

# Kerala State Higher Education Survey

## User Manual



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# 1. Registration Process

## 1.1. Institution Applying for Registration

- Institutions applying for Kerala State Higher Education Survey process for the first time has to click on "Register with us" link and proceed as instructed.

**KSHEC** The Kerala State Higher Education Council  
Govt. of Kerala

Registration of Higher Educational Institutions to KSHEC Portal

Name of the Institution*	<input type="text" value="Enter the name of institution"/>
Institution type*	<input type="text" value="Select Institution Type"/>
AISHE ID*	<input type="text" value="Select"/> <input type="text" value="Enter AISHE ID issued by MHRD"/>
Institution email Id*	<input type="text" value="Enter official institutional email"/>
Confirm Institution email Id*	<input type="text"/>
Mobile number for communication*	<input type="text" value="Enter official mobile number for communication"/>
Address of Institution*	<input type="text" value="Address of Institution"/> <input type="text" value="Street Name, Locality"/> <input type="text" value="Pincode"/> <input type="text" value="Select District"/> <input type="text" value="Select a Taluk"/>
Enter the characters shown*	 <input type="text"/>
Terms and Conditions	
<ul style="list-style-type: none"><li>• Provide official institutional e-mail id's and contact numbers only. All future communications from KSHEC will be to the provided e-mail id's and contact numbers.</li></ul>	
<input checked="" type="checkbox"/> I agree with the above terms and conditions.	
<input type="button" value="Register"/> <input type="button" value="Cancel"/>	

- Type in your Institution Name, Type, AISHE ID, Email and Mobile Number
  1. Name of the Institution : Type in Name as per the record of UGC/MHRD
  2. Institution Type : "Select University" or "College"
  3. AISHE ID- id: This is the reference number provided to Higher Educational Institutes after submission of institutional information on MHRD AISHE portal.
  4. Institution email Id : This should be a university email-id that shall be used for all communication henceforth. Usage of Personal emails is strictly prohibited. Please note that, the institution login will always be this email-id and cannot be changed later.
  5. Mobile Number for Communication : This number shall be used for sending all SMS alerts from KSHEC and preferably should be the Head of Institution's

official Mobile number or mobile number of any responsible person from institution.

6. Address of Institution : Enter Address with Street Details, Taluk, District and Pincode
7. Enter the CAPTCHA as seen in the image in the textbox provided or click on the CAPTCHA image to reload a new captcha.
8. Click and ensure a tick mark on " I agree with the above Terms and Conditions" after reading the Terms and Conditions mentioned.
9. Click "Register" Button.

## 1.2 Institution Approval Email Alert

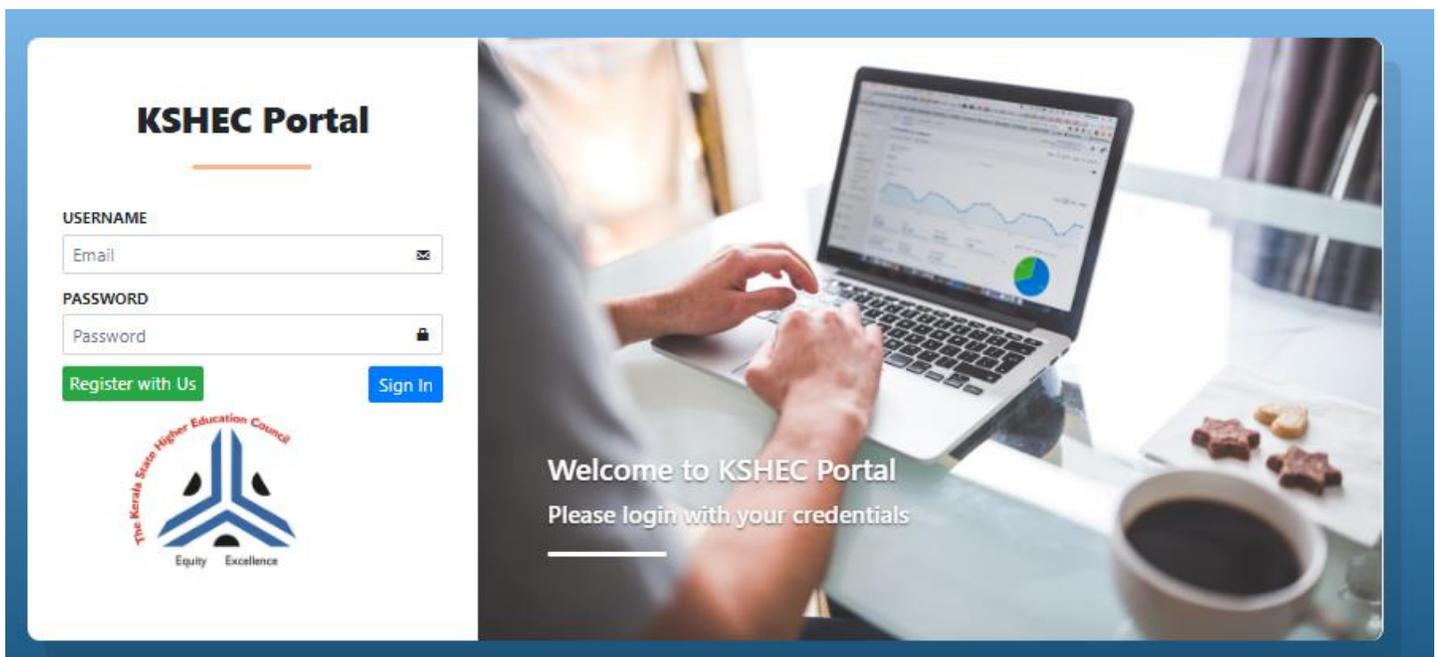
Once the registration is approved by KSHEC, the Institution will receive an email alert confirming the same. The email will have the User Id and Password of Institution.

