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## **Pre -NAAC Registration Requirements for Higher Education Institutes**

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**Abstract -** The assessment and accreditation by NAAC is significant for all Higher Education Institutes to realize their goals, planning allocation and also to keep pace with the quality initiatives and innovative pedagogies for the betterment of the Institute. India has an extensive number of HEIs and therefore a comprehensive data base is important to keep track of all Institutions across the country. AISHE (All India Survey on Higher Education) was started with this objective. As per the NAAC website, all the institutions intending to apply for Assessment and Accreditation by NAAC need to mandatorily upload the information on All India Survey on Higher Education (AISHE) portal. AISHE code (reference number) is one of the requirements for Registration. This paper discusses the pre-registration process at NAAC portal and few questions which can help the HEIs intending to apply for A&A process.

**Keywords: -** NAAC, AISHE, DCF, Registration, Portal

### **I. Introduction**

All India Survey on Higher Education (AISHE) was initiated by the Ministry of Human Resource Development (MHRD) in the year 2011. Its primary objective was to track and keep a record in the form of database of all higher education institutes in India. AISHE is a web-based annual survey to assess the correct picture of higher Education in the country<sup>1</sup>. All data related to different aspects of Higher Education is captured and maintained through this survey. It covers all the HEIs. The variables include teachers, student enrolment, courses, programs, examination results, physical infrastructure, budget, finance etc. Indicators of educational development such as Institution Density, Gross Enrolment Ratio, Pupil-teacher ratio, Gender Parity Index, Per

Student Expenditure is also calculated from the data collected through AISHE. These are useful in making informed policy decisions and research for development of education sector.<sup>2</sup>

NAAC, working as an independent body of UGC aims for quality enhancement and strengthening HEIs in all areas of working and planning. Improvement, innovation and accountability are the necessary features of any Higher Education Institute to grow and strive for quality enhancement. Researches across the globe in the field of analyzing the importance of assessment of HEIs reveal that evaluating performance is significant in catering to the quality of teaching-learning and research. If the Institute is assessed and achieves higher grades, it boosts reliability, confidence and responsiveness.<sup>3</sup> Any Institution desirous for assessment has to fulfil certain eligibility criteria as defined by NAAC and understand the complete process well in advance before applying for A&A. As mentioned by NAAC on its website, AISHE data is the first essential step for registration on NAAC portal. The pre-registration process of NAAC starts with uploading important data on AISHE and get a reference code to proceed. This code then is the permanent code of the Institute and is always needed to login to the portal.

## II. Methodology

In order to understand, explain and elaborate the pre-NAAC registration process, in this paper we have worked on a different methodology of question -answer framing with the motive of self-explanatory procedure for beginners. The designing of questions is based on a mini survey conducted among the faculty members of HEI. Following steps are identified before going to the process of registration – Registration on AISHE portal and Registration on NAAC portal. In order to explain the above process following questions have been designed –

1. Is it mandatory for all HEIs to register on AISHE?
2. What is DCF?
3. What is the link of the manual for Institute addition request?
4. What is the official website of AISHE?
5. What are the details required to register on AISHE?
6. What is AISHE code?
7. How can I know the AISHE code?
8. Who retains the user login and password?
9. What is AISHE Report?
10. Can we have access to all the reports? Where?

11. Who is the approving authority of HEI in AISHE?
12. What is the significance of AISHE certificate with reference to NAAC?
13. Is it mandatory to have AISHE code before applying for NAAC accreditation?
14. What is HEI portal? Is it different from NAAC / AISHE portal?
15. When and how does the HEI becomes a registered user of NAAC?

### **III. Results and Discussions**

The fifteen questions are general in nature and cover the complete registration process and the mandatory requisites for AISHE and NAAC.

#### **1. Is it mandatory for HEIs to register on AISHE?**

Yes

#### **2. What is DCF?**

**DCF is Data Capture Format.** The Data Capture Format is downloaded from the portal, filled off-line and then filled-in DCF is uploaded, which has made it completely paper-less. No investigator is sent to the Institution to collect the data. A mathematical formula has been designed for calculation purpose and follow the data templates for data requirements. Metrics value/response may be calculated only for quantitative metrics in the provided format as per respective <sup>DCF4</sup>. One example as discussed in Criterion I (SSR) is helpful to understand:

1.1.3.1 How many programs were revised out of total number of programs offered during the last five years? And our response is 20.

