-University of Alumbai



No. Aff./ICC/ (2019-20)/12/ of 2019

CIRCULAR

Sub:- NHERC- Faculty & Students Data Portal.

Ref:- Email dated 18th June, 2019 received from Dr. Pramod Lakhe, Joint Director.

The Principals/Directors of all affiliated Colleges/ Recognised Institutions are hereby requested to peruse E-mail dated 18th June, 2019 from Dr. Pramod Lakhe, Director, RUSA regarding NHERC portal for filling of Faculty and Students Data on NHERC- Faculty & Students Portal by affiliated colleges. As per direction received from MHRD, GOI you are requested to kindly ensure that complete information is filled on the portal for your college/ Institute.

- 1. Portal Link- https://nherc.in/
- 2. Deadline: 19th June, 2019 till 10pm.
- 3. Portal majorly covers information related to faculty positions (Sanctioned, filled and vacant) and students information (intake capacity, filled and available seats)
- 4. Information to be filled as on 2018-19.
- 5. Attached is the User manual which has the complete guidelines on how to register and fill data on the faculty portal.
- 6. Also, watch Youtube Training Video which will be really helpful in understanding the portal and also has steps by procedures to be followed for the faculty portal.
- 7. All new user need to click here to register on the faculty portal.

The Principals/Directors of all affiliated Colleges/ Recognised Institutions are hereby requested to ensure that coomplete information is filled on the portal for your college/ Institute.

Mumbai-400 032 18th June, 2019

(Dr. Ajay Deshmukh) REGISTRAR

To,

The Principals/Directors of all affiliated/ Recognised Colleges/Institutions.



NATIONAL HIGHER EDUCATION RESOURCE CENTRE

Faculty/Student Data Portal – User Manual

By Graylab Technologies Pvt. Ltd.



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1. Introduction

The vision of this portal is to have a centralized database majorly capturing faculty (sanctioned Vs filled positions) and student (Intake capacity Vs filled seats) information as of 2018-19 for all Higher Education Institutes across India.

2. Login Screen

- To fill the information on the MIS portal user needs to click on http://nherc.in/
- Following is the login screen.



2.1. Forgot Your Password

- If you don't remember your password kindly Click here.





Please enter y	our email address to request a password reset.
mail Address :	
non@gmail.com	

- Enter your registered email id here and click on send button.
- After clicking send button make sure you don't close the portal because you need to verify the received password.

Reset your password Please verify password sent to your email.
Verify Cancel

- Enter the password received over email here to verify it.
- Then click verify button to verify the received password.
- It is compulsory to verify the password here else you won't be able to login on the portal.
- Once the password is verified successfully, then you can login the portal using valid email Id and verified new password.



3. Registration

- As highlighted in the fig below, the institute needs to click on the register button available on the login page.

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
NATIONAL HIGH	HER EDUCATION RESEARCH CENTER ulty/student data portal			
Email address				
(a, Password				
	PriF			
(<u> </u>			
	ISTITUTE INSTRUCTIONS eds to register first before login to the portal.			
LOGI	REGISTER			

- Once clicked on the register button, Institute first needs to search and then select their State, District and Institute.

NATIONAL HIGHER EDUCATION RESEARCH	CENTER	
Andhra Pradesh Chiltoor	Select Institute	$\overline{}$
Note: If your institute is not appearing for selection in institute dropdown then Register Here by fill		٩,
invole. For any quenes send us an email <u>support@graylab.in</u>	A	<u>^</u>
	Aditya College of Engineering, Madanapalle (Id: C-26971)	
	Annamcharya Institute of Technology & Sciences,Tirupati (Id: C-26947)	
	Aragonda Apollo College of Nursing Aragonda (Id: C-30328)	
	Harshig, Alagonua (lu. 0-30320)	

- Please select the Institute from the dropdown.
- In case if the Institute already exists in list then almost all the information will be populated automatically as soon as the user will select the Institute.



- Note: When the information gets populated the fields viz., Name, Email, AISHE Code, Institute Type and Management Type will remain disabled. If the user wishes to update the information or it is incorrect then they have to contact the Technical Support Team and ask them to update it.
- Either send a mail on support@graylab.in or call us @022-25171005
- Fill the remaining fields which are not populated and then click on Register button.
- Once registered successfully, use the same email id and password to login on the portal.

3.1. Steps to follow if institute name does not appear in the institute selection option

- In case if the institute is not appearing in the list then Institute is not available in our system then click on "**Register Here**"

		**	
1		TION RESEARCH CENTER	
	FACULI T/STUDE		
Andhra Pradesh	Anantanur	Select Institute	
Note If your institute is not ar	nearing for selection in institute drondow	n the Register Here w filling up institute form	
Note: For any queries send us	s an email <u>support@graylab.in</u>		

- Then the user will have to fill up the complete information asked in the form manually.
- Following are the fields that we are capturing during the registration.
 - Institute's Name
 - Email Id
 - Mobile No.
 - Year of Establishment
 - Institute Type
 - Management Type
 - Levels Offered(UG/PG/MPhil/PHD)
 - Institute Category (General/Professional)
 - Minority (Religious/Linguistic)
 - Location (Rural/Urban/Metropolitan)
 - Institute's Address
 - Website
 - Password
 - NAAC accredited



- Upload Authorization Letter (The letter is to authorize the person from the Institute is responsible to fill up the information on the portal).
- Downloading of the authorization letter option is available at the bottom of the form highlighted in the below fig.