Note : User Id will be same as the email submitted during Registration Process.

## 2. Login and Survey Submission

### 2.1. How to Login

- Please type your username and password as received in Approval mail.
- Click "Login" button

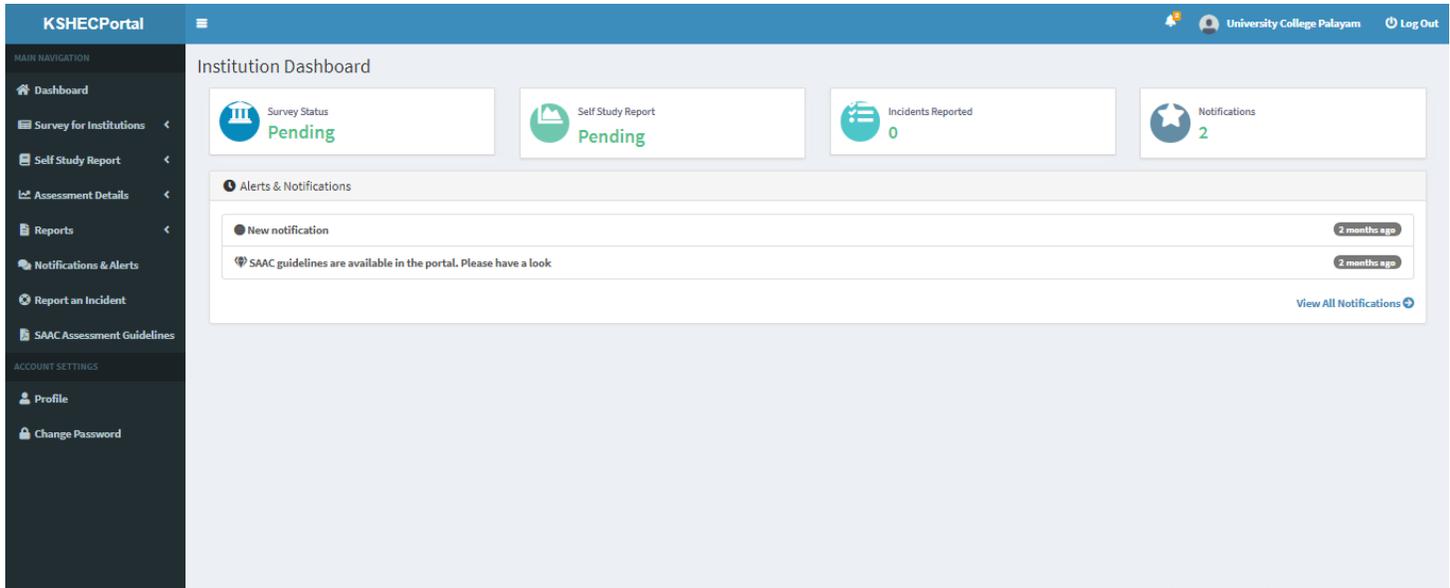


The image displays the KSHEC Portal login interface on the left and a person working on a laptop on the right. The login page features the title "KSHEC Portal" at the top. Below it are two input fields: "USERNAME" with "Email" as a placeholder and a mail icon, and "PASSWORD" with "Password" as a placeholder and a lock icon. There are two buttons: a green "Register with Us" button and a blue "Sign In" button. At the bottom left is the KSHEC logo, which includes the text "The Kerala State Higher Education Council" and "Equity Excellence". The right side of the image shows a person's hands typing on a laptop keyboard. The laptop screen displays a dashboard with a line graph and a pie chart. In the foreground, there is a white mug of coffee and a plate of cookies. A white text overlay on the bottom right of the laptop area reads "Welcome to KSHEC Portal" and "Please login with your credentials".

## 2.2. Dashboard

After Login, you will see the Dashboard screen.

- Status of Survey
- SAAC Status of Institution
- Incidents/Clarifications raised by Institution to KSHEC via the Helpdesk Portal
- Latest notifications released by KSHEC.



On the left side, the menu options will be displayed.

- Dashboard
- Higher Education Survey
  - Attend Survey
  - Submit Survey Details
- Self Study Report
- Assessment Details
- Reports
- Notifications & Alerts
- Report an Incident
- SAAC Assessment Guidelines
- Profile
- Change Password

## 3. Higher Education Survey

Click on "Attend Survey" submenu inside "Higher Education Survey Menu.

### 3.1. Attend Survey

The Data Capture Fields are distributed over 5 tabs, and all the relevant fields in each tab needs to be filled, before submitting the Survey.

#### 3.1.1. Information of the Institution

The below details needs to be filled in this section :

##### PART – A

**Attend Survey for Higher Educational Institutions (SSR Part A)** Year: 2018-2019

1. Information of the Institution | 2. Details of Staff | 3. Courses | 4. Infrastructure Information | 5. Financial Information

**Part A-Basic Information**

1. Name of the Institution	<input type="text" value="University College Palayam"/>		
2. Year Established	<input type="text" value="1938"/>	3. Number of years in existence	<input type="text" value="81"/>
4. Institution type	<input type="text" value="College"/>		
