

# Guidelines

## All Kerala Higher Education Survey 2018-19

### PART 1

#### 1. Background

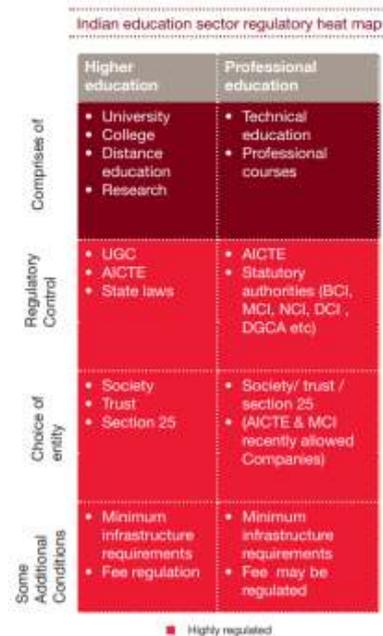
Equity, Excellence and Quality have been the overarching goals of the government in education sector. Several new initiatives were taken up by the central and state governments in the past. The emphasis has been on enhancing supply and increasing access to quality education. Consequently, the Indian higher education system is one of the largest in the world with over 903 universities and university level institutions and more than 40,000 other institutes. In Kerala also, the number of Universities and higher education institutions has increased accordingly.

The Kerala State Higher Education Council is entrusted with the task of preparing the academic database of all institutions offering higher education degrees in the state, consisting of details of academic, administrative, and physical infrastructure of the institutions. It is therefore, designing such a database repository for future retrieval/evaluation, and time to time updation is inevitable to equip the government and educators to evolve better and suitable strategies on time to time basis for the improvement of quality landscape of the higher education sector in the state. It is therefore ideal in its overall design as it shall incorporate all appropriate components of All India Survey of Higher Education [AISHE] presently in operation in the country, in addition to addressing the special characteristics of the state's educational profile. Some of the inclusive features of the state's socio-economic and environmental aspects also need to be accessible through this platform in order to ascertain whether the institutions are fulfilling the expected outcome in this broad domain as well.

#### 2. All Kerala Higher Education Survey: An overview

In Kerala, the target of increasing the Gross Enrolment Ratio (GER) in higher education to 48 per cent by 2030 can be accomplished by a collective effort of all stakeholders of the HE sector in Kerala. It is necessary at this point of time to transform our HE institutions to knowledge dissemination centres with the status of a 'learning paradigm'. In order to effect a paradigm shift of convergence of traditional and technology induced teaching-learning environment in the HE academic environment of the state, **an attempt has to be initiated by a**

**comprehensive statistics of present abilities and disabilities of the platform in which it rests.** The categories of the HE institutions of the state have been divided in terms of its regulatory instruments [See Figure]. The proposed survey covers all the Institutions in the state engaged in imparting higher education.



**3. Short Title:** Kerala State Higher Education Council envisages a comprehensive database of the higher education sector in the state to be developed with a portal based access facility to all institutions coming under this sector and by uploading the requested data in time bound manner. The entire survey is in electronic mode and a dedicated portal is developed for this purpose, making the entire exercise a completely paperless procedure. The survey is designed to collect information that will help both higher education institutions and the government to improve teaching and learning outcomes, as well as prepare reports on the multiple facets of the sector. This survey is termed as *All Kerala Higher Education Survey (AKHES)* which is funded by the government of Kerala and administered by the Council.

**4. Purpose:** Indicators of educational development such as Institution Density, Gross Enrolment Ratio, Pupil Teacher Ratio, Gender Parity Index etc. are calculated from the data collected through AKHES. These are useful in making informed policy decisions and research for development of education sector, and the survey shall be conducted annually. In general, the institutions will have to upload the data of 4 categories. (1) Teachers (2) Students (3) Non-Teaching Staff (4) Assets with Academic and Non Academic character.

**5. Scope:** The survey will cover all the Institutions in the state engaged in imparting higher education. Data is expected to be collected on several parameters such as teachers, student enrolment, programmes, examination results, education finance, infrastructure, socio-economic background of students etc. It shall also cover all state specific components that have been procured through All India Survey of Higher Education [AISHE].