DOES YOUR INSTITUTE HAVE AISHE ? : YES NO	IS YOUR INSTITUTE RUSA BENEFICIARY ?:	IS YOUR INSTITUTE NAAC ACCREDITED? :
Upload Authorization certificate :		
Choose File No file chosen		
	5 g 8 X	
	e	
SIGN UP		CANCEL
	Already have an account? <u>Login</u> © Powered by 🔮 graylab	

- After filling up the form details the user needs to click register button.
- If all the information filled is correct then the user will be able to sign up successfully.

	Applied Successfully!!	titute
send us a	We have successfully received your application. You will be notified after verification is done.	
	Okay	

- Once applied successfully, the application will be verified by the authorities; the Institute will be notified via email on their registered email id.
- Once verification is done Institute can login on portal using the email id and password that was entered in the registration form & fill the historical data.

3.1.1. Application verified successfully

- The verification team will verify your application.
- If all the data entered in application are valid; the team will send you a verification email on your registered email id.



- If the verification team finds any invalid data then the application will not be verified and you will receive an email regarding the same with the rejection reasons.
- One can login to the portal after receiving successful verification email from our team.

3.1.2. Application is not verified successfully

- Kindy read the email received carefully; the reasons will be mentioned to not verify your application.
- You need to re-register on the portal again with all the valid data.

4. Block, Faculty and Student Level Data

- Once the institute logs in to the portal following screen is displayed:

NHERC-MIS	•			Time Left (DAY : HH : MM : SS) 00 : 04 : 12 : 41		
HOME > FACULTY AND STUDENT DATA						
FACULTY AND ST	UDENT DATA					
	State : •	select or search a state		•		
	District : •	Select or search a District		•		
	Institute :	Select or search a insolute		•		
	BROCK :	Note: If block is not present in the dropd	lown list then Click here to add block	•		
Instructions: 1. All fields are mandatory 2. If you don't have data then pu 3. Data should be filled as on 20 Total Eaculty	t 0, you can update the 18-2019	data at any point of time before de	adline			
Total • :	Example - 5000		Professor • :	Example - 2000		
Associate * :	Example - 3000		Assistant * :	Example - 2000		
Upload faculty Document .	Choose file No file	chosen	0			
Total • :	Example - 5000		Professor * :	Example - 2000		
Associate • :	Example - 3000		Assistant • :	Example - 2000		
Filled Faculty						
Total • :	Example - 5000		Professor • :	Example - 2000		
Associate * :	Example - 3000		Assistant • :	Example - 2000		
Vacant Faculty						
Total • :	Example - 5000		Professor • :	Example - 2000		
Associate * :	Example - 3000		Assistant • :	Example - 2000		
Student Data (rickdrig al years and progen)						
Student Data (Including a						
Student Data (Including a	Example - 5000		Total Filled • :	Example - 2000		
Student Data (Including a Total available seato* : Total Vincent * :	Example - 5000 Example - 3000		Total Filed • :	Example - 2000		
Student Data (nockding a Total available searce : Total Viaccent • :	Example - 5000 Example - 3000 Informati	on is true and correct to the best of	Total Filed * : Disclaimer I mylour knowledge. IWe will be solely responsible	Example - 2009 for any information found incorrect		

- As highlighted in the above fig. the user needs to enter information as on 2018-2019.
- All the fields marked * is mandatory for the user to fill.
- Fields like state, district and institute name will be pre-filled
- The user needs to select the block from the drop-down list
- If the institute cannot find their respective block in the drop-down, then please click on Click here to add block.



Block : *	Select or search a Block	•
	Note: If block is not present in the dropdown list then Click here to add block	

- Make sure to enter the proper block name in the provided field and click Yes to confirm (Refer image below)

	Add Block
Block Name : *	Block Name Are you sure you want to add Block ?
	Yes > No

- Read all the instructions carefully
- After selecting the block please fill the form for faculty and student data.
- And then click on "Save" button which will save the complete information successfully.
- In case if the user wishes to update the submitted details then they can update it as well.
- Note: The updating rights is available with Institute only till the time deadline has not been met.
- Once the deadline is met Institute will not be able to make any changes in the information for any year.



5. Contact Us

- In case of any issues if the user wishes to contact the Technical Support Group then click on the following button:

MHERC-MIS ≡		Time Left (DAY : HH : MM : SS) 00 : 03 : 37 : 44	# Dashboard					
HOME > FACULTY AND STUDENT DATA								
FACULTY AND STUDENT DATA								
State : *	Andhra Pradesh		•					
District : *	Krishna		Ŧ					

5.1. Drop your query

- The user needs to fill in following information and send it to the Technical Support Group.
- The team will send back the response to the query on the mentioned email id.

Contact Us	
Name : *	Name
Contact No.: *	Contact No.
Email Address : *	Please fill out this field. Email Address
Subject : *	Subject
Description : *	Enter text here
Send Cancel	

5.2. Helping Docs

- From this section the user will be able to download the user manual.

5.3. FAQ

- The section allows the user to access the most frequently asked questions through which they can find responses to some of the common queries and resolve it immediately.



Thank You!!!