5. Select Affiliating University	<input type="text" value="University of Kerala"/>		
6. Management type	<input type="text" value="Government"/>		
7. Name of the Management	<input type="text" value="Enter the name of Management"/>		
8. Type of Specialization	<input type="text" value="Arts and Science"/>	Specialization Subtype	<input type="text" value="Select Specialization Subtype"/>
9. Instituion Type By Gender	<input type="text" value="Co-education"/>		
10. AISHE ID	<input type="text" value="C-11111"/>		

Activate Windows

11. Institution email Id	<input type="text" value="ucp@test.com"/>			
12. Mobile Number for communication	<input type="text" value="777777777"/>			
13. Institution Website	<input type="text" value="Enter the website address (eg:www.example.com)"/>			
14. Address of Institution	<input type="text" value="University College Campus"/> <input type="text" value="Palayam"/> <input type="text" value="695001"/> <input type="text" value="Thiruvananthapuram"/>			
15. Contact Details				
<b>Type</b>	<b>Name</b>	<b>Designation</b>	<b>Email</b>	<b>Contact #</b>
Head of Institution	<input type="text" value="xyz"/>	<input type="text" value="Contract/Guest Teacher"/>	<input type="text"/>	<input type="text"/>
Nodal Officer	<input type="text" value="abc"/>	<input type="text" value="Assistant Professor"/>	<input type="text"/>	<input type="text"/>

1. Name of the Institution : The name submitted during Registration will be auto-populated and the institution will have the ability to update the name in case if the same is approved by MHRD/UGC/University.
2. Year Established : The Year in which the Institution is established.
3. Number of Years in Existence : This field will be auto-populated on the basis of Year entered in " Year Established" field.
4. Institution Type : Whether the Institution is University or College
5. Select Affiliating University : Mention the University in Kerala State that affiliated the Institution. ( This is required only in case of Colleges )
6. Management Type : Select whether the Institution is Government / Aided/ Government Autonomous / Self Financing Public Sector / Aided Autonomous /Self Financing Private Sector.
7. Name of the Management : The field needs to be filled for all Institutions except those selected as "Government" in Management Type Field.
8. Type of Specialization : Mention whether the Institution is specialized in Arts and Science / Fine Arts/ Music/ Engineering/ Architecture /Physical Education/ Law/ Management/ Medical/Arabic/ Sanskrit/ Teacher Education.
- 8.a Specialization Sub-Type : Mention the applicable Sub Type within selected Specialization.