1.1.3.2. Number of programmes offered by the department during the last 5 years. And our response is 25, then the calculation would be as follows:

Formula for the purpose is

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Hence metrics value / response for it will be  $20/25 \times 100 = 80\%$

**3. What is the link of the manual for Institute addition request?**

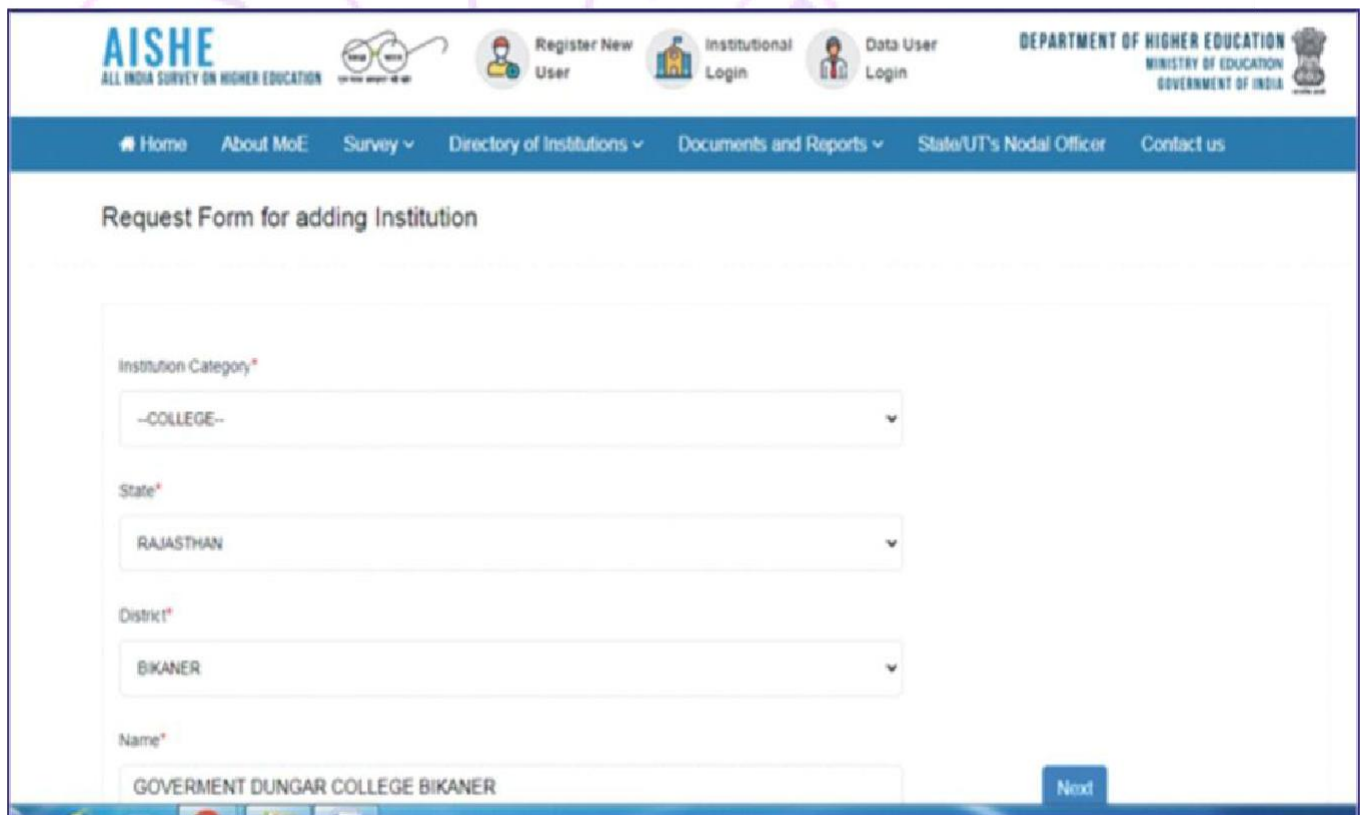
[http://www.naac.gov.in/docs/Apply%20now/IIQA\\_University\\_usermanual.pdf](http://www.naac.gov.in/docs/Apply%20now/IIQA_University_usermanual.pdf)

**4. What is the official website of AISHE?**

<https://aishe.gov.in/aishe/home>

**5. What are the details required to register on AISHE?**

The nodal officer appointed by the Institution for the purpose of the survey has to register on the portal by filling the details on the User Registration page (available on click at New User link on the home page). It is done in two steps the details of step 1 is shown in figure 1. When you proceed for Next after filling required details for step 1, following information should be ready for completion of registration – Name of Nodal office, his /her designation mobile number, email id (Both will be verified by OTP). Similar information for institutional head. The information related with institution is also required like – Type of college, affiliating university, address, year of starting with a proof of existence. Verification and undertaking is also required here. After the registration is approved, the confirmation of which is sent through e-mail at the address filled in the registration form. Only approved users can access the portal (with user id and password created by them).

