पत्रांक : 912 /SPD/RUSA/257 /17

दिनांक : 16/05/2019.

सेवा में,

कुलसचिव / प्राचार्य / प्राचार्या,
रूसा आच्छादित समस्त राज्य विश्वविद्यालय / महाविद्यालय,
उ0प्र0।

विषयः–राष्ट्रीय उच्चतर शिक्षा अभियान के अन्तर्गत मानव संसाधन विकास मंत्रालय, भारत सरकार, नई–दिल्ली द्वारा NHERC & MIS पोर्टल के लांच एवं उसमें विवरण दिनांक 23.05.2019 को सायंकाल 04:00 बजे तक अपलोड करने के संबन्ध में।

महोदय,

कृपया राष्ट्रीय उच्चतर शिक्षा अभियान के पत्र सं0 879 / SPD / RUSA / 62 / 15 दिनांक 16.04.2019 का अवलोकन ग्रहण करना चाहें। जिसके माध्यम से मानव संसाधन विकास मंत्रालय, भारत सरकार नई–दिल्ली द्वारा लांच की गई NHERC MIS पोर्टल पर वर्ष 2013–14 से वर्ष 2018–19 तक की विश्वविद्यालयों / महाविद्यालयों की विस्तृत जानकारी दिनांक 16.04.2019 तक अपलोड करने हेतु अनुरोध किया गया था। भारत सरकार एवं उ0प्र0 शासन, उच्च शिक्षा विभाग द्वारा NHERC MIS पोर्टल पर अद्यतन डाटा अपलोड न किया जाने पर अत्यन्त ही खेद व्यक्त किया गया है।

उपरोक्त के सम्बन्ध में यह भी अवगत कराना है कि विश्वविद्यालयों / महाविद्यालयो द्वारा अद्यतन NHERC MIS पोर्टल पर डाटा अपलोड न किये जाने की स्थिति में भारत सरकार द्वारा पुनः दिनांक 23.05.2019 तक अन्तिम बार NHERC MIS (https://nhercmis.tiss.edu/#/login) पोर्टल पर डाटा अपलोड करने हेतु अवसर दिया गया है।

अतः आपसे पुनः यह कहने के निदेश प्राप्त हुये है कि भारत सरकार की अपेक्षा के अनुरूप रूसा आच्छादित समस्त विश्वविद्यालय / महाविद्यालय NHERC MIS पोर्टल पर दिनांक 23.05.2019 को सायंकाल 04:00 बजे तक समस्त डाटा अपलोड करना एवं सम्बन्धित से रूसा कार्यालय को अवगत कराना सुनिश्चित करें अन्यथा की स्थिति में शासन के स्तर से सम्बन्धित का उत्तरदायित्व निर्धारित करते हुये अवमुक्त समस्त अनुदान को विश्वविद्यालय / महाविद्यालय से ब्याज सहित राज्य परियोजना निदेशालय में वापस करने की अनुशंसा की जायेगी।

आवश्यक/समयबद्ध

समस्त प्राचार्य
सहसुक्त लखनऊ विश्वविद्यालय
लखनऊ।

कृपया पत्रानुसार
आवश्यक कार्यवाही
करते हुए कृत कार्यवाही
से विश्वविद्यालय को
अवगत कराने का कष्ट करें।

Ashulee
21. 5. 2019
कुल सचिव
लखनऊ विश्वविद्यालय लखनऊ

भवदीय,

Sanjay

(संजय कुमार दिवाकर)
उप निदेशक, रूसा

प्रतिलिपि– निम्नलिखित को सादर सूचनार्थ :–
1. अपर मुख्य सचिव, उच्च शिक्षा विभाग, उत्तर प्रदेश शासन।
2. विशेष सचिव, उच्च शिक्षा / निदेशक रूसा, उत्तर प्रदेश शासन।

(संजय कुमार दिवाकर)
उप निदेशक, रूसा

Institute – User Manual – MIS

By Graylab Technologies Pvt. Ltd.