9. Institution Type by Gender : Whether the Institution is Co-Ed/Men/Women only.

10. AISHE Id : This field will be auto-populated from the data entered during Registration

11. Institution Email Id : Email entered during Registration will be auto-populated.

12. Mobile Number for Communication : The mobile number entered during Registration will be populated and the same can be edited if required.

13. Institution WebSite: Provide the URL of Institution WebSite.

14. Address of Institution : Address/District/Pincode details submitted during Registration will be auto-populated. The Institution can update the same if required.

15. Contact Details : Details ( Name/ Designation/ Email / Contact Number) of Head of Institution and Nodal Officer for Kerala State Higher Education Survey needs to be mentioned. In case of any clarifications required, KSHCEC officials will be contacting the mentioned Nodal Officer and Head of Institution.

## PART – B

Part B-Miscellaneous Information			
16. Taluk	<input type="text" value="Thiruvananthapuram"/>	17. Area Type	<input type="text" value="Corporation"/>
18. Village	<input type="text" value="Thiruvananthapuram"/>		
19. Loksabha Constituency	<input type="text" value="Thiruvananthapuram"/>	20. Legislative Assembly Constituency	<input type="text" value="Thiruvananthapuram"/>
21. Geographical Referencing	Latitude	<input type="text"/>	Longitude <input type="text"/>
22. Geographic Terrain	<input type="text" value="Low Land"/>	23. Location / Economic Zone	<input type="text" value="Tribal"/>
24. Total area (in hectares)	<input type="text" value="Enter total area in hectares"/>		
25. Total constructed area (in sq.m)	<input type="text" value="Enter total constructed area in square metres"/>		

16. Taluk

17. Area Type : Whether the Institution is located in Corporation/ Municipality/Panchayat

18. Village

19. Lok Sabha Constituency
20. Legislative Assembly Constituency
21. Geographical Referencing : GPS Co-ordinates ( Latitude/Longitude) in which the Institution is located.
22. Geographic Terrain : Whether the institution is located in Low Land/ Mid Land or High Land.
23. Location/Economic Zone : Mention whether the Institution is in Urban/Semi-Urban/ Rural/ Tribal location
24. Total Area ( in Hectres)
- 25: Total Constructed Area ( in sq.m)

### PART – C

#### Part C-Recognitions/Affiliations

##### 26. Details of UGC Recognition

Section	Date	Remarks	
Section 12B of UGC	01/01/1993		+
Select a Section	mm/dd/yyyy		x

##### 27. Recognitions by other Statutory Bodies / Authorities

Authority	Valid from	Valid to	Remarks	
NBA	02/02/2018	03/31/2019		+
Enter name of Statutory body or Auth	mm/dd/yyyy	mm/dd/yyyy		x

##### 28. Accreditation Details

Accredited By	Grade	Score	Year	Remarks	
NAAC	A+	3.54	2017		+

29. Is the college recognized by

a) UGC as a College with Potential for Excellence(CPE).

Yes  No

Date of Recognition

mm/dd/yyyy

b) For its performance by any other Government agency(max 3).

Yes  No

Agency Name

Date of Recognition



nnnn

01/01/2019

### 30. Ranking Details

Ranking Agency

NIRF

Year

2017

Rank

10



Save and Proceed

26. Details of UGC Recognition : Multiple details can be added by clicking " + " button.

27. Recognition by other Statutory bodies/ Authorities : Multiple recognitions by bodies like AICTE/MCI/others can be mentioned.

28. Accreditation Details : Accreditation by bodies like NAAC/ SAAC/ NBA can be mentioned.

29.a College recognized by UGC as Potential for Excellence ( CPL) : if "Yes", Date of Recognition needs to be mentioned.

29.b College recognized for its performance by any other Govt Agency: Max of 3 such recognitions can be mentioned. Agency Name and Date of Recognition needs to be mentioned for each such recognition.

30. Ranking Details : Mention if the Institution has been featured in NIRF / KIRF Rankings. Mention the Year and Rank.

After entering the relevant details, Please click on "Save and Proceed".