**6. State Higher Education Council:** Kerala State Higher Education Council was set up on 16<sup>th</sup> March 2007 through an Ordinance that became legislated as the Kerala State Higher Education Council Act 2007 (Act 22 of 2007). The bodies of the Council are constituted by the Government for a four- year term and reconstituted every four years. The council functions with the purpose of (a) rendering advice to the Government, Universities and other institutions

of higher education in the State; (b) coordinating the roles of the Government, Universities and apex regulatory agencies in higher education within the State; (c) evolving new concepts and programmes in higher education; (d) providing common facilities in higher education without impinging upon the autonomy of other institutions of higher education.

Apart from developing the conceptual framework, the Council has been providing training to the teachers and extending financial assistance to colleges and universities for the implementation of the restructured curriculum. Teachers need to be trained in the nuances of the new pedagogy. Various kinds of skill development activities are being offered by the council for the faculty members of HE institutions. Evolving time to time strategies of teaching/learning environment and quality standards of academic institutions of the state is one of the urgent needs that the council is expected to address.

The council is also empowered to undertake the state level higher education survey as per the G.O. No. HEDN C3/149/2018 -HEDN dated 28-05-2018 of Government of Kerala.

## **7. Additional features**

In addition to the structure and constituent components in congruent with that of the functional requirements of National Higher Education Survey and above mentioned state specific criteria, the state's survey platform shall offer certain services of Kerala State Higher Education Council. These include [1] Chancellor's Award [2] Kairali Research Awards [3] Brain Gain [4] Academic Volunteer Bank etc., in which the survey platform shall offer a space for their overall functions.

*7.1. Chancellor's Award:* This award has been introduced by the Hon'ble Governor's Office during 2014. The prestigious award carries an amount of Rupees Five Crore for the best performing university in the state and an amount of Rupees One Crore for the best performing university in the category of emerging and young university for the specific assessment year. The selection process of the award is entrusted to KSHEC from 2018 onwards. The selection criteria are being computed based on 5 broad categories and 47 different component aspects for consideration. The survey platform shall contain an interface to process the application and evaluate the selection criteria components.

7.2. *Kairali Research Awards*: The Government of Kerala, with an aim to encourage the most eminent research scholars and research pedagogues of the state, have instituted Kairali Research Awards in various academic disciplines under four categories of scholars viz. Kairali Gaveshaka Puraskaram, Kairali Gaveshana Puraskaram, Kairali Lifetime Achievement and Kairali Global Lifetime Achievement Award. The selection committee consists of 5 eminent personalities. The survey platform shall contain an interface to process the nominations obtained by the council under various award categories and to evaluate the selection criteria components as designed by the selection committee.

7.3. *Brain Gain*: The council has envisaged the idea of bringing back the best academics and research personalities belonging to the state, from various prestigious institutions abroad. This is in an attempt to receive their excellence and service to the betterment of the academic and institutional benefits of the state. The portal shall incorporate an interface to accommodate their database for ideal and optimum synchronisation of their resource for the state's welfare.

7.4. *Academic Volunteer Bank*: This is expected to be a platform/interface, in order to facilitate the researchers/academicians/industrialists/eminent personalities of any field of the state and outside the state to offer their resource services in the field of their expertise for the academic betterment of the state. The individuals need to get a space to register voluntarily in such a platform so as to enable the council to utilise their service optimally.

## **8. Assumptions and Constraints**

Successful data generation is possible by the committed involvement of all stakeholder institutions of the HE sector of the state. Necessity of time bound and precise data uploading will provide a platform for future analysis and policy planning of higher education sector in the state. The time to time data updation and its retrieval will enable the regulatory bodies to identify the lapses and benefits of the current teaching-learning process.

There is large variation in terms of structure, programme, student enrolment etc., among different types of universities and institutions. A synchronized data management to a possible level with AISHE is expected in this system, where specificities of the socio-economic domains of the state are also incorporated. The task of uploading the accurate but large quantum of data on the above said 4 broad categories of this sector is a time taking process. To overcome this tussle, the software development has been done in user friendly manner and is hence less time consuming. Inconsistency of Stand-Alone Institutions is another factor of concern.