Table of Contents
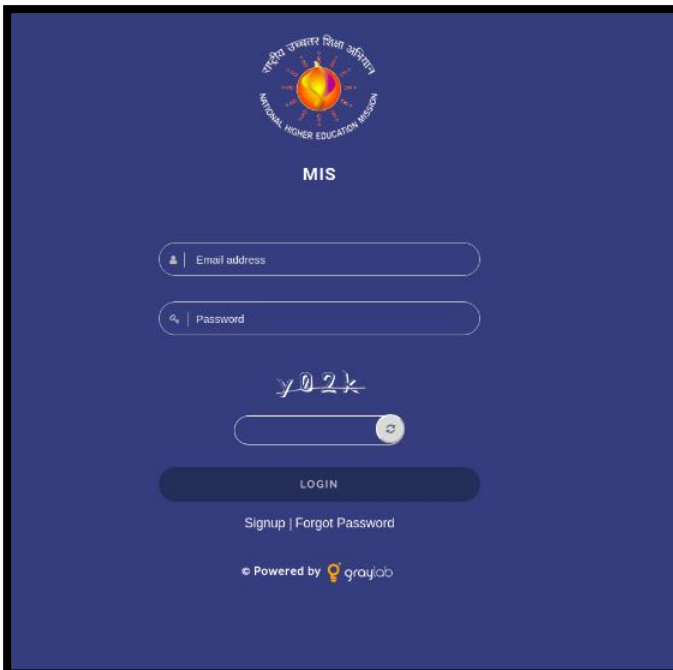
1. Introduction

The vision of MIS is to have a centralized database which will capture historical information for RUSA and Non – RUSA funded Institutes as well as States.
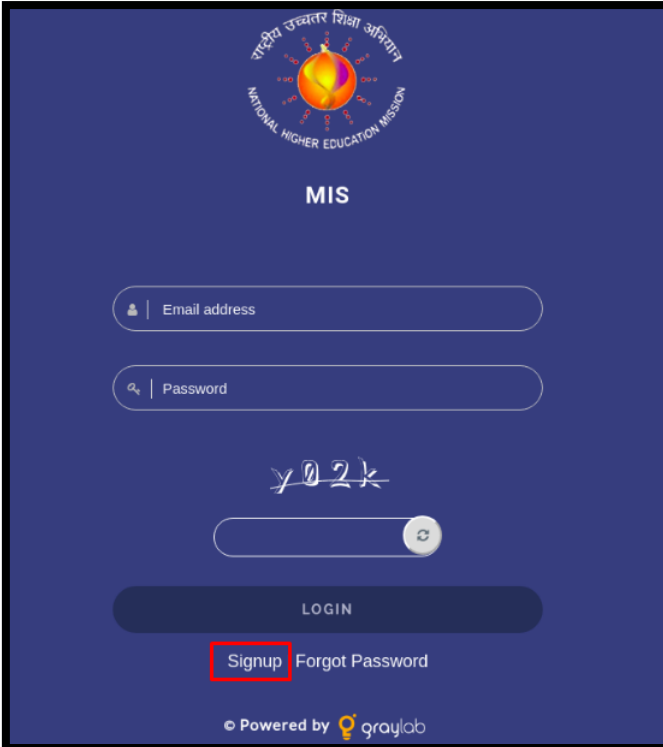
2. Login Screen