## 3.1.2. Details of Staff

Part – A [ Departments/Centres]

**Part A-Departments/Centres**

Name of Departments/Centres      Sanctioned Posts #      Filled up posts

Enter the name of department      Number of sanctioned |      # of permanent posts      # of temporary posts      +

Show 10 entries      Search:

Id	Name of Department/Centre	Sanctioned Posts	Permanent Posts	Temporary Posts	Actions
1	Department of Zoology	7	3	4	Delete
2	Department of Physics	10	5	4	Delete
3	Library	1	1		Delete

Showing 1 to 3 of 3 entries      Previous 1 Next

A.1 Name of Department/Centre

A.2 Sanctioned Posts # - Number of Sanctioned Posts within the mentioned Department

A.3 Filled up Posts

Filled up – Permanent # - Number of Filled up Permanent Posts Currently in the Department/Centre

Filled up – Temporary # - Number of Filled up Temporary Posts Currently in the Department/Centre

Part – B [Details of Academic Staff]

<b>Department</b> Select a Department	<b>Type of Academic Staff</b> Select type of academic staff	
<b>Name of Employee</b> Enter employee name	<b>Designation</b> Select Designation	<b>Year of entry in regular teaching post</b> Enter the year of entry in regular teaching post
<b>Gender</b> Select One	<b>DOB</b> mm/dd/yyyy	<b>Year of entry in current position</b> Enter the year of joining
<b>Selection Mode of current position</b> Select selection_mode	<b>Nature of appointment</b> Select nature of appointment	
<b>Qualifications</b> <input type="checkbox"/> PG <input type="checkbox"/> Ph.D <input type="checkbox"/> M.Phil. <input type="checkbox"/> NET <input type="checkbox"/> SLET <input type="checkbox"/> PDF <input type="checkbox"/> B.Tech		
<b>Religious Community</b> Select community	<b>Social Category</b> Select category	
<b>Physical working disability(If any)</b> Select disability		
<b>Subject Expertise(Max 3 entries)</b> <input type="text"/> <input type="text"/> <input type="text"/> <input data-bbox="1458 877 1490 905" type="button" value="+"/>		
<b>Email</b> Enter email	<b>Mobile</b> Enter mobile number	

Close

Save

Enter the details of each Academic Staff

B.1 Department : The departments mentioned in Part A will be populated in this field.

B.2 Type of Academic Staff : Mention whether the academic staff is Teacher/UGC Librarian/Physical Education.

B.3 Name of Employee

B.4 Designation

B.5 Year of Entry in Regular Teaching Post : Mention the detail as applicable within the current institution only.

B.6 Gender

B.7 DOB

B.8 Year of entry in current position : Mention the detail as applicable within the current institution only.

B.9 Selection mode of current position : Mention whether its Direct / Career Advancement Scheme.

B.10 Nature of Appointment : Mention whether the academic appointment is Regular/Part Time / Emeritus/ Tenure Track/ Adjunct Professor

B.11 Qualifications : Mention the Qualification of the Academic Staff. Select multiple checkboxes as applicable.

B.12 Religious Community : Choose the Religious Section to which the academic belongs.

B.13 Social Category : Choose the Social Category to which the academic belongs.

B.14 Physical Working Disability : Select if the academic has any physical disability – Blindness/ Hearing Impaired/ Locomotive Disability

B.15 Subject Expertise : Mention max of 3 Subject Expertise of the academician.

B.16 Email : Mention the email of the academician

B.17 Mobile : Mention the mobile number of academician.

### Part C

Submit count of Non-Teaching Staff with Gender and Social Category differentiation.

Part C- Non Teaching Staff										
Type of Staff	Total #	Male #	Female #	Transgender #	PWD #	SC #	ST #	OBC #	GEN #	OTH #
Section Officer	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>
Office Supdt	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Other Clerical Staff	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non UGC librarian/Library Assistant	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Others	<input type="text" value="14"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save and Proceed](#)

### 3.1.3. Courses

Enter the programme Details, Student Enrolment details, Examination Results, Student Information and Student Accomplishment details

#### Part A – Programme Details

Part A-Programme Details								
Department/Faculty	Level	Name of programme	Subject	Duration in months	Sanctioned intake	Actual intake	No: of applicants	
Department of Physics ▼	UG ▼	BSc	Physics	36	40	35	100	+
Department of Physics ▼	PG ▼	MSc	Physics	24	20	15	50	✕
Department of Zoology ▼	UG ▼	B.Sc	Zoology	36	40	37	80	✕
Department of Zoology ▼	PG ▼	M.Sc	Zoology	24	20	15	40	✕
Department of Zoology ▼	Ph.d ▼	Ph.D	Zoology	60	5	5	10	✕

[Save](#)

A.1 Department /Faculty : The options will be loaded with values mentioned in Department Details ( Part A ) in Tab -2 [ 3.1.1]

A.2 Level : Whether the corresponding programme is UG/PG.Mphil/Phd/Diploma/PG Diploma/ Certificate/ Addon Courses.

