

NATIONAL HIGHER EDUCATION RESOURCE CENTRE

Faculty/Student Data Portal – User Manual

By Graylab Technologies Pvt. Ltd.

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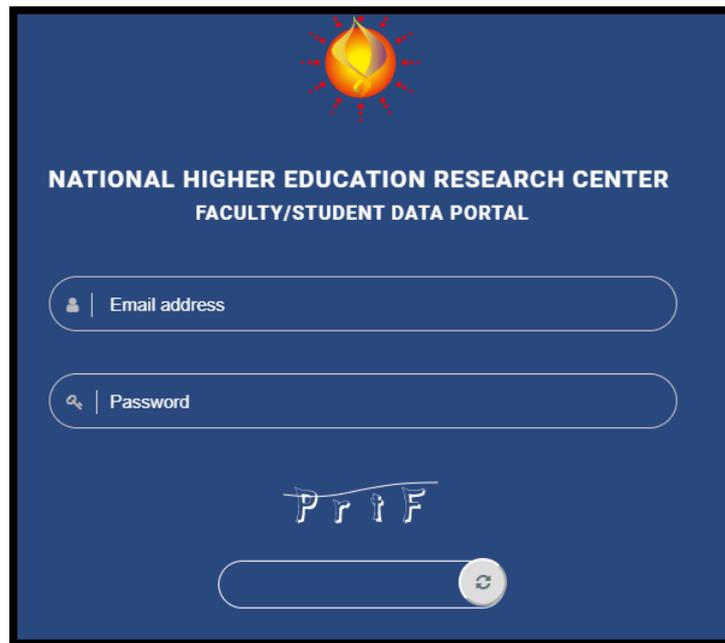
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1. Introduction

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.

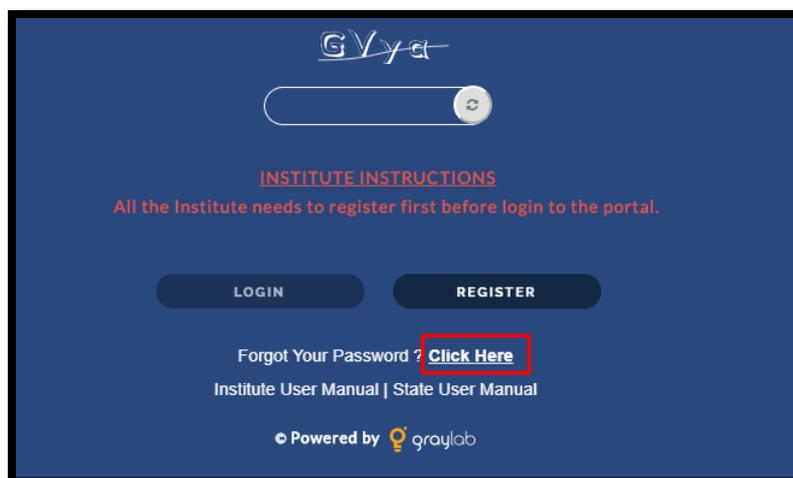
2. Login Screen

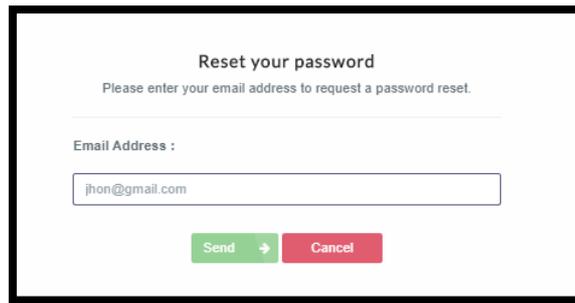
- To fill the information on the MIS portal user needs to click on <http://nherc.in/>
- Following is the login screen.



