

आयुक्तालय, कॉलेज शिक्षा विभाग, राजस्थान, जयपुर

क्रमांक:- एफ 4(परीक्षा) आकाशि/नि0सं0/2019/ 883
प्राचार्य,

दिनांक: 17 जून 2019

समस्त निजी महाविद्यालय,
राजस्थान।

विषय:-NHERC- फ़ैकल्टी व स्टूडेंट डाटा पोर्टल पर निजी महाविद्यालयों द्वारा रजिस्ट्रेशन एवं फ़ैकल्टी व स्टूडेंट डाटा अपलोड करने बाबत।

महोदय,

उपर्युक्त विषयान्तर्गत क्रम में समस्त निजी महाविद्यालयों द्वारा **NHERC Portal(http:nherc.in)** पर रजिस्ट्रेशन करवाया जाना आवश्यक है। अतः निर्देशित किया जाता है कि उक्त पोर्टल पर रजिस्ट्रेशन कर, फ़ैकल्टी व स्टूडेंट डाटा अपलोड करना सुनिश्चित करें। उक्त कार्यवाही हेतु आवश्यक दिशा-निर्देश संलग्न है।

संलग्न:- उपरोक्तानुसार

भवदीय

33

अतिरिक्त आयुक्त
कॉलेज शिक्षा राजस्थान, जयपुर
दिनांक: 17 जून 2019

क्रमांक:- एफ 4() आकाशि/नि0सं0/2019/ 883

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है -

1. वेबसाईट प्रभारी को वेबसाईट पर अपलोड करने हेतु।

19/1/19

संयुक्त निदेशक, (नि0सं0)
कॉलेज शिक्षा राजस्थान, जयपुर

NHERC - Faculty & Student Data Portal - Important Instructions

1. Portal Link: <https://nherc.in/>
2. **Deadline: 4th June – 20th June, 2019 till 10 pm**
3. Portal majorly covers information related to faculty positions(sanctioned, filled and vacant) and student information (intake capacity, filled and available seats)
4. Information is 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.

Instructions specifically only for the existing users of NHERC – MIS(<https://nhercmis.tiss.edu>) portal

1. Those RUSA and Non RUSA Beneficiary Institutes that have registered on the **NHERC – MIS** (<https://nhercmis.tiss.edu>) portal and filled their data also have to register on NHERC (<https://nherc.in/>) the faculty & student data portal.
2. They need to upload their faculty and student related info on NHERC (<https://nherc.in/>) portal.
3. These users can use the same login credentials as NHERC-MIS portal and directly login to the NHERC portal for filling up information.

Kindly read this carefully

- **Existing users of NHERC – MIS portal need not register on NHERC portal once again. They can use their existing credentials (username and password used for NHERC-MIS portal) to login to the faculty portal and fill data.**
- **The portal is to be opened on “Google Chrome” browser.**
- **Use CTRL+SHIFT+N (New Incognito Window), then use CTRL+SHIFT+ R (for clear the Cache memory)**

NATIONAL HIGHER EDUCATION RESOURCE CENTRE

Faculty/Student Data Portal – User Manual

By Graylab Technologies Pvt. Ltd.

Table of Contents

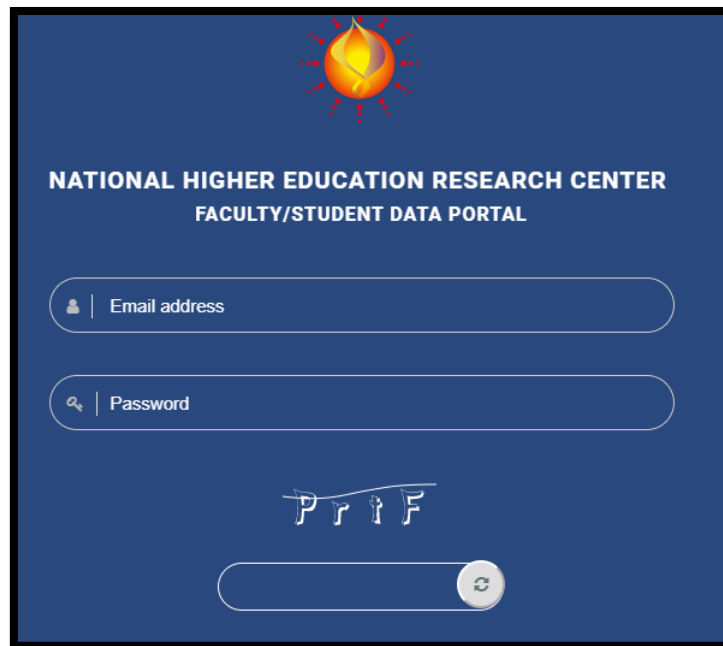
1. Introduction	3
2. Login Screen	3
2.1. Forgot Your Password	3
3. Registration.....	5
3.1. Steps to follow if institute name does not appear in the institute selection option.....	6
3.1.1. Application verified successfully	7
3.1.2. Application is not verified successfully	8
4. Block, Faculty and Student Level Data.....	8
5. Contact Us.....	10
5.1. Drop your query	10
5.2. Helping Docs	10
5.3. FAQ.....	10