A.3 Name of Programme

A.4 Subject

A.5 Duration in Months ; Total duration of corresponding Programme-Subject.

A.6 Sanctioned Intake – Intake Sanctioned by University/Technical Body

A.7 Actual Intake – Total students admitted by the Institution against the sanctioned Intake

A.8 – Number of applicants for the sanctioned Intake.

#### Part B – Student Enrolment

Part B-Student Enrolment										
Department	Programme		# Male	# Female	# Transgender	# SC	# ST	# Muslim	# SEBC	# EBFC
Department of Physics	BSc Physics	Total	10	25	1	3	2	1	5	6
		PWD	0	1		1		1		
Department of Physics	MSc Physics	Total	6	9	0	1	1	2	4	7
		PWD								
Department of Zoology	B.Sc Zoology	Total								
		PWD								
Department of Zoology	M.Sc Zoology	Total								
		PWD								
Department of Zoology	Ph.D Zoology	Total								
		PWD								

[Save](#)

Gender and Social Distribution of Students in each Programme needs to be mentioned in this section.

### Part C – Examination Results

Part C-Examination Results										
Department	Programme	Total no: of students appeared			No: of students passed			Total no: of students passed with 60% & above		
		# Male	# Female	# Transgender	# Male	# Female	# Transgender	# Male	# Female	# Transgender
Department of Physics	BSc Physics	10	15	1	10	15		5	6	1
Department of Physics	MSc Physics									
Department of Zoology	B.Sc Zoology									
Department of Zoology	M.Sc Zoology									
Department of Zoology	Ph.D Zoology									

[Save](#)

Total Students appeared/ Passed/ Passed with 60% in Gender wise distribution across each programme.

## Part D – Student Information ( Extra Curricular )

Part D - Student Information			
Type	Number of students enrolled		
	Male	Female	Transgender
NSS Scheme	<input type="text" value="10"/>	<input type="text" value="5"/>	<input type="text"/>
NCC Unit	<input type="text" value="20"/>	<input type="text" value="10"/>	<input type="text"/>

[Save](#)

Gender wise distribution of Students in extra curricular activities like NSS and NCC.

## Part E – Student Accomplishments

Part E - Student Accomplishments			
Type	Number of students participated		
	Male	Female	Transgender
Sports - District level	<input type="text" value="10"/>	<input type="text" value="5"/>	<input type="text"/>
Sports - State level	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>
Sports - National level	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text"/>
Sports - International level	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>
Arts - District level	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>
Arts - State level	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>
Arts - National level	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>
Arts - International level	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>

[Save and Proceed](#)

Gender wise distribution of students Participated across Sports and Arts Competitions across District/State/National/International Levels.

### 3.1.4. Infrastructure Information

Details of Various Infrastructures available within the Institution needs to be mentioned along with single data point –

Playground, Auditorium, Theatre, Library, N-LIST, e-ShodhSindhu, Other e resources subscribed to, Laboratory, Seminar/Conference Hall, Health Center, Gymnasium/ Fitness center, Indoor stadium, Common Room for Ladies/Women’s Amenity Centre, Computer Center, Cafeteria/Canteen,

Guest House, Class rooms, Solar Power generation, Connectivity NKN, Connectivity NMEICT, Smart Classrooms, Staff Quarters, Water Harvesting, Hostel - Men, Hostel - Ladies, Hostel - Post Matric, Toilets, Studio, Radio Station, Creche, College Newsletters, College Magazine, Subject Journals

S/no	Infrastructure type	Available/Not	Details
1	Play ground	<input checked="" type="checkbox"/>	<b>Total area in sq.m</b> 100
2	Auditorium	<input checked="" type="checkbox"/>	<b>Number of seats</b> 100
3	Theatre	<input checked="" type="checkbox"/>	<b>Number of seats</b> 50
4	Library	<input checked="" type="checkbox"/>	<b>Number of books</b> 10000
5	N-LIST	<input checked="" type="checkbox"/>	<b>Number of subscription</b> 5
6	e-ShodhSindhu	<input checked="" type="checkbox"/>	<b>Number of subscription</b>
7	Other e resources subscribed to	<input checked="" type="checkbox"/>	<b>Number of subscription</b>

