

CHAPTER 5: INSTRUCTIONS FOR FILLING-UP DATA CAPTURE FORMAT III

This schedule is designed to collect the information in respect of higher education from **Stand-alone institutions** i.e. the institutions which are providing PG Diploma/ Diploma degree but generally not affiliated or recognized by any University. However, their courses are recognized/approved by Government or some Statutory Bodies such as Indian Nursing Council, National Council of Teacher Education, Rehabilitation Council of India, All India Council for Technical Education (AICTE). **Stand-alone institutions** constitute

- Indian Institute of Management (IIM), All such institutions such as Management Institutes other than IIM and Polytechnic Institutions, which are conducting those Programmes, which are recognized by AICTE *e.g. Institute of Management Technology, Gaziabad*
- Nursing Institutes, District Institute of Educational Training (DIET), Computer Institutes, Institutes of Chartered Accountancy, Company Secretary & Actuarial Science.

Summary description of the schedule: Data Capture Format III consists of 8 blocks. The first two blocks, viz. Block 3A and Block 3B are to be used for recording basic structure of the Institution, its Faculties & Departments and the Programmes being conducted in each Department. Faculties, Departments and Programmes listed in Block 3B will form the basis/ masters for filling up of Blocks 3C and 3D.

Block 3C will be for recording the information in respect of teaching & non-teaching staff of the Institution. Information in respect of Library staff and Physical Education Staff of the Institution will be collected separately in this block.

Faculty/Department & Programme-wise Student enrolment will be collected in Block 3D. Information in respect of Foreign Students will also be recorded in this block.

Block 3E is to be used for recording the examination results of the students who have passed the final year degree examination of a particular Programme.

Receipt & Expenditure details of the Institution will be recorded in Block 3F.

Availability of Infrastructure will be recorded in Block 3G.

Comments relevant to the information furnished in other blocks will be recorded in Block 3H.

In a nutshell, the schedule consists of the following blocks:

Block 3A: Basic Information of the Institution

Block 3B: Details of Courses offered by the Institution

Block 3C: Staff Information – Teaching & Non Teaching

Block 3D: Student Enrolment

Block 3E: Examination Results

Block 3F: Financial Information

Block 3G: Infrastructure Related Information

Block 3H: Remarks

Details of the DATA CAPTURE FORMAT

Block 3A: Basic Information of the Stand-alone Institution

This block is designed for recording basic information of the Institution.

Item 1: Here the name of the Institution will be recorded.

Item 2: Here the address particulars, the name of the website and total area in acre of the Institution will be recorded. Although all efforts should be made to collect the information on total constructed area in square meter (Item 2(vi)), if it is not available 'NA' will be recorded.

Item 3: In the box, year of establishment of the Institution i.e. when it was set up will be recorded. *For example, Indian Institute of Management, Ahmedabad was established in 1961 as an autonomous body with the active collaboration of the Government of India, Government of Gujarat and the industrial sectors; therefore in the box 1961 will be recorded.*

Item 4: Details of the person who is nominated by the Institution for providing the information in this DCF will be recorded. This person will be the resource person for furnishing the information during future surveys also.

Item 5: The code of the Statutory Body to which the Institution is recognized will be recorded in the box. The codes are

Central Government – 1
Nursing Council of India (NCI) – 2
National Council of Teacher Education (NCTE) – 3
Rehabilitation Council of India (RCI) – 4
State Government – 5
All India Council for Technical Education (AICTE) – 6
Institute of Chartered Accountants of India (ICAI) – 7
Institute of Company Secretaries of India (ICSI) – 8
Institute of Actuaries of India (IAI) – 9
Others (Please Specify) – 19

For example, District Institute of Education & Training, Ahmedabad is recognized by Gujarat Council of Education Research & Training, therefore 6 will be recorded in the box.

Item 6: The year in which the Institution is recognized to the Statutory Body will be recorded in the box.

Item 7: Code of the area where the Administrative Unit of the Institution is located will be recorded in the box. The codes are for *Rural-1, Urban-2*.