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

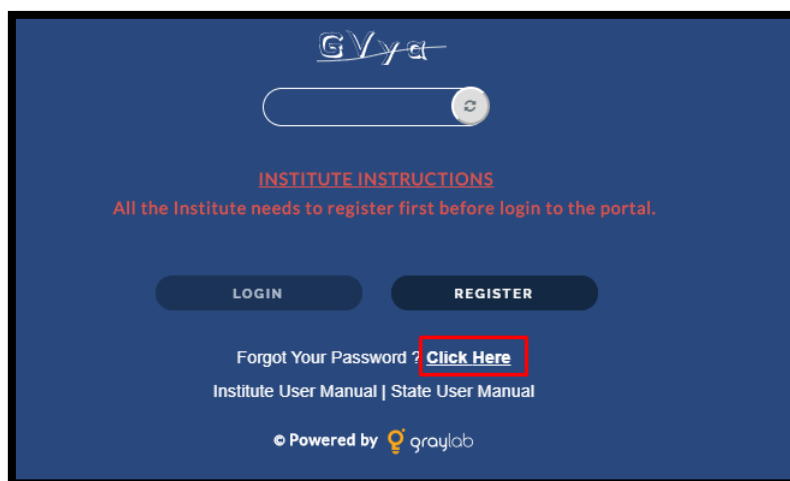
- To fill the information on the MIS portal user needs to click on <http://nherc.in/>
- Following is the login screen.



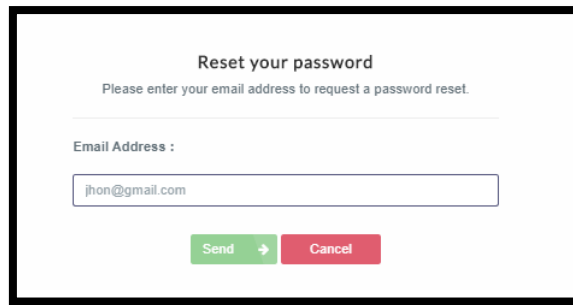
The screenshot shows a dark blue login interface. At the top center is a logo of a glowing orange sun with rays. Below it, the text reads "NATIONAL HIGHER EDUCATION RESEARCH CENTER" and "FACULTY/STUDENT DATA PORTAL". There are two input fields: "Email address" with a person icon and "Password" with a key icon. Below the fields is the "Prif" logo and a circular refresh button.

2.1. Forgot Your Password

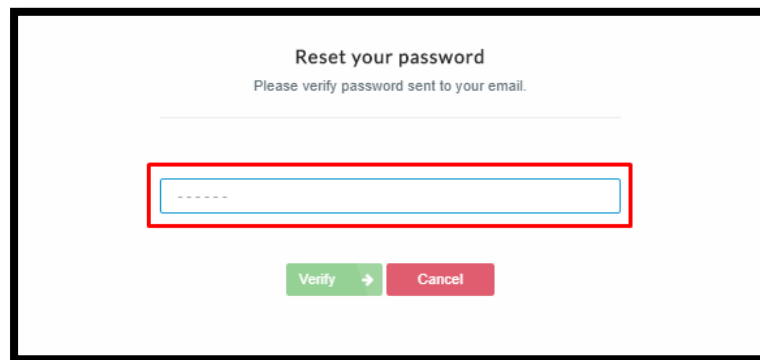
- If you don't remember your password kindly Click here.