## **9. Methodology:**

Three Categories of Higher Education Institutions, namely University, College, Stand-Alone Institution, are to be surveyed. There are also other categories within this broad grouping, characterised by their administration or management. Estimation of the number of total institutions to be covered in the survey is possible, whereas the estimation of other components is possible only when actual student Enrolment and Teachers strength, Non Teaching Administrative Staff Strength, Infrastructure resources, are obtained from the institutions during the course of the early part of the survey. For student enrolment estimation, the level of programme has to be used as a criterion while in the case of teaching, staff post has to be the criterion. The council will provide a list of broad components of functional requirements in addition to that of National Survey Platform. Necessary components of functional requirements of NAAC/NBA/RUSA guidelines may also be incorporated by the council, if found applicable. The following chart shows a general view of the flow of institutions to be obtained through the survey.

## **10. Dedicated Portal**

A dedicated portal is launched by KSHEC for collection and compilation of the data. All the Institutions need to register on the portal for accessing the portal and uploading its data. The registration by the Institution is approved by appropriate level of officers at KSHEC/Colleges/University nodal Officers. The e-version of the Data Capture Format (DCF) shall be in such a manner that it expands according to the structure/size (Number of Faculties/ Departments, Programmes, etc.) of the Institution. The DCF is downloaded from the portal, filled offline and then filled-in DCF is uploaded, which has made the whole process completely paperless. The DCF is designed in such a manner that no manual aggregation is required at any level. Once data is uploaded by the Institutions, data compilation is done automatically in pre-designed formats. Filled-in DCFs will be available on the portal, and can be seen by the Institutions and higher level authorities and may be modified, if required, as long as the survey is open.

## PART 2

### STAKEHOLDERS, DEFINITIONS, METHODOLOGY

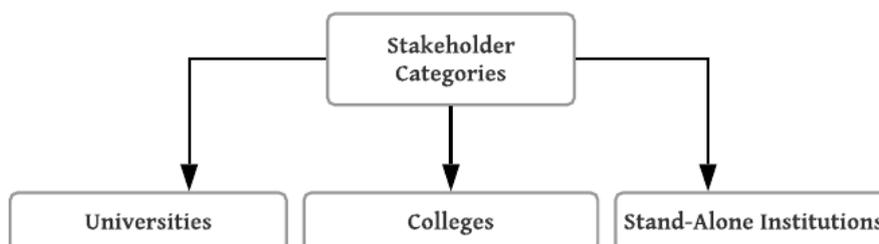
#### 1. Definition

The international definition of tertiary (post school) education divides it into two parts. Type A (Higher Education) and Type B (Further Education). A higher education qualification at degree level takes a minimum of three years for its completion. The Ministry of Human Resource Development has defined Higher Education as the education, which is obtained after completing 12 years of schooling or equivalent and is of the duration of at least nine months (full time) or after completing 10 years of schooling and is of the duration of at least 3 years. The education may be of General, Vocational, Professional or Technical nature. The main governing body at the tertiary level is the University Grants Commission (UGC), which enforces its standards, advises the government, and helps coordinate between the centre and the state. For the purpose of this survey, we adopt the above definition since the institutions in the state function under the regulatory structure of UGC, AICTE etc.

#### 2. Identification of Institutions for Coverage

Institutions in the state have been classified into the following 3 broad categories from whom and the survey intends to obtain data. There are further divisions in these categories. The state has discipline specific universities established. In the case of colleges, there are colleges which are subject specific, type-specific, gender-specific etc.

**Figure-1**

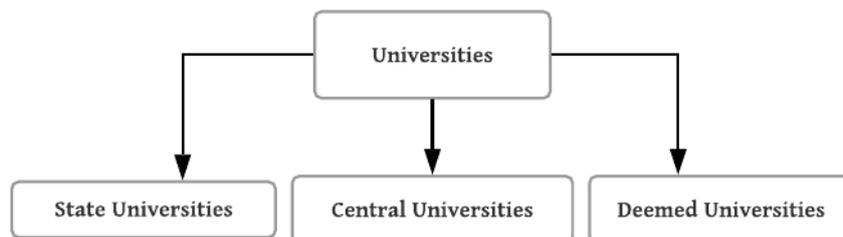


## 2. University and University Level Institutions

Universities or University level Institutions which are empowered to award degree under some Act of Parliament or State Legislature are the stakeholders of the survey process. UGC Act 1956 specifies that “*University*” means a *University established or incorporated by or under a Central Act, a Provincial Act or a State Act, and includes any such institution as may, in consultation with the University concerned, be recognized by the Commission in accordance with the regulations made in this behalf under this Act*”.