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

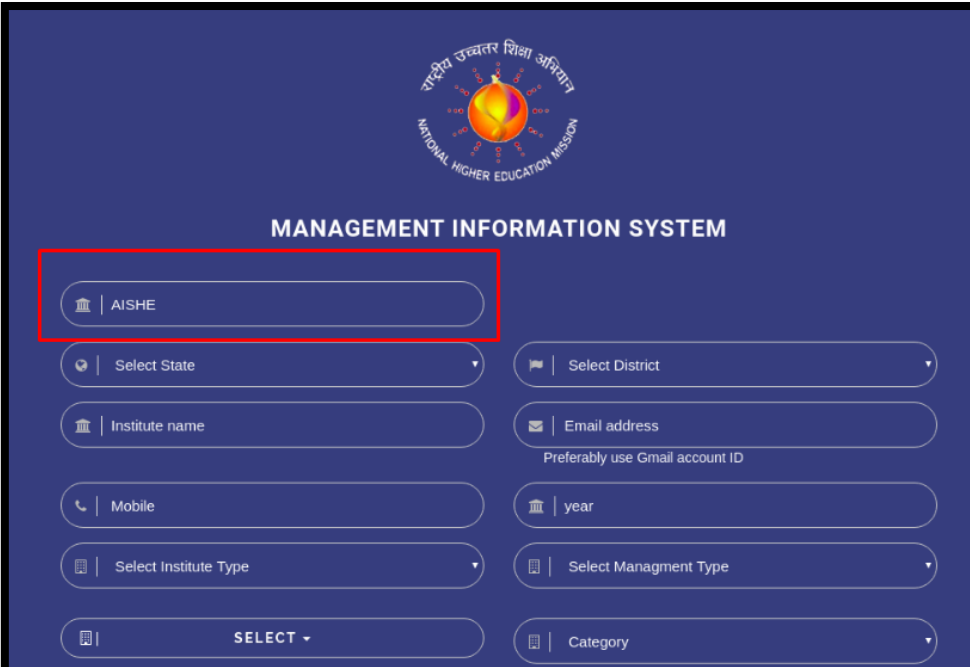
2.1. Institute Signup

- As highlighted in the fig below, the institute needs to click on the sign up link available on the login page.

- Once clicked on the signup link, Institute needs to first enter their **"AISHE Code"**.


- In case if the Institute already exists in our system then almost all the information will be populated automatically as soon as the user will enter the AISHE Code.

- Note: When the information gets populated the fields viz. State, District, Institute Name, 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
- In case if the user enters the AISHE code and the Institute is not available in our system 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 signup.

  - AISHE Code
  - Institute's State
  - Institute's District
  - Institute's Name
  - Email Id
  - Mobile No.
  - Year of Establishment
  - Institute Type
  - Management Type
  - Programmes Offered(UG/PG/Mphil/PHD)
  - Institute Category (General/Professional)
  - Minority (Religious/Linguistic)
  - Location (Rural/Urban/Metropolitan)
  - Institute's Address
  - Website
  - Password
  - 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.
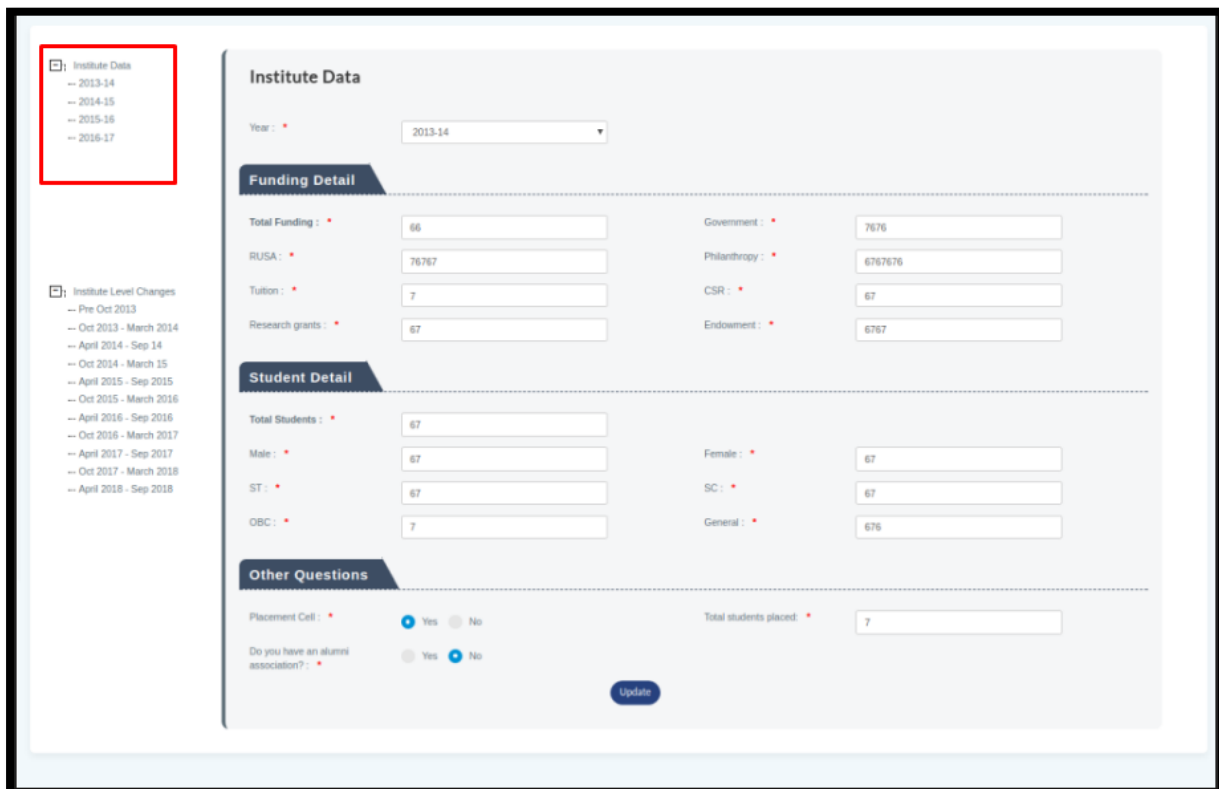
- After filling up the form details the user needs to click signup button.
- If all the information filled is correct then the user will be able to sign up successfully.
-

Signup Succesfull!!