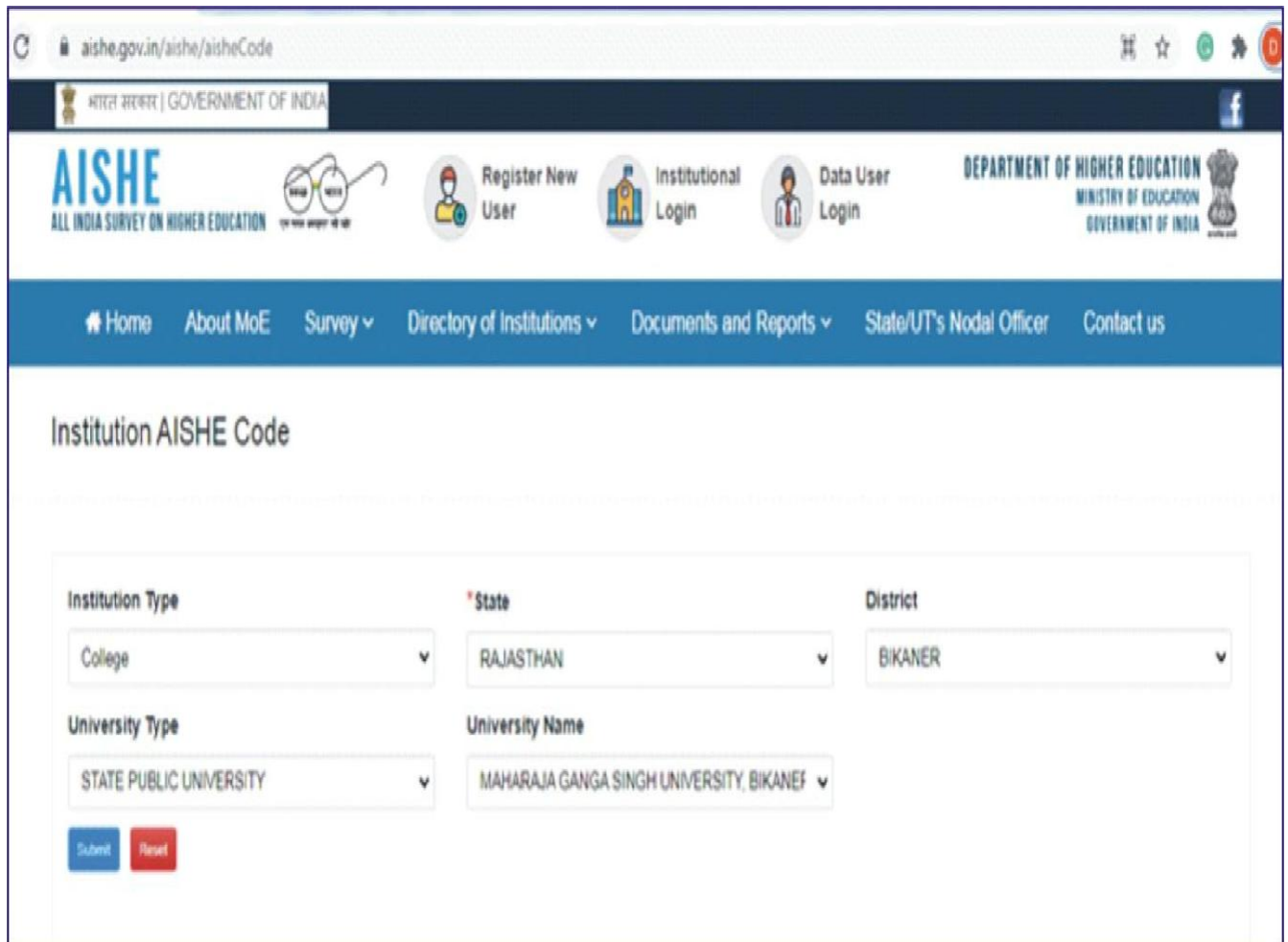


The screenshot shows the AISHE (All India Survey on Higher Education) registration interface. At the top, there is a navigation bar with the AISHE logo and the text 'ALL INDIA SURVEY ON HIGHER EDUCATION'. To the right of the logo are icons for 'Register New User', 'Institutional Login', and 'Data User Login'. Further right, it says 'DEPARTMENT OF HIGHER EDUCATION, MINISTRY OF EDUCATION, GOVERNMENT OF INDIA'. Below the navigation bar is a menu with links: Home, About MoE, Survey, Directory of Institutions, Documents and Reports, State/UT's Nodal Officer, and Contact us. The main heading of the page is 'Request Form for adding Institution'. The form contains several fields: 'Institution Category' with a dropdown menu showing '-COLLEGE-', 'State' with a dropdown menu showing 'RAJASTHAN', 'District' with a dropdown menu showing 'BIKANER', and 'Name' with a text input field containing 'GOVERNMENT DUNGAR COLLEGE BIKANER'. A blue 'Next' button is located at the bottom right of the form.

**Figure 1 : Registration Step 1**

## 6. What is AISHE code?

AISHE code is a reference code allotted to HEI. Here is an example of AISHE Code Format: 'U-09673'/C-89353/S-01937", wherein the letter 'U' refers to Institution Type (University). For affiliated college it starts with 'A' and so on... You can find AISHE by filling certain details at AISHE portal shown<sup>5</sup> in Fig 2.



The screenshot shows the AISHE portal interface. At the top, there is a navigation bar with the AISHE logo and the text 'ALL INDIA SURVEY ON HIGHER EDUCATION'. Below this, there are several icons and links: 'Register New User', 'Institutional Login', and 'Data User Login'. The main content area is titled 'Institution AISHE Code' and contains a form with the following fields:

Institution Type	*State	District
College	RAJASTHAN	BIKANER
University Type	University Name	
STATE PUBLIC UNIVERSITY	MAHARAJA GANGA SINGH UNIVERSITY, BIKANER	

At the bottom of the form, there are two buttons: 'Submit' and 'Reset'.

Figure 2 : Details required for Step 2

## 7. How can I know the AISHE code?

You can know your AISHE code by logging in to the official website of AISHE and under quick links there is an option to know the code by filling in details like Institution Type, State, District and University type.

## 8. Who retains the user login and password?

When you access a web-based application, sometimes you see a login screen and sometimes not. What's happening behind the scenes for "login"? And what's happening in between the times when you are asked to supply your username and password? It has a protocol and web authentication process. Thus with you and in addition to the persons whom you have shared the user login and password the portal system retains it as per protocol.