The State Higher Education Council Act 2007 has envisaged through section 4.2.(n)(iv) that the responsibility of the council includes the formation of the State Council for Assessment of Higher Education Institutions in the state. It is inevitable to garner the required data and information from all sectors of stakeholder institutions in the state for successfully establishing this objective. The state higher education survey is expected to collect the data of the institutions functioning in the higher education sector in the state. The survey collects information regarding the state universities, that is, universities established or incorporated by a Provincial Act or by a State Act.

**Figure-2**

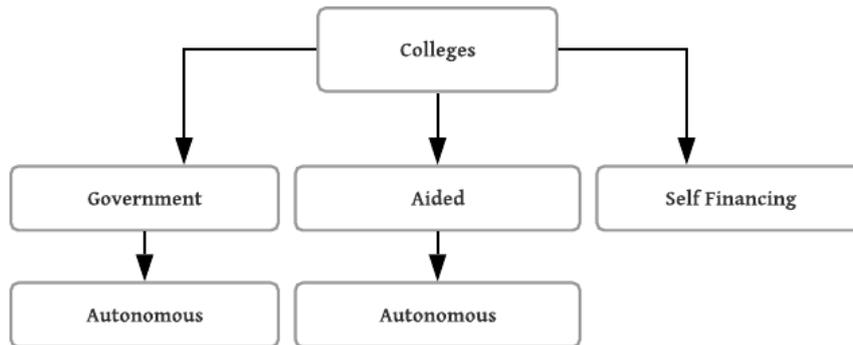


**4. Deemed University:** In addition to the state universities, another category that may be considered is that of deemed universities. It is denoted as an Institution Deemed to be University, commonly known as **Deemed University**. It refers to a high-performing institute, which has been so declared by Central Government under Section 3 of the University Grants Commission (UGC) Act, 1956.

**5. Colleges/Institutions affiliated/recognised with university:** The other category of institutions includes those institutions which are not empowered to provide degree in its own name and are therefore affiliated to/recognised by Universities. These are institutions which can run degree programmes but are not empowered to provide degree on

their own and necessarily have to be attached to some University/University level institution for the purpose of awarding degree. For the purpose of the survey these institutions have been classified as under:

**Figure-3**



**6. Institute Under State Legislature Act:** An institution established or incorporated by a State Legislature Act such as Centre for Development Studies (CDS) can also enter their details under the section “others”.

**7. Other Institute:** An institution not falling in any of the above categories but established through State/ Central Act and are empowered to award degrees (for e.g. National Institute of Fashion Technology established through an Act of Parliament).

### **8. Stand-alone Institutions**

There are several institutions which are outside the purview of the University & College. These Institutions generally run Diploma/PG Diploma level programmes for which they require recognition from Statutory Bodies.

**For the purpose of this survey, such Institutions will be referred to as Stand-alone Institutions.** Such Institutions mainly fall under the following categories:

**Stand-alone Institutions (Central)** (not affiliated to Universities): These institutions may or may not be empowered to provide degree or Diploma and are under the direct control of the central government/agencies. This survey covers such institutions as well.

**Stand-alone Institutions (State)** (not affiliated to Universities): These institutions may or may not be empowered to provide degree or Diploma and are under the direct control of the state government/agencies.

### **9. Professional Institutions**

These institutions offer programmes which are recognised as professional programmes and are promoted by various professional councils which also provide grants to undergraduate programmes as well as various awards. The statutory professional councils are:

- All India Council of Technical Education (AICTE)
- Medical Council of India (MCI)
- Indian Council for Agricultural Research (ICAR)
- National Council for Teacher Education (NCTE)
- Dental Council of India (DCI)
- Pharmacy Council of India (PCI)
- Indian Nursing Council (INC)
- Bar Council of India (BCI)
- Central Council of Homeopathy (CCH)
- Central Council for Indian Medicine (CCIM)
- Council of Architecture
- Distance Education Council (DEC)
- Rehabilitation Council
- National Council for Rural Institutes (NCRI)
- State Councils of Higher Education (SCHE)

Institutions under the above statutory councils include

[1] Technical programmes such as Polytechnics [2] Post Graduate Diploma in Management recognized by AICTE [3] Teacher Training such as District Institute of Education and Training recognized by NCTE [4] Nursing Institutes recognized by Indian Nursing Council/State Nursing Council and [5] Institutes directly under the control of various Central and State Ministries also come under the ambit of the survey.