Use email Id and password as filled in the signup form to login & fill the information.
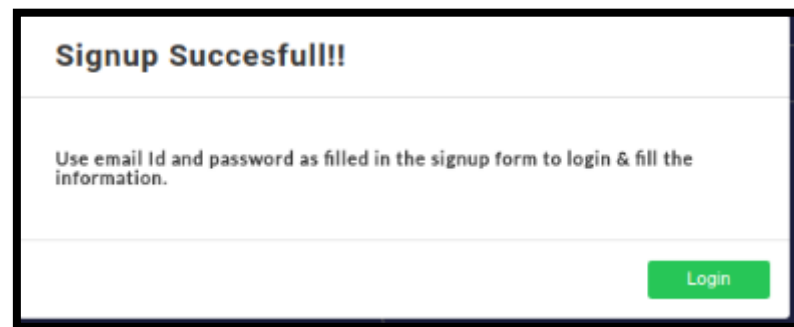
Login

- After successfully signup the user can login into the portal using the Email id and Password that was filled in the sign up form.

3. Institute Data

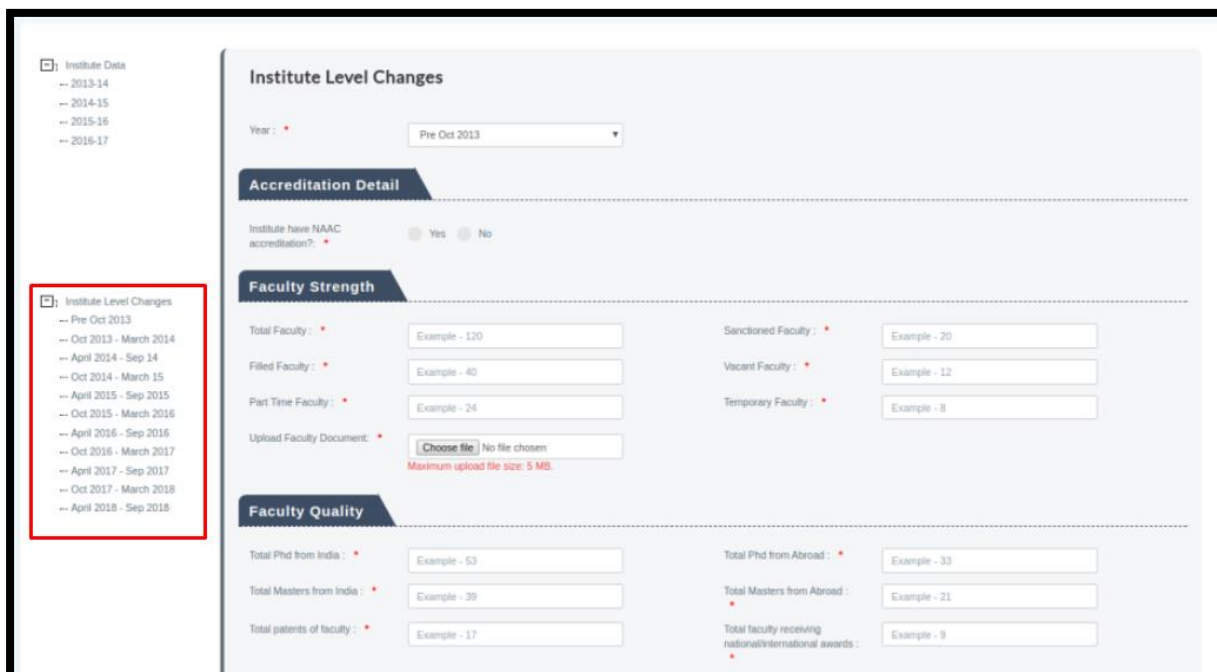- Once the institute logs in to the portal following screen is displayed:

- Majorly in this section we are asking **"Funding", "Student"** and **"Other"** details.
- As highlighted in the above fig. the user needs to enter information **year wise**.
- Click on any of the year and fill the information asked in the form accordingly.
- All the fields marked * is mandatory for the user to fill.
- And then click on "Save" button which will save the complete information for that particular year successfully.
- In case if the user wishes to view the submitted details then click on that particular year and you should be able to view the details and 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.