8	Laboratory	<input checked="" type="checkbox"/>	<b>Number of laboratory</b> 3
9	Seminar/Conference Hall	<input checked="" type="checkbox"/>	<b>Number of halls</b> 2
10	Health Center	<input checked="" type="checkbox"/>	<b>Area in sq.ft.</b> 100
11	Gymnasium/ Fitness center	<input checked="" type="checkbox"/>	<b>Area in sq.ft.</b> 100
12	Indoor stadium	<input checked="" type="checkbox"/>	<b>Area in sq.ft.</b> 200
13	Common Room for Ladies/Womens Amenity Centre	<input checked="" type="checkbox"/>	<b>Area in sq.ft.</b> 100
14	Computer Center	<input checked="" type="checkbox"/>	<b>Number of computers</b> 50
15	Cafeteria/Canteen	<input checked="" type="checkbox"/>	<b>Area in sq.ft.</b> 100
16	Guest House	<input type="checkbox"/>	<b>Area in sq.ft.</b>

17	Class rooms	<input checked="" type="checkbox"/>	<b>Number of classrooms</b> 25
18	Solar Power generation	<input type="checkbox"/>	<b>Capacity in KW</b> 
19	Connectivity NKN	<input type="checkbox"/>	<b>Number of nodes</b> 
20	Connectivity NMEICT	<input type="checkbox"/>	<b>Number of nodes</b> 
21	Smart Classrooms	<input type="checkbox"/>	<b>Number of classrooms</b> 
22	Staff Quarters	<input checked="" type="checkbox"/>	<b>Number of quarters</b> 10
23	Water Harvesting	<input checked="" type="checkbox"/>	<b>Capacity</b> 10000
24	Hostel - Men	<input checked="" type="checkbox"/>	<b>Area in sq.ft.</b> 
25	Hostel - Ladies	<input checked="" type="checkbox"/>	<b>Area in sq.ft.</b> 
26	Hostel - Post Matric	<input checked="" type="checkbox"/>	<b>Area in sq.ft.</b> 
27	Toilets	<b>Boys</b> 5	<b>Girls</b> 5
			<b>Staff</b> 5
28	Studio	<input checked="" type="checkbox"/>	<b>Area in sq.ft.</b> 
29	Radio Station	<input checked="" type="checkbox"/>	<b>Area in sq.ft.</b> 
30	Creche	<input checked="" type="checkbox"/>	<b>Area in sq.ft.</b> 
31	Publications		
31.a	College News letters	<input checked="" type="checkbox"/>	<b>Number of publications in this academic year</b> 10
31.b	College Magazine	<input checked="" type="checkbox"/>	<b>Number of magazines in this academic year</b> 1

## 3.1.5. Financial Information

### Part A – Scholarships

Scholarships			
Type of Scholarships	Scholarship name	Type	Number of students receiving scholarships
Others	KSHEC scholarship		Male Female Transgender
		General	100 500 12
		Scheduled Caste	10
		Scheduled Tribe	
		Muslim Community	25 7
		Socially Economic Backward Community	18
		Economically Backward Forward Community	
		PWD	12

Type of Scholarship: The sponsor of the scholarship – KSHEC/Govt/ Others.

Name of Scholarship

Gender/Social wise distribution of students receiving the Scholarship. Multiple Scholarships can be entered by clicking “+” button.

### Part B – Freeships / Endowments by Institutions

Freeships/Endowments by Institutions				
Endowment details	Type	Number of students received endowments		
KSHEC endowment		Male	Female	Transgender
	General	2	1	
	Scheduled Caste			
	Scheduled Tribe			
	Muslim Community			
	Socially Economic Backward Community			
	Economically Backward Forward Community			
	PWD			

Name of Endowment constituted by the Institution

Gender/Social wise distribution of students receiving the endowment.

### Part C – Educational Loans

Education Loans			
Category	Number of students availing education loans		
	Male	Female	Transgender
General	10	20	
Scheduled Caste			
Scheduled Tribe			
Muslim Community			
Other Socially Economic Backward Community			
Economically Backward Forward Community			
PWD			

Gender and Social wise distribution of students availing educational loans.

### Part D – Income

Across each Income Sources, mention the amount received.