**10. Off-Campus Centre/ PG Centre** - A centre of the University established by it, outside the main campus (within or outside the state) operated and maintained as its constituent unit with facilities, faculty and staff. However, teaching departments of the University, where Post Graduation level courses are offered should not be treated as a PG Centre.

**11. Off-shore Campus** - A campus of the Private University or Deemed to be University established by it outside the country, operated and maintained as its constituent unit with facilities, faculty and staff.

**12. Regional Centre** - A centre established and maintained or recognized by the University in a region for the purpose of coordinating studies while advising, counselling and rendering any other assistance required by the students in the context of regular/distance education.

**13. Study Centre** - A centre established and maintained or recognized by the university for the purpose of advising, counselling or rendering any other assistance required by the students.

**14. Evening College** – The College in which education is imparted in the evening. It may be noted that in a few colleges, using the same infrastructure, education is imparted in two sessions-day and evening. Generally, for all practical purposes these are treated as two colleges.

**15. Institution for Women:** An Institution which enrolls only female students in all its programmes is categorised as Institution for Women. Such institutes may or may not have male teaching and non-teaching staff.

## **16. FACULTY, DEPARTMENT AND PROGRAMME**

**Faculty** - A Faculty of Studies of the University.

**Department** - A Department of Studies and includes a Centre of Studies.

**Programme** – It is a course of study for which Degree or Certificate is awarded by the Institution as in the case of B.A, M.A, MBA etc. A Programme of study is the approved curriculum that is expected to be followed by an individual student.

## **17. Levels of Programmes:**

**1. Under-Graduate** - Programme after 10+2 and generally with a duration of 3/4/5 years in General or Professional courses.

**2. Post-Graduate** - Programme after Graduation and generally with a duration of 2/3 years in General/Professional courses.

**3. M.Phil.** - Programme after Post-Graduation and generally with a duration of 1/2 years and is a pre-research course.

**4. Ph.D.** - Programme after M.Phil. or Post-Graduation with a duration of 2/3/4/5 years.

**5. Post Graduate Diploma** - Programme generally after 10+2 or after Graduation in General and Professional courses with a duration of 1/2/3 years.

**6. Diploma** - Programme generally after 10+2 or after Graduation in General and Professional courses with a duration of 1/2/3 years.

**7. Certificate** – It is a Programme similar to Diploma, but is awarded a Certificate by the Institution.

**8. Integrated/Dual Degree** – It is a Programme leading to Post-Graduate Degree and/or Research Degree. Generally it is a combination of two degree programmes. For e.g., M.Tech-Ph.D, B.A-LLB, M.Sc./MA-Ph.D, B.Tech-M.Tech etc.

**Discipline** - An academic discipline or field of study is a branch of knowledge that is taught and researched at the Institution. There are a number of disciplines, which are taught in various institutions and their nomenclature varies from Institution to Institution.

### **18. Mode of Higher Education**

**Regular Mode i.e. Formal system of Higher Education** - Education provided in the system of Colleges, Universities and other formal educational institutions where students receive education in a classroom in direct contact with teachers and also make use of other infrastructure facilities like laboratories and library to enhance their learning capacity.

**Self-Financing Courses in Regular Mode** – Government-aided Universities/Colleges/Institutions conducting certain career oriented courses without the financial support of the Government. The recurring expenditure to run these courses is met from students' fees.

**Distance/Correspondence Mode i.e. Non-Formal system of Higher Education** – The system of imparting education through broadcasting, telecasting, internet, correspondence courses, seminars, contact programmes or a combination of any two or more such means of communication.

