Senior Scale), Lecturer, Tutor, Demonstrator, Part-Time Teacher, Ad Hoc Teacher, Temporary Teacher, Contract Teacher and Visiting Teacher.
- ✓ In third column i.e. for Broad discipline group, the subject of specialization of the concerned teacher is to be selected from the list available in drop down of Broad Discipline Group as given in Annex.
- ✓ In fourth column i.e. for Mobile Number, the mobile number of the concerned person is to be entered. In case mobile number is not available the landline number pre-fixed with STD code may be recorded.
- ✓ In fifth column i.e. for E-mail id, the E-mail id of the concerned person is to be entered.

Item 2 Non-Teaching Staff: The item is meant for recording the information in respect of non-Teaching Staff of the University/Institution.
The table has 5 Columns (i) Name of the employee (ii) Staff Type (iii) Group (iv) Mobile Number (v) E-mail id.
Rows may be generated or deleted using plus (+) & minus (-) symbol given in upper left corner of the table. The number of rows should be equal to the number of teaching staff employees.

- ✓ In first column i.e. for Name of Employee, name of all the non Teaching Staff is to be entered in different rows.
- ✓ In second column i.e. for staff Type, Staff Type is to be selected from the items available in dropdown list of Staff Type. The list of items in the drop-down list of Staff Type is as follows:

  Non-teaching Staff excluding Library and Physical Education Staff (but may include technical staff not engaged in teaching), Library Staff, Physical Education Staff & Contractual staff.
- ✓ In third Column, i.e. for Group, Group of the non Teaching staff is to be selected from the dropdown list. List of items in the drop-down list of Group for Non-Teaching Staff is as follows:

  Group A, Group B, Group C & Group D.
  Non-teaching staff have been categorized into Group A, B, C and D category as prevalent in Government. Where such classification of staff is not in existence, the information may be recorded according to its equivalent categories as given below:
  Messenger, Peon etc. may be categorised under Group D,
  Clerical/Secretarial Staff, Drivers may be categorised under Group C,
  Middle level Officials may be categorised under Group B and
  Senior level Officers may be categorised under Group A.
- ✓ In fourth column i.e. for Mobile Number, the mobile number of the concerned person is to be entered. In case mobile number is not available the landline number pre-fixed with STD code may be recorded.
- ✓ In fifth column i.e. for E-mail id, the E-mail id of the concerned person is to be entered.

After filling the form completely, click on Check Form Bottom given in bottom-left corner of the form. If the message is "Check Form passed", it means there is no discrepancy in the form & the form is ready for uploading. Please save the file on PC and upload on AISHE portal.

Upload Procedure is as follows:

1. Login into AISHE web application (http://aishe.gov.in/) with your User ID and Password.
2. Select "Home Management" from left-side menu and go to "Upload DCF" tab.
3. Browse the completed form and click the "Upload DCF" button.
4. Message "Form Uploaded Successfully" will be displayed on the screen.