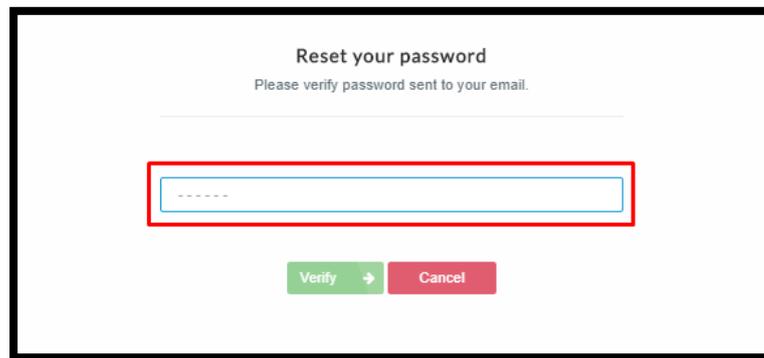
2.1. Forgot Your Password

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





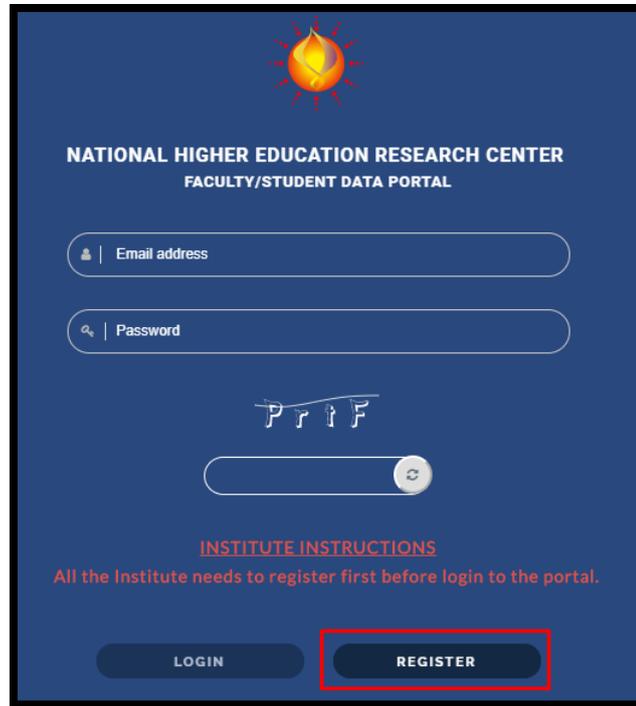
- Enter your registered email id here and click on send button.
- After clicking send button make sure you don't close the portal because you need to verify the received password.



- 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.