The screenshot shows a dark blue screen with the "GVya" logo at the top. Below it is a search bar with a refresh button. The text "INSTITUTE INSTRUCTIONS" is followed by "All the Institute needs to register first before login to the portal." There are two buttons: "LOGIN" and "REGISTER". Below them is a link "Forgot Your Password? Click Here" where "Click Here" is highlighted with a red box. At the bottom, there are links for "Institute User Manual" and "State User Manual", and a footer that says "Powered by graylab" with the logo.



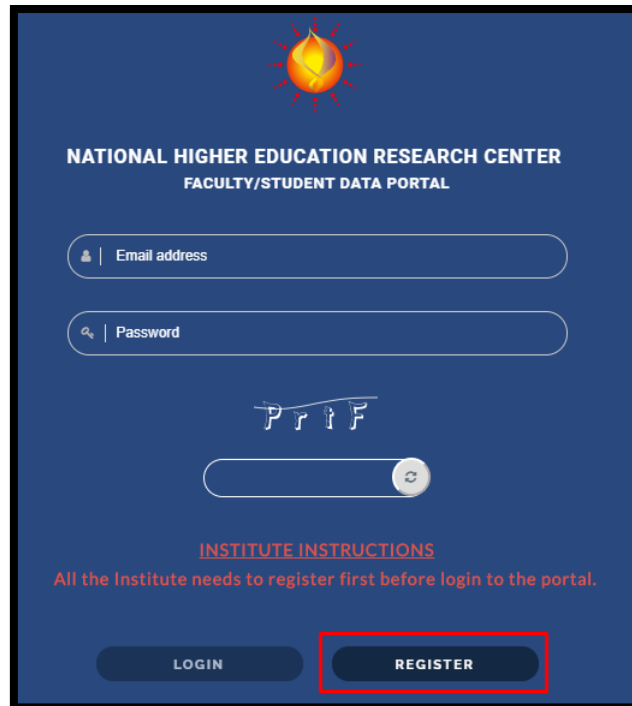
- Enter your registered email id here and click on send button.
- After clicking send button make sure you don't close the portal because you need to verify the received password.





- 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.

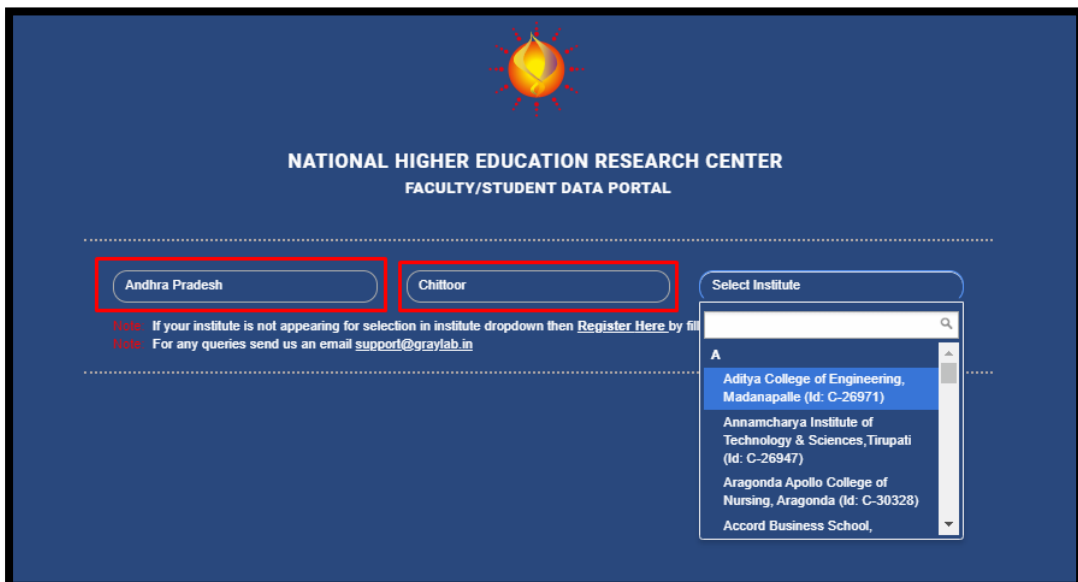




NATIONAL HIGHER EDUCATION RESEARCH CENTER
 FACULTY/STUDENT DATA PORTAL



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.