4. Institute Level Changes

- This information is to be filled by the user for every six months.
- User needs to click on "Institute Level Changes" section as highlighted in the fig:

- Majorly in this section we are asking **"Accreditation", "Faculty Strength"** and **"Faculty Quality", "Staff", "Student"** and **"Other"** details.
- As highlighted in the above fig. the user needs to enter information **every six months for each year.**
- Click on any of the year and fill the information asked in the form accordingly.
- All the fields marked * is mandatory for the user to fill.
- And then click on "Save" button which will save the complete information for that particular year successfully.
- In case if the user wishes to view the submitted details then click on that particular year and you should be able to view the details and update it as well.
- Note: The updating rights is available with Institute only till the time deadline has not been met.
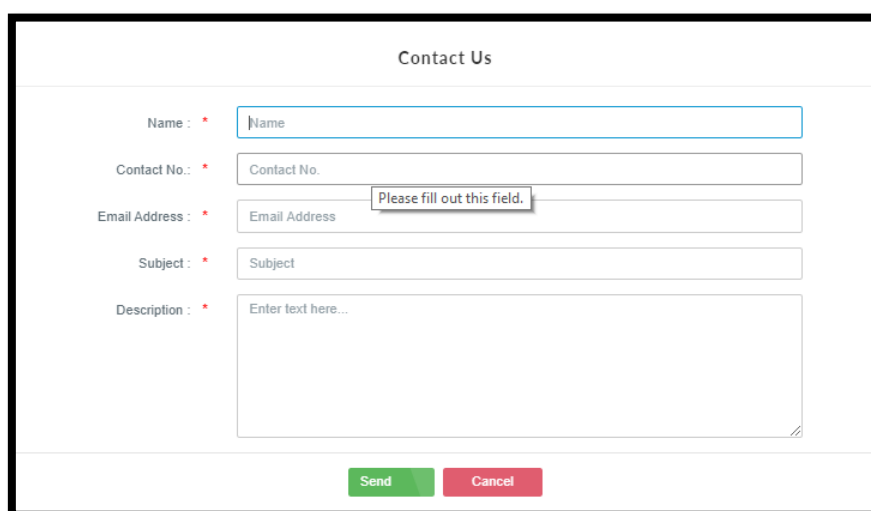- Once the deadline is met Institute will not be able to make any changes in the information for any year.

5. Contact Us

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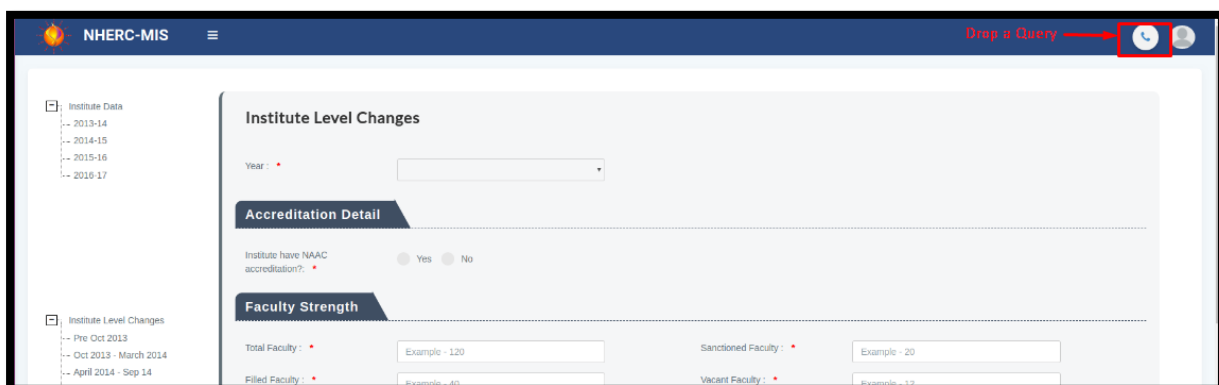
5.1. Drop your query

- 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.

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!!!