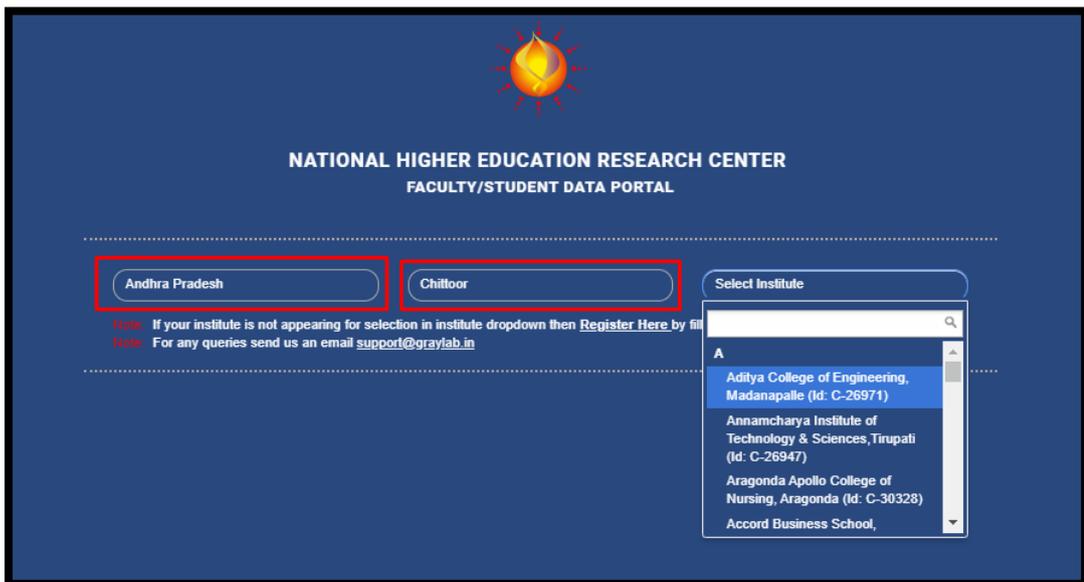



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 FACULTY/STUDENT DATA PORTAL



INSTITUTE INSTRUCTIONS
 All the Institute needs to register first before login to the portal.

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




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Note: If your institute is not appearing for selection in institute dropdown then [Register Here](#) by fill
 Note: For any queries send us an email support@graylab.in

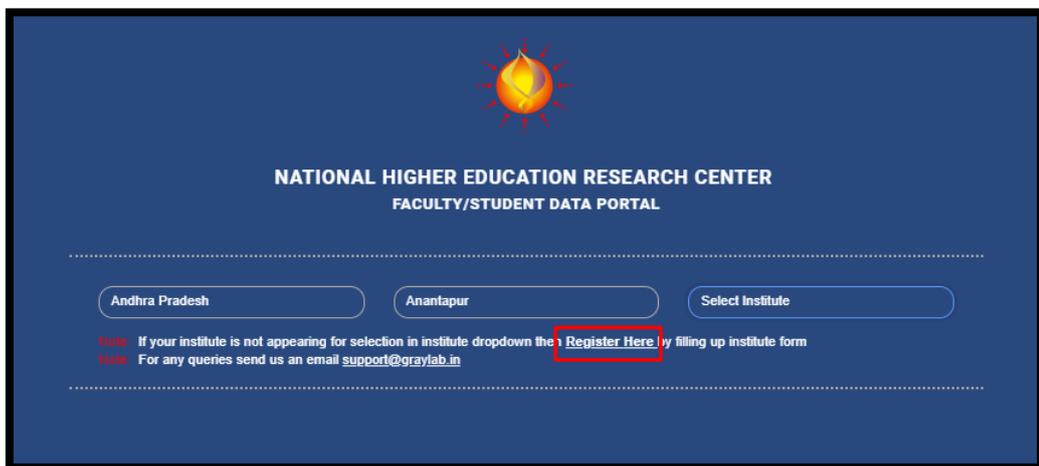
A
 Aditya College of Engineering,
 Madanapalle (Id: C-26971)
 Annamcharya Institute of
 Technology & Sciences,Tirupati
 (Id: C-26947)
 Aragonda Apollo College of
 Nursing, Aragonda (Id: C-30328)
 Accord Business School,

- 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**”



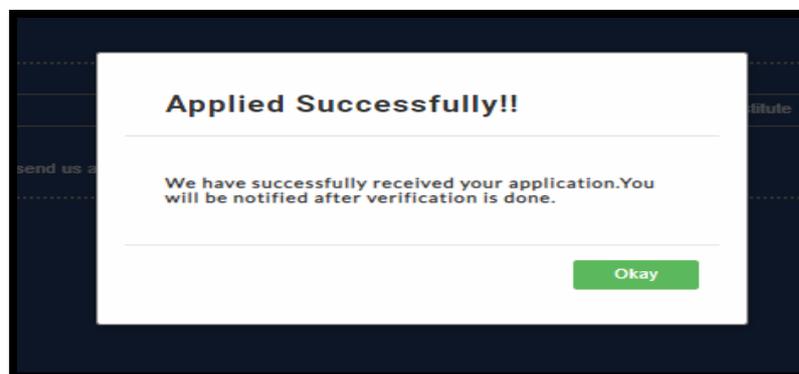
- Then the user will have to fill up the complete information asked in the form manually.
- Following are the fields that we are capturing during the registration.