Item 8: The code for the type of Institution will be recorded here. The codes are

Indian Institute of Management - 1
Other Management Institute - 2
Polytechnic - 3
Nursing Institute – 4
District Institute of Educational Training – 5
Computer Institute – 6
Chartered Accountancy – 7
Company Secretary – 8
Actuarial Science - 9
Others (Please Specify) - 19

Item 9: If the Degree is awarded through any University/Body, code 1 will be recorded in 9(i) and the name and code of the University/Body will be recorded in the two boxes in 9(ii), otherwise code 2 will be recorded in 9(i). If for different Programmes conducted in the Institution, degrees are awarded by different Universities/Bodies, 9 will be recorded in 9(i). In such cases, in item 2 of block 3B in column 15, names of the Universities/ Statutory Bodies will be recorded against all the Programmes.

Item 10: The code for the management of Institution will be recorded here. The codes are

Central Government - 1

State Government - 2

Local Body - 3

Private Aided - 5

Private Un-Aided - 6

Item 11: If the Institution is providing admission to girls' students only, code 1 will be recorded; otherwise code 2 will be recorded.

Item 12: If residential accommodation for teaching and/or non-teaching staff is available (either within campus or outside the campus of the Institution) code 1 will be recorded in 12(i) and their number will be recorded in 12(ii) separately for teaching and non-teaching staff, otherwise code 2 will be recorded in 12(i) and 12(ii) will be left blank. If residential accommodation for a particular category is not available, '0' will be recorded against that category in 12(ii). Against 'Total' sum of the numbers of accommodation for both categories will be recorded. If quarters for teaching and non-teaching staff are not separately available, only number against total may be recorded. Further, if the quarters, for teaching and non-teaching staff are allotted from the pool of quarters of several institutions/offices, the numbers, which are occupied by the staff of this Institution, will be recorded against respective categories.

Item 13: If hostel for students is available (either within campus or outside the campus of the Institution) code 1 will be recorded in 13(i) and the name, intake capacity and number of students residing in the hostel will be recorded in 13(ii) separately for boys hostel, girls hostel and other type of hostel, otherwise code 2 will be recorded in 13(i) and 13(ii) will be left blank. If the hostel does not have any name then the description by which it is identified will be recorded under column 'Name of Hostel'. Other type of Hostels may include, hostel for married students, transit hostel etc.

Block 3B: Details of Programmes offered by the Institution

This block is designed for recording the details of Faculties & Departments coming under the ambit of Institution.

Item 1: Generally in Stand-Alone Institutions Faculty does not exist. However, if applicable, name of the Faculty and its code as running serial number will be recorded in the box. Name and code (as serial number, when arranged in alphabetical order) of the Department will be recorded in the Table. If Department also does not exist, this item will be left blank.

Item 2: Programmes offered through Regular Mode as well as Distance Mode of Study will be recorded here. For regular Mode of study, 1 will be recorded against Mode. **In might be ensured that all the academic Programmes conducted by the Institution are recorded in the table.**

In case the College/Institution offers Programmes through Distance Mode also, these will be listed in separate sheet by recording code 2 against Mode.

In columns 1 and 2 of the table, names of the Faculties and Departments, if applicable, for each Programme will be selected from the list recorded in item 1 of this Block.

In Column 3 name and code of the level of the course offered in the department will be recorded. These codes are

Ph.D-1

M.Phil-2

Post Graduate-3

Under Graduate-4

PG Diploma-5

Diploma-6

Certificate-7

Integrated- 8

In columns (4) and (5) name and code of the Programme offered at each level as specified in column (3) will be recorded. Programme name and codes along with the name of the corresponding levels are given at **Annexure I** of the instruction manual. Since 'Programme/Course' and 'Level' for Ph.D, M.Phil, PG Diploma, Diploma and Certificate level courses is same, in such cases entries in columns (4) and (5) will be same as made in the column (3) against these levels. Single Department may run programmes in different disciplines. In the next column (6), the name of the discipline/subject of study will be recorded. In column (7), each of these disciplines will be given running serial number within each Programme. *For example in case of Diploma in Civil Engineering, Diploma will be recorded under Programme name and Civil Engineering will be recorded under Discipline name.* In column (8), name and code of the Broad Discipline Group to which this discipline belongs will be recorded. *In case of above example Civil Engineering will be selected from Broad Discipline Group also.* Each Discipline is to be categorised in any one of the Broad Discipline Group. The list of Broad Discipline Groups along with codes is given at **Annexure II**.