Income		
S.No	Items	Amount in thousands (In Rupees)
1	Grants received from	
(i)	University Grants Commission	100
(ii)	Distance Education Council	
(iii)	Other Central Government Departments	
2	Grants Received From State Government	
3	Grants Received From Local Bodies	
4	Donations	
5	Tuition Fees	
6	Other Fees	
7	Interests	
8	Sale Of Application Form	
9	Other Income	
10	Total	100

### Part E – Expenditure

Expenditure		
S.No	Items	Amount in thousands (In Rupees)
1	Salary,Allowances & Retirement Benefits	<input type="text" value="50000"/>
2	Buildings(Construction & Maintenance)	<input type="text"/>
3	Library & Laboratory	<input type="text"/>
4	Research Activities	<input type="text"/>
5	Scholarships	<input type="text"/>
6	Grants to Colleges	<input type="text"/>
7	Other Expenses	<input type="text"/>
8	Total	50000

Mention the expenses across below expenditure types–

- Salary,Allowances & Retirement Benefits
- Buildings(Construction & Maintenance)
- Library & Laboratory
- Research Activities
- Scholarships
- Grants to Colleges
- Other Expenses

After filling all information, Click " Save and Proceed" in " 5. Financial Information" tab.

A grid will be displayed with the surveys submitted by the Institution with the latest submission having status as Pending Submission.

Submitted Survey Details							
Sno	Institution Name	Institution Type	District	AC Year	Status	Actions	
1	University College Palayam	College	Thiruvananthapuram	2018-2019	Pending for Submission	<a href="#">Show</a>	

Showing 1 to 1 of 1 entries

Previous 1 Next

Click on " Show" button and you will be directed to a page with the information you have filled for the corresponding Survey.



## SURVEY INFORMATION - 2018-2019

[Submit Survey Details](#)

[Export to pdf](#)

### 1. INFORMATION OF THE INSTITUTION

**Part A - Basic Information**

1. Name of the Institution	University College Palayam		
2. Year Established	1938	3. Number of years in existence	81
4. Institution Type	College	5. Affiliating University	University of Kerala
6. Management Type	Government	7. Name of the management	
8. Specialization	Arts and Science	Specialization Sub-type	
9. Institution Type By Gender		10. AISHE ID	C-11111
11. Email Id	ucp@test.com	12. Mobile	7777777777
13. Website		14. Address	University College Campus Palayam Thiruvananthapuram 695001

15. Contact Details

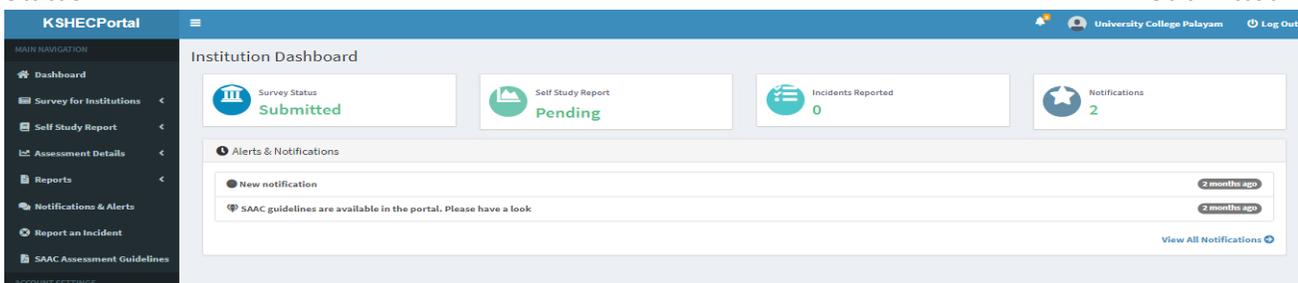
Verify whether all relevant details are entered correctly. After Verification, Click on " Submit Survey Details" button.

### Survey Status

Information of Institution	✓
Staff Details	✓
Courses	✓
Infrastructure	✓
Financial Information	✓

Close Submit Survey

A pop-up will be shown with the Survey Status of each tab. After confirming, Click " Submit Survey" for final submission of Survey to KSHEC. The Dashboard chart will reflect the new Status " Survey Status Submitted"



The screenshot shows the KSHECPortal dashboard for University College Palayam. The main navigation menu on the left includes: Dashboard, Survey for Institutions, Self Study Report, Assessment Details, Reports, Notifications & Alerts, Report an Incident, and SAAC Assessment Guidelines. The main content area, titled "Institution Dashboard", features four key metrics: Survey Status (Submitted), Self Study Report (Pending), Incidents Reported (0), and Notifications (2). Below these metrics is an "Alerts & Notifications" section with a new notification: "SAAC guidelines are available in the portal. Please have a look".