### **19. Management of Institution**

**Central Government** - Universities/Colleges/Institutions which are maintained by the Central Government directly or indirectly. For eg., Central Universities. There is no institution presently functioning in the state under the direct

control of any central university. But there are off campus centres of certain central universities functioning within the state.

**State Government** - Universities/Colleges/Institutions which are maintained by the State Government directly or indirectly For eg., Mahatma Gandhi University, Kottayam is a State University with grants from the government of Kerala.

**Private Aided** - Institutions, which are managed by an Individual, Trust, Society or Other Private Organization and receive regular maintenance grants from the Government or Local Body.

**Private Un-aided or self financing institutions.-** Institutions, which are managed by an Individual, Trust, Society or Other Private Organization, which either do not receive any grant or are in receipt of one time ad-hoc grant for a specific purpose like building construction, strengthening of library or laboratory, one-time subsidy towards teacher salary etc., but do not receive regular maintenance grant. E.g., *Rajadhani Institute of Engineering and Technology, Thiruvananthapuram*

## **20.Types of College/Institution,**

1. Affiliated College
2. Autonomous College/Constituent College falling under the control or recognition of the list of regulatory bodies of national or state levels (Annexure 1).

## **21. Student**

**Student** means a student of the Institution and includes any person who has enrolled himself/ herself for pursuing any programme of study conducted by the Institution.

**Foreign Students** means those students who are citizens of a country other than India.

**Students' intake** is the annually permitted strength for a particular programme of study. In other words, it means the number of seats in a programme.

**Students' enrolment** is the total number of students on roll in a Programme as on 30th November 2018 of the academic year, as explained below through an example:

Programme: BSc; Duration: 3 years

<b>Year</b>	<b>Students Enrolled</b>
1 <sup>st</sup> year	26
2 <sup>nd</sup> Year	25
3 <sup>rd</sup> year	25
<b>Total Enrolment</b>	<b>76</b>

## **22. Teaching Staff**

A Teacher is defined as a faculty/staff who is assigned with the professional activities of instructing pupils, providing knowledge and giving guidance in the subject area of studies in self contained classes or courses or in class room situations. Generally the designations of teaching staff are Vice-Chancellor, Director, Pro-Vice-Chancellor, Principal, Professor & Equivalent, Associate Professor, Additional Professor, Reader, Lecturer (Selection Grade), Assistant Professor, Lecturer (Senior Scale), Lecturer, Tutor, Demonstrator, Part- Time Teacher, Ad hoc Teacher, Temporary Teacher, Contract Teacher, Visiting Teacher etc..

**Sanctioned strength of Teaching Staff** means the number of posts sanctioned designation-wise of Professor, Associate Professor and Assistant Professor etc. as on 30<sup>th</sup> November 2018.

**Existing strength (Teachers in position)** means the number of teachers currently working in each sanctioned post in the University/Department/[college] on the date of reference as on 30<sup>th</sup> November 2018.

**Career Advancement Scheme (CAS)** is a scheme of UGC to promote Teachers from a few selected stages to higher stages.

**Grade Pay** – Grade Pay is a fixed amount attached to each post in the hierarchy. Grade pay determines the status of a post.

## **23. Non-Teaching Staff**

**Non-teaching staff** are staff other than Teaching staff engaged in Administrative, Secretarial, Laboratory, Library work etc. of the University/ Institution/ College in different levels.

## **24. Reservation**

**Person with Disability (PWD):** A person suffering from a disability as defined in the “Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995”. As per Section 2 of this Act,

“Person with disability” (PWD) means a person suffering from not less than 40% of any of the following disabilities as certified by a medical authority;

- i. Blindness;
- ii. Low vision;
- iii. Leprosy-cured;
- iv. Hearing impairment;
- v. Locomotors disability;
- vi. Mental retardation;
- vii. Mental illness;

**Other Backward Classes** means the class or classes of citizens who are socially and educationally backward, and are so determined by the Central/ State Government.

**Scheduled Castes** means the Scheduled Castes notified under article 341 of the Constitutions.

**Scheduled Tribes** means the Scheduled Tribes notified under article 342 of the Constitution.

**Religious Minority:** Five religious communities namely, Muslims, Christians, Sikhs, Buddhists and Zoroastrians (Parsis) have been notified as minority communities by the Union Government/State Government.