Intake of the current academic year, which is the annual permitted strength of students, allowed for admission against the Discipline, will be recorded in column (9). Number of

applicants, which had applied during the academic year for admission into the Discipline, will be recorded in column (10). All efforts should be made to collect this information, if not available, it may be left blank and a remark may be given in Block 3H. Course Duration prescribed for each Discipline in number of year and months will be recorded in columns (11) and (12) respectively. *For example, if a course is of the duration 2.5 years then '2' will be recorded in column (11) and '6' will be recorded in column (12).*

If the programme is running under self financing mode then code 2 will be recorded in column (13) otherwise code 1 will be recorded. If the programme is running in self financing as well as general mode then the code 3 will be recorded in column (13). Paid seats will also be treated as self-financing for the purpose of survey.

System of Examination for each Programme & discipline as specified in column (6) will be recorded in column (14). Codes for examination system are

Annual- 1

Semester -2

Tri- Semester-3

In Column (15), the name of the University or the Statutory Body through which the programme is approved will be recorded. For example, *IMT Gaziabad offers various PG Diploma Programmes approved by AICTE and also offers Ph.D. programme in association with National Law University, Jodhpur & Guru Gobind Singh Indraprastha University, New Delhi.*

Block 3C: Details of Staff – Teaching & Non-Teaching

This block is designed for recording the details of Teaching and non-Teaching staff of the Institution. For Non-teaching staff, details of Library and Physical Education staff will be collected separately.

Item 1: This item is meant for recording the information in respect of Teaching Staff of the Institute. **It should be ensured that all the Teaching Staffs of the Institution are counted here.**

Item 1 (i): The table will be filled only for those posts, which are applicable for the Institution. An exhaustive list of designations viz., Vice-Chancellor, Director, Pro- Vice-Chancellor, Principal, Professor & Equivalent, Associate 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 is given. **If an institution has designations with different nomenclatures, information will be recorded for its equivalent designations.** Grade

Pay in column 2 will be recorded, if 6th pay commission is implemented, otherwise it will be left blank. In column 3, sanctioned strength and in subsequent columns, number of teachers in position as on Reference date will be recorded.

Wherever, recruitments are made through both direct entry and through Career Advancement Scheme (CAS), details of teachers in position through both these selection modes will be recorded in separate rows. Number of teachers in position will be recorded for General, SC, ST and OBC categories separately. For each category, total number of teachers and out of that the number of female teachers will be recorded separately. In the last two columns, total of all the four categories will be recorded separately for total teachers and female teachers. If SC, ST & OBC category-wise data is not available, total number of teachers in position will be recorded in columns (13) & (14) by leaving column (5) to column (12) blank and in column 15 (Remarks column), Code 1 will be recorded. It might happen that SC & ST category-wise data is available, but for OBC category data is not available separately, but it is included in General category, then columns (11) & (12) will be left blank and in column 15 (Remarks column), Code 2 will be recorded.

Item 1 (ii): This item is meant for recording the information in respect of teachers (out of total as recorded in item 1(i)) belonging to Persons with Disability (PWD) category separately. For each designation, number of post reserved for PWD and number of PWD teachers in position as on Reference date will be recorded. Number of PWD teachers in position will be recorded for General, SC, ST and OBC categories separately. For each category, total number of PWD teachers and out of that the number of female teachers will be recorded separately. In the last two columns, total of all the four categories will be recorded separately for total teachers and female teachers. Although all the efforts should be made to collect the information under each category separately, if it is not made available by the Institution, only the last two columns for total will be filled and appropriate code in Remarks column will be recorded as explained in item 1(i).

Item 1 (iii): This item is meant for recording the information in respect of teachers belonging to religious minority category separately. Five religious communities, viz; Muslims, Christians, Sikhs, Buddhists and Zorastrians (Parsis) have been notified as minority communities by the Union Government. *The National Policy on Education, formulated in 1984, recognised Muslims as one of the most educationally 'backward' communities in the country.* Therefore, for Muslims, teachers in position as on Reference date will be recorded separately and information for all other religious minorities will be recorded together. Number of Muslims teachers and teachers of other religious minority in position will be recorded for General, SC, ST and OBC categories separately. For each category, total number of teachers and out of that the number of female

teachers will be recorded separately. In the last two columns, total of all the four categories will be recorded separately for total teachers and female teachers. Although all the efforts should be made to collect the information under each category separately, if it is not made available by the Institution, only the last two columns for total will be filled. If data in regard to religious minorities are not maintained by the Institution, an "X" may be recorded in the box and the table will be left blank.