## **9. What is AISHE Report?**

The Ministry of Education releases the All Indian Survey of Higher Education (AISHE) report every year. The report represents various data related with higher education for ex. - the number of Institutes of National Importance (INIs) have increased from 75 in 2015 to 135 in 2020. The number of PhDs has also increased by 60 per cent in the last five years. Report provides key performance indicators on the current status of Higher education in the country.

## **10. Can we have access to all the reports? Where?**

Yes, on the website is <https://aishe.gov.in/aishe/gotoAisheReports>

## **11. Who is the approving authority of HEI in AISHE?**

The Union Education Minister is the final authority of All India Survey on Higher Education (AISHE), The AISHE report is released by Union Education Minister every year. However, in respect to institutional approving authority it depends on the type of HEI i.e University, affiliated college, Nursing college, Polytechnic college etc. For University Nodal office from Ministry of education and department of college education and for affiliated colleges Nodal officer from department of college education and from concerned university are approving authority. It can be further clarified by visiting the AISHE portal<sup>6</sup>.

## **12. What is the significance of AISHE certificate with reference to NAAC?**

During registration process on NAAC website while A&A it is to be ensured that the AISHE code of the institution as mentioned in the AISHE certificate only is entered. Entering wrong AISHE code will result in rejection of IIQA application and cancellation of the registration. In IIQA application instead of uploading the entire AISHE -DCF document only the latest AISHE certificate of the HEI is to be uploaded essentially.

## **13. Is it mandatory to have AISHE code before applying for NAAC accreditation?**

Yes. It is required to begin and apply for A&A process.

## **14. What is HEI portal? Is it different from NAAC / AISHE portal?**

HEI portal is the platform from where the HEI login dialog box is available. This is the individual HEI access to NAAC. HEI: Higher Education Institution, who are applying for A& A process for Cycle 2 onwards or Re-assessment can directly Login. HEI's applying for A &A



process for the first time/Cycle1 Process has to click on “New Registration” link and proceed as instructed.