- 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.



- 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.



- 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.

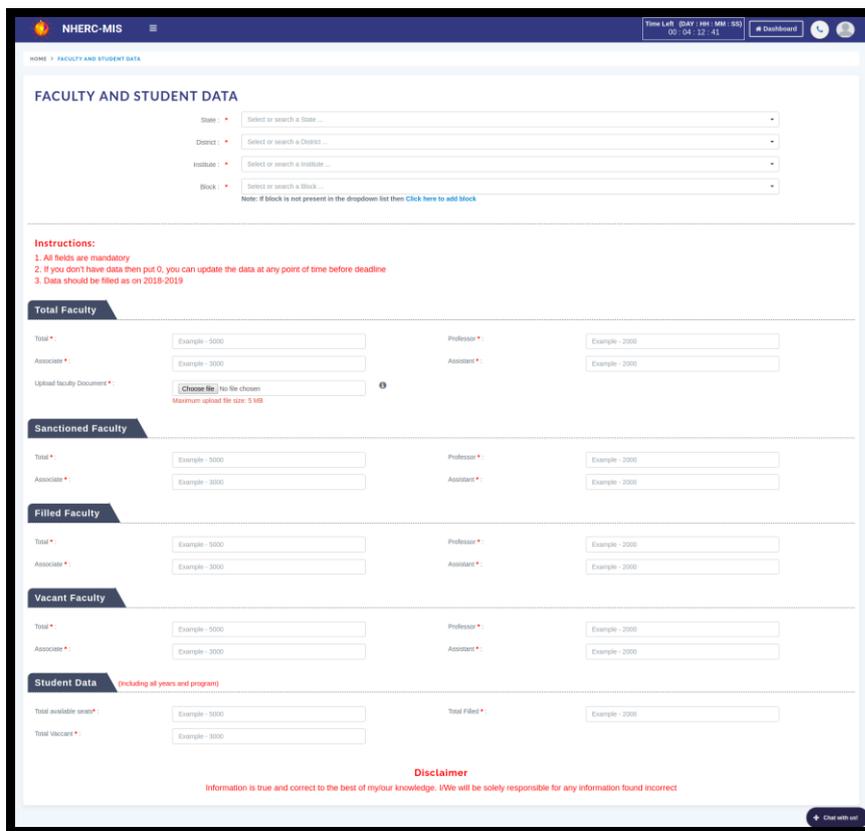
- If the verification team finds any invalid data then the application will not be verified and you will receive an email regarding the same with the rejection reasons.
- One can login to the portal after receiving successful verification email from our team.

3.1.2. Application is not verified successfully

- Kindly 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:

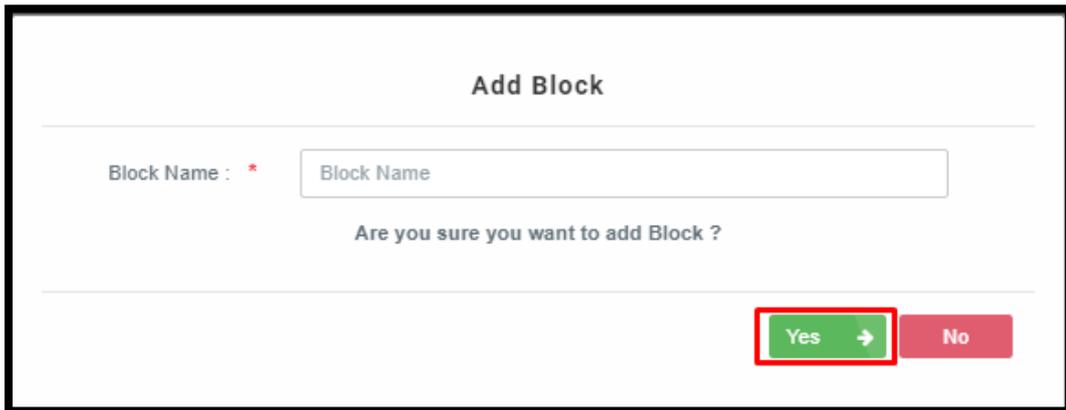


The screenshot shows the 'FACULTY AND STUDENT DATA' entry form in the NHERC-MIS portal. At the top, there are dropdown menus for 'State', 'District', 'Institute', and 'Block'. Below these are instructions: '1. All fields are mandatory', '2. If you don't have data then put 0, you can update the data at any point of time before deadline', and '3. Data should be filled as on 2018-2019'. The form is divided into four main sections: 'Total Faculty', 'Sanctioned Faculty', 'Filled Faculty', and 'Vacant Faculty'. Each section has input fields for 'Total', 'Associates', 'Professor', and 'Assistant' counts. The 'Student Data' section at the bottom has fields for 'Total available seats' and 'Total Vacant'. A disclaimer at the bottom states: 'Information is true and correct to the best of my/our knowledge. I/We will be solely responsible for any information found incorrect.' A 'Chat with us' button is in the bottom right corner.

- 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.



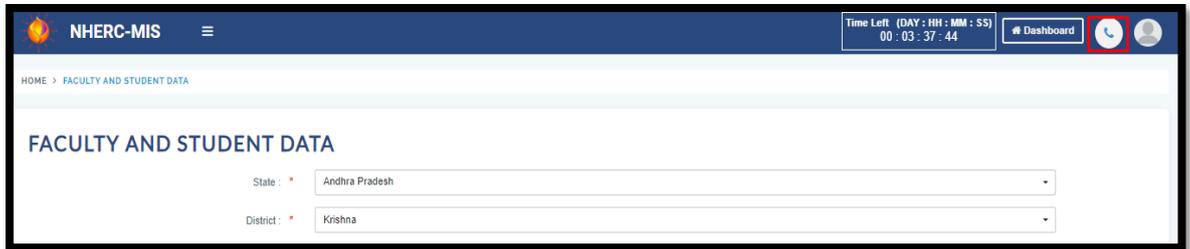
- Make sure to enter the proper block name in the provided field and click Yes to confirm (Refer image below)



- **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.**

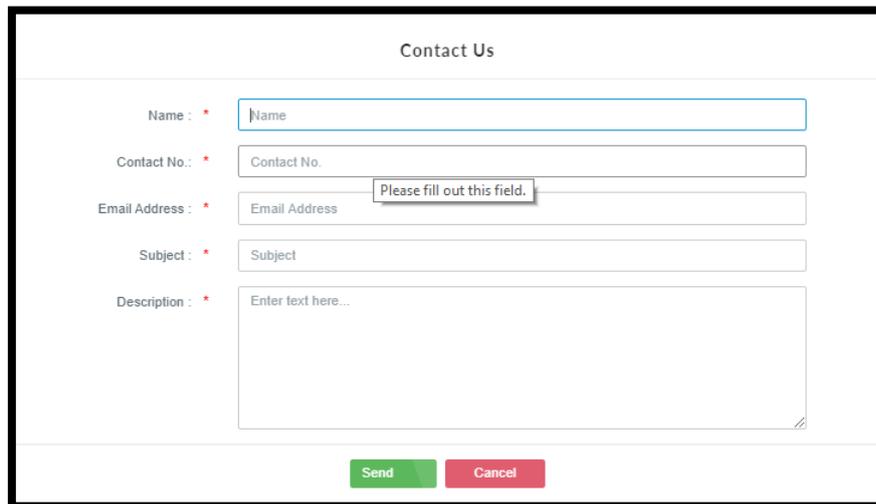
5. Contact Us

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



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!!!