Item 2: This item is meant for recording the information in respect of Non-Teaching Staff and Library and Physical Education Staff of the Institution. Information in respect of Library and Physical Education Staff will be recorded in separate sheets by entering Code 2 and 3 in the box.

Item 2 (i): Sanctioned strength of non-teaching staff under Group A, B, C and D category as prevalent in Central Government and number of staff in position as on Reference date will be recorded. **Where such classification of staff is not in existence, the information will be recorded according to its equivalent categories.** Number of staff in position will be recorded for General, SC, ST and OBC categories separately. For each category, total number of staff and out of that the number of female staff will be recorded separately. In the last two columns, total of all the four categories will be recorded separately for total staff and female staff. If SC, ST & OBC category-wise data is not available, total number of non-teaching staff will be recorded in columns (11) & (12) by leaving column (3) to column (10) blank and in column 13 (Remarks column), Code 1 will be recorded. It might happen that SC & ST category-wise data is available, but for OBC category data is not available separately, but it is included in General category, then columns (9) & (10) will be left blank and in column 13 (Remarks column), Code 2 will be recorded.

Item 2 (ii): Similar as for item 1(ii)

Item 2 (iii): Similar as for item 1(iii)

Block 3D: Details of Number of Students studying in the Institution i.e. Student Enrolment

This block is designed for recording the **Number of Students studying in the Institution i.e. Student Enrolment** in each Discipline.

Item 1: This item is meant for recording the information in respect of students enrolled under regular as well as distance mode of study in the Institution. For regular Mode of study, code 1 will be recorded against Mode and details of Students enrolled will be

recorded in items 1(i), 1(ii) and 1(iii). Details of Students enrolled in Distance Mode will be recorded in separate sheet by recording code 2 against Mode.

Enrolment is to be recorded for each Programme and Discipline recorded in Block 3B.

Foreign Students studying in the Institution will also be included as General Category students here.

Item 1 (i): Students registered as on Reference date in a discipline under self-financing mode and under general mode will be recorded in separate rows by recording General and Self-financing in column 8. From entry in column 13 of item 2 of Block 3B, it will be known that the particular programme is of General, Self-financing or Both types. If a type of programme is both, student enrolment must be recorded in separate rows for General and Self – financing types.

Students enrolled in each year of study of a particular programme will be recorded in separate rows, by recording 1st, 2nd etc. in column 9, e.g. *in case of Students enrolled in Diploma in Electrical Engineering conducted by Polytechnics, which is a three year programme, against 1st number of students enrolled in the 1st year, against 2nd number of students enrolled in the 2nd year and against 3rd number of students enrolled in 3rd year of Diploma in Electrical Engineering (as on reference date) will be recorded.* Thus for a Discipline, against each type, for each year student's enrolment is to be recorded. From, entry in column 11 and 12 of item 2 of Block 3B, the duration of each programme will be known. Thus if a programme is of duration of 3 years and is offered through self-financing only, for that discipline there will be entries of student's enrolment in three rows. *In such case entries in column 8 and 9 will be as follows:*

<u>Column 8</u>	<u>Column 9</u>
Self-financing	1 st
Self-financing	2 nd
Self-financing	3 rd

And for each such row, number of students enrolled of each category will be recorded in subsequent columns.

For Distance mode of study, data on year-wise students' enrolment is maintained as number of students registered in first year and number of students re-registered in subsequent years. In addition, data on number of students on Roll is also maintained and these data has also some meaning as such students can re-register anytime within the maximum prescribed duration of the programme. Therefore, for distance mode, after recording year-wise enrolment, for each discipline of a programme, number of students on Roll will also be recorded in a separate row.

Number of students enrolled for General, SC, ST and OBC categories will be recorded separately for total and girls (out of total) students in column (10) to column (17). In the columns (18) & (19), total of all the four categories will be recorded separately for total students and girls students. If SC, ST & OBC category-wise data is not available, total number of students enrolled will be recorded in columns (18) & (19) by leaving column (10) to column (17) blank and in column 20 (Remarks column), Code 1 will be recorded. It might happen that SC & ST category-wise data is available, but for OBC category data is not available separately, but it is included in General category, then columns (16) & (17) will be left blank and in column 20 (Remarks column), Code 2 will be recorded.