NATIONAL HIGHER EDUCATION RESEARCH CENTER
 FACULTY/STUDENT DATA PORTAL

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

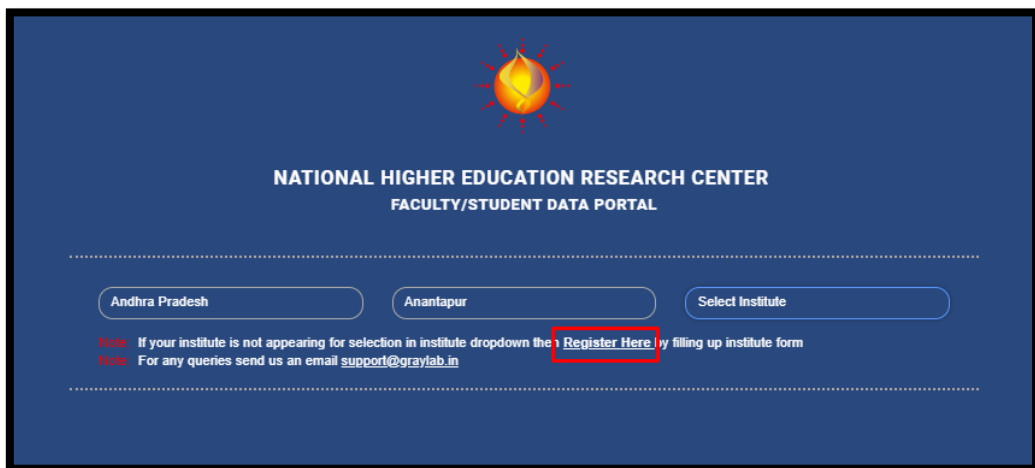
- Aditya College of Engineering, Madanapalle (Id: C-26971)
- Annamcharya Institute of Technology & Sciences, Tirupati (Id: C-26947)
- Aragonda Apollo College of Nursing, Aragonda (Id: C-30328)
- Accord Business School,

- 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.

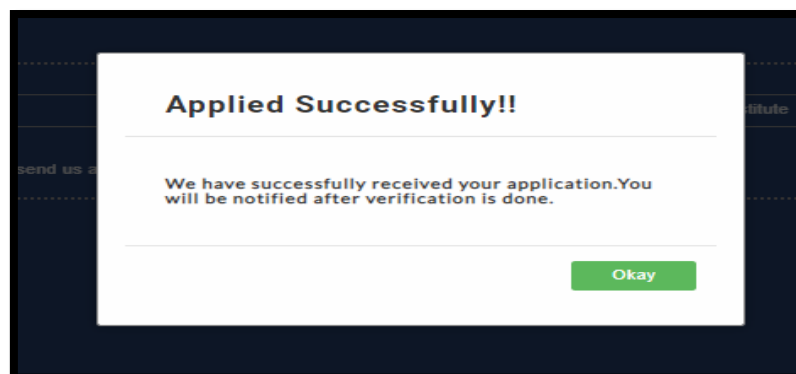
- Institute's Name
- Email Id
- Mobile No.
- Year of Establishment
- Institute Type
- Management Type
- Levels Offered(UG/PG/MPhil/PHD)
- Institute Category (General/Professional)
- Minority (Religious/Linguistic)
- Location (Rural/Urban/Metropolitan)
- Institute's Address
- Website
- Password
- NAAC 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.



The screenshot shows a registration form with three questions at the top: 'DOES YOUR INSTITUTE HAVE AISHE?', 'IS YOUR INSTITUTE RUSA BENEFICIARY?', and 'IS YOUR INSTITUTE NAAC ACCREDITED?'. Each question has radio buttons for 'YES' and 'NO'. Below these is the 'Upload Authorization certificate' section, which includes a PDF icon, a 'Choose File' button, and a 'No file chosen' message. A red box highlights the 'Download Authorization Form' link. At the bottom, there are 'SIGN UP' and 'CANCEL' buttons, a 'Login' link for existing users, and a footer that says '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.