### **15. When and how does the HEI becomes a registered user of NAAC?**

HEI’s applying for A &A process for the first time/Cycle1 Process has to click on “New Registration” link and proceed as instructed.

Type in your HEI Name, HEI Type, AISHE ID, HEI Email and Mobile number.

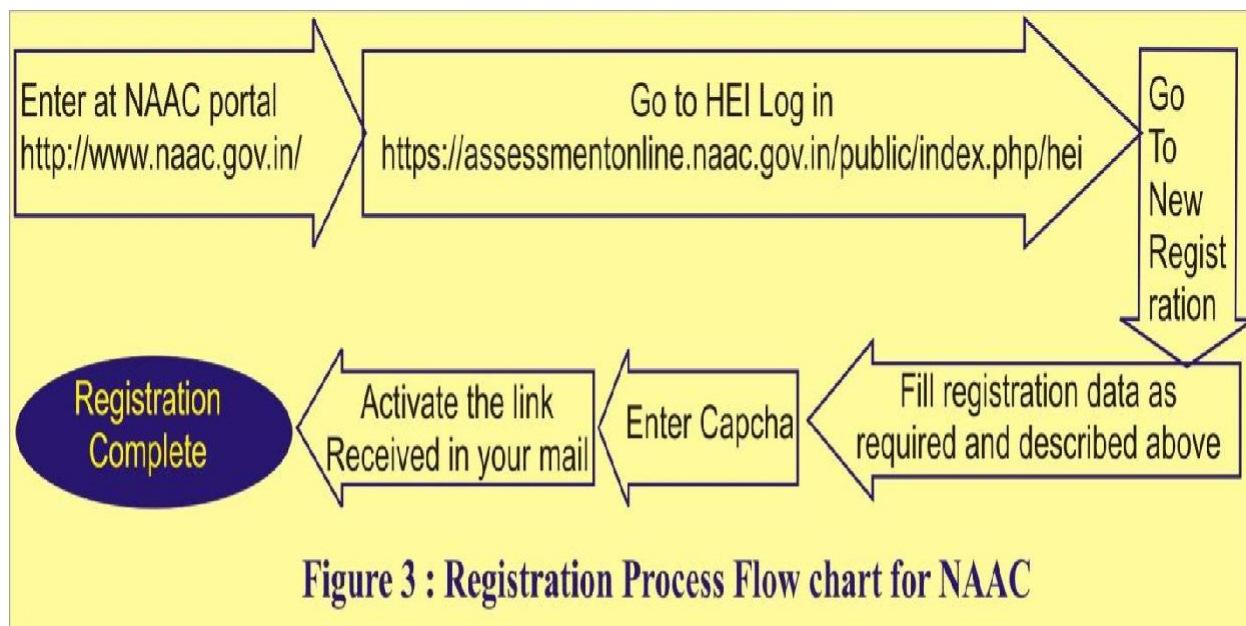
1. HEI Name: Type in Name as per the record of UGC/MHRD
2. HEI Type: College or University - Choose University here
3. MHRD AISHE ID- id: This is nothing but the reference number, Eg: U-1234, provided to HEI’s on uploading the institutional information on MHRD AISHE ID portal.
4. HEI Email: This should be an institutional email-id that shall be used for all communication henceforth. No personal emails are to be entered. Please note, the email-id you have registered cannot be changed. Max: 50 characters
5. Mobile Number: This number that shall be used for sending all SMS alerts from NAAC hence it should be the Head of Institution’s official Mobile number or mobile number of any responsible person from university. Max: 10 characters

Enter the CAPTCHA as seen in the image in the textbox provided or click on the CAPTCHA image to reload a new captcha.

Then click on Register button.

You can also click on Cancel button to cancel the registration process.

An activation link will be sent to your registered email address, click on the link to activate your registration. Now you are registered user of NAAC, log in and follow the process. The process is explained in Figure 3:



#### IV. Conclusion

Since it is mandatory to upload the Institution data on AISHE and get a code to login to HEI portal, the importance of AISHE is self-evident in NAAC assessment and accreditation process. AISHE registration is also important to know the status and data of HEI. As a governmental procedure this works like a comprehensive data base and for NAAC it works like a guide book. All HEIs initiating the A&A must study the relevance of registration and keep themselves updated. The above questions are designed to provide a complete information on pre-registration process of NAAC.

#### V. References

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