Item 1 (ii): Out of the total students recorded in columns (10) to column (19), Number of PWD students will be recorded for General, SC, ST and OBC categories separately for total and girls (out of total) students in columns (21) to column (28). In the columns (29) & (30), total of all the four categories will be recorded separately for total PWD students and PWD girls' students. If SC, ST & OBC category-wise data is not available, total number of students enrolled will be recorded in columns (29) & (30) by leaving column (21) to column (28) blank and in column 31 (Remarks column), 1 will be recorded. It might happen that SC & ST category-wise data is available, but for OBC category data is included in General category, then columns (27) & (28) will be left blank and in column 31 (Remarks column), 2 will be recorded.

Item 1 (iii): Number of students belonging to religious minority category out of the total students recorded in column (10) to column (19), will be recorded separately under column (32) to column (51). Five religious communities, viz; Muslims, Christians, Sikhs, Buddhists and Zorastrians (Parsis) have been notified as minority communities by the Union Government. The National Policy on Education, formulated in 1984, recognised Muslims as one of the most educationally 'backward' communities in the country. Therefore, for Muslims, students' enrolment as on Reference date will be recorded separately and information for all other religious minorities will be recorded together. Number of Muslims students and students of other religious minorities will be recorded for General, SC, ST and OBC categories separately for total and girls (out of total) students in column (32) to column (39) and in column (42) to column (49) . In the columns (40), (41), (50) and (51) total of Muslims students and students of other religious minorities will be recorded separately for total students and girls students.

If data on students' enrolment for religious minorities are not maintained by the Institution, an "X" may be recorded in the box.

Item 2: This item is designed for recording the separate information about the foreign students (those who are citizens of at least one country other than India) out of the total students enrolled in the Institution. Information on foreign students is kept separately in most of the Institutions and they are to be counted as General Category Students for

the purpose of recording student enrolment in item 1. In column (1) the name of the country whose students are enrolled in the Institution will be recorded. Discipline-wise, number of students enrolled for each country will be recorded in column (7). Out of the total foreign students recorded in column (7), number of foreign girls' students will be recorded in columns (8).

Block 3E: Examination Results

This block is designed for recording the **Examination Results of the Institution i.e. Number of students appeared and passed in Annual & Supplementary examination** in each Discipline listed in Block 2B. Out-turn in various streams of education will be available from this block.

Examination result will be recorded only in respect of final year examination of each programme *e.g. in case of Diploma in Electrical Engineering programme, information only in respect of number of students who have completed the Diploma in Electrical Engineering programme will be recorded and NOT the result of part I and part II examinations.*

For regular Mode of study, 1 will be recorded against Mode and details will be recorded in the table. Details for Distance Mode will be recorded in separate sheet by recording code 2 against Mode.

Before recording the number of students appeared and passed names of the Programmes and Disciplines and their codes will be copied from the list of Programmes recorded in Block 3B.

For each Discipline, Total number of students appearing in the final year of the Programme will be recorded in column (5) and out of that total; number of girls' student will be recorded in Column (6). In column (7) total number of students who have passed the examination or completed the Programme will be recorded. Out of the total number of passed out students, number of girls' students passed will be recorded in column (8).

Block 3F: Details about Finance

This block is designed for recording the **details about Receipt and Expenditure of the Institution**. This information may be used to find out per student expenditure on higher education which is a very important indicator but not available at present.

All the items of this block are self explanatory. Receipt items have been broadly classified as Grants received by the Institution from various sources such as University Grants Commission, Distance Education Council, Other Central Government Departments, State Government, University and Local Bodies; Donations and Interests received; amount collect through Tuition Fee & Other Fees and Sale of Application form and income from other sources. All kinds of receipt such as recurring, non-recurring, plan and non-plan receipt will be clubbed together to get the total receipt against each item.

Expenditure items have been broadly classified into Salary, Allowances & Retirement Benefits; Buildings (Construction & Maintenance); Library & Laboratory; Scholarships and Other Expenses.

Block 3G: Details about Infrastructure

All the items in this block are self explanatory. If a particular item is available in the university, a tick mark is to be put against the box relating to that item.

Block 3H: Remarks

In the box provided, any comments, which are important and relevant to the information furnished in other blocks, may be recorded by the Nodal Officer designated by the Institution or by the officials involved in the data collection.