- 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.

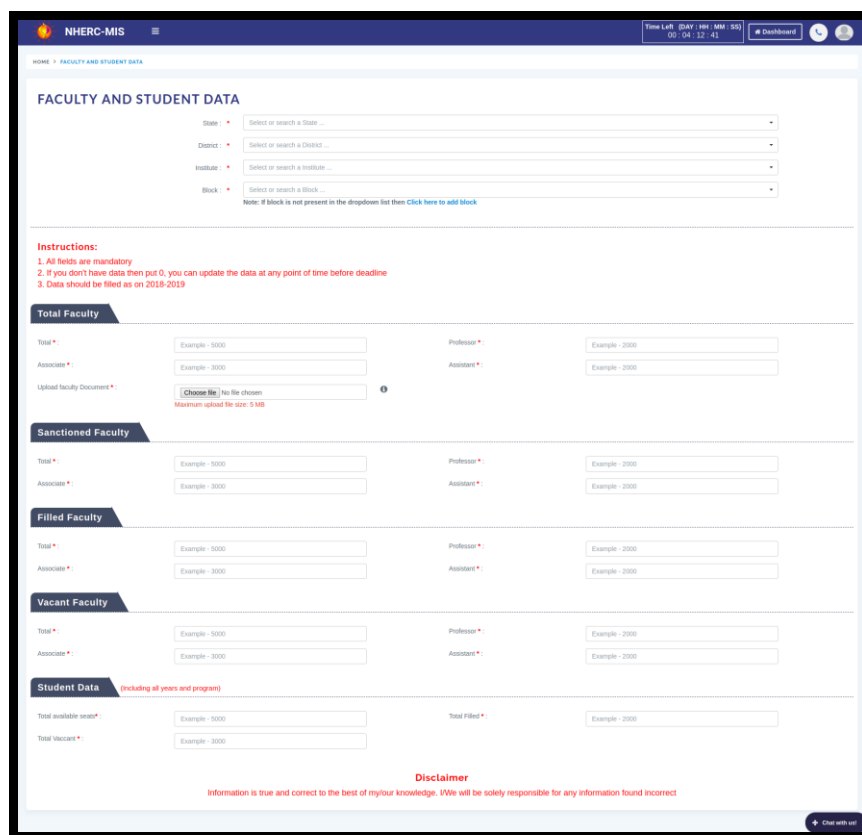
- If the verification team finds any invalid data then the application will not be verified and you will receive an email regarding the same with the rejection reasons.
- One can login to the portal after receiving successful verification email from our team.

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:



NHERC-MIS | Time Left: 00:04:12:41 | Dashboard

HOME > FACULTY AND STUDENT DATA

FACULTY AND STUDENT DATA

State:

District:

Institute:

Block:

Note: If block is not present in the dropdown list then Click here to add block

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
3. Data should be filled as on 2018-2019

Total Faculty

Total * Professor *

Associates * Assistant *

Upload faculty Document * Maximum upload file size: 5 MB

Sanctioned Faculty

Total * Professor *

Associates * Assistant *

Filled Faculty

Total * Professor *

Associates * Assistant *

Vacant Faculty

Total * Professor *

Associates * Assistant *

Student Data (including all years and program)

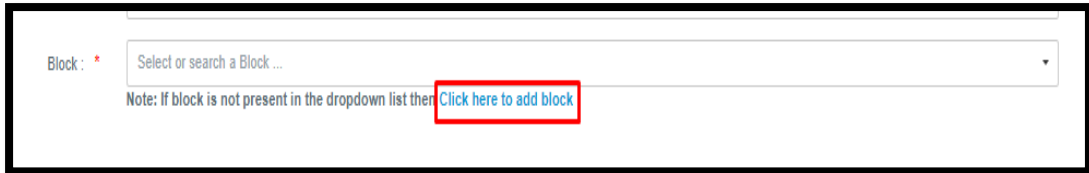
Total available seats * Total Filled *

Total Vacant *

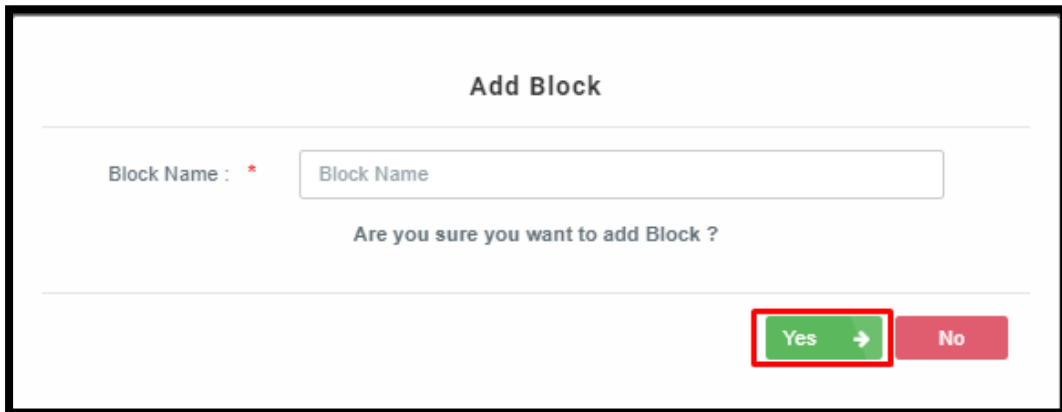
Disclaimer
Information is true and correct to the best of my/our knowledge. I/We will be solely responsible for any information found incorrect

[Chat with us](#)

- 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.



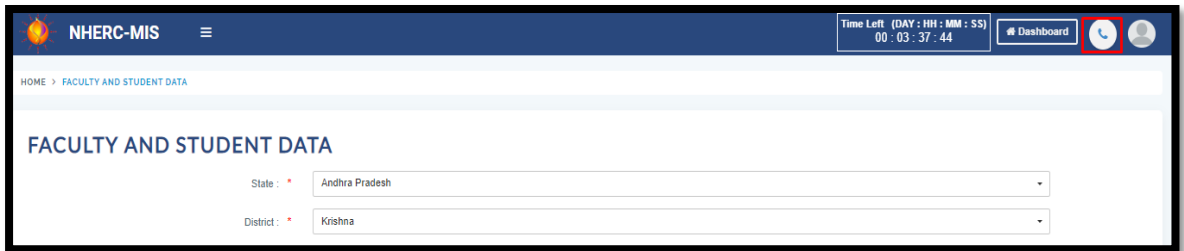
- Make sure to enter the proper block name in the provided field and click Yes to confirm (Refer image below)



- **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.**

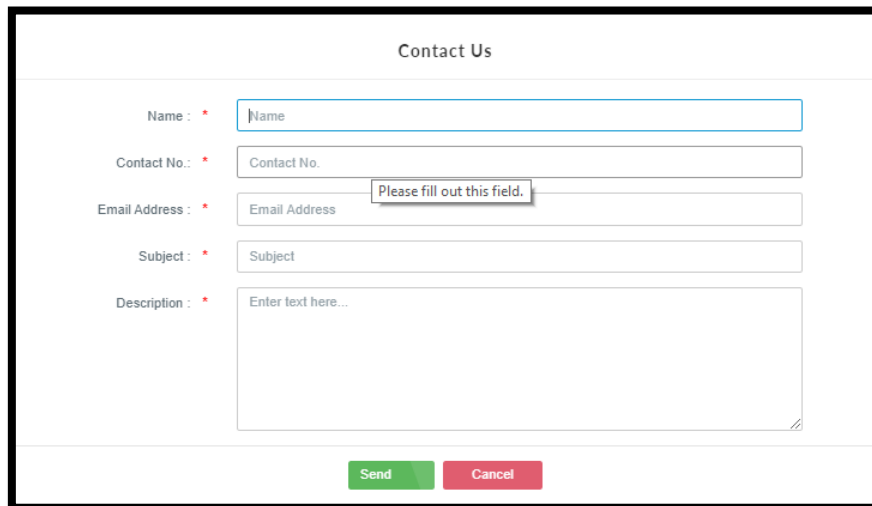
5. Contact Us

- 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!!!