## **25. Examination Results**

**Out-Turn/Pass-Out** means the number of final year students of a particular programme, who have successfully completed the programme. It refers to the number of students who have passed the final year examination of the programme.

**26. Geographical Reference** aims to define the existence of something in physical space. That is, it establishes the location of something in terms of coordinate systems. Latitude is used together with longitude to specify the precise location of features on the surface of the Earth. For eg., the mainland of Kerala extends between 10° 51' 1.8576" North Latitude and 76° 16' 15.8880" East Longitudes.

Latitude is a geographic coordinate that specifies the north-south position of a point on the Earth's surface. Lines of constant latitude run east–west as circles parallel to the equator. Latitude is an angle which ranges from 0° at the Equator to 90° (North or South) at the poles.

Longitude is a geographic coordinate that specifies the east-west position of a point on the Earth's surface. It is an angular measurement, usually expressed in degrees. Points with the same longitude are situated in lines running

from the North Pole to the South Pole. By convention, one of these, the Prime Meridian, which passes through the Royal Observatory, Greenwich, England, establishes the position of zero degrees longitude. The longitude of other places is measured as an angle east or west from the Prime Meridian, ranging from 0° at the Prime Meridian to +180° eastward and - 180° westward. Specifically, it is the angle between a plane containing the Prime Meridian and a plane containing the North Pole, South Pole and the location in question. All institutions are required to submit the geographical coordinates of their location or may be generated automatically by the system.

**27. Scholarship** - Scholarship is a boon for students, belonging to the weaker sections of the society, especially those who are unable to further their education due to social or economic reasons. Scholarship is an incentive as well as encouragement for students, who are talented, but do not have the means to study further. There is a variety of scholarships – merit-based, need-based, student-specific, career-specific, and college-specific.

**28. Educational Accreditation** - Educational accreditation is a type of quality assurance process under which services and operations of educational institutions or programmes are evaluated by an external body to determine whether the applicable standards are met by the institution. If standards are met, accredited status is granted by the agency. The State Assessment and Accreditation Centre (SAAC) and National Assessment and Accreditation Council (NAAC) are agencies that assess and accredit institutions of higher education in Kerala / India. SAAC is an agency for state level assessment and accreditation functioning under the Kerala state Higher Education Council. NAAC is an autonomous body funded by the University Grants Commission of the Government of India and is headquartered in Bangalore.

**29. Reference Period for AKHES 2018-19.** The general guidelines in this respect may be considered as those applied in the case of All India Survey of Higher Education [AISHE]. The reference date for filling up the Data Capture Format is 30<sup>th</sup> November 2018. The number of institutions, teachers and students are to be recorded on the basis of their actual number as on 30<sup>th</sup> November 2018. Information in respect of Examination Result is to be collected for the students passed out/awarded degree on or before 31<sup>st</sup> March 2019 i.e, end-semester examination of the previous academic year. Financial Information is to be recorded for the previous financial year i.e. 1st April, 2018 to 31st March, 2019.

30. A nodal officer appointed by the University/Institution has to upload the data in the portal provided for Data Capture. Nodal Officer or the employee nominated for this purpose has to register himself by selecting the role “University” or Institution” and get the approval from KSHEC.

31. **Formulation of Concepts and Definition and Instruction Manual:** All the terms generally used in higher education such as University, college, programmes, discipline, faculty, department, assets have been clearly defined in the instruction manual, which also includes item-wise instructions to fill the forms. Concepts and Definitions used in the survey are given in Annexure 2.

32. **List of Higher Education Institutions** has been obtained by consulting the websites of the State Government Departments, Ministries, Universities, and Institutions. As well as by directly consulting Universities and State Departments for providing the list of Institutions under their control. Universities are the best source to prepare the list of colleges affiliated to them. The list of Stand Alone Institutions has been obtained from their websites, State Governments and Central Ministries

33. **Partner Agencies** – A division of KSHEC that is primarily handling the survey programme and is responsible for the formulation and design of the survey, which includes preparation of DCF, providing necessary training to nodal officers assigned for each university/college/standalone institution. An eligible firm has been assigned software development task.

34. **Mode of Survey** -A dedicated portal (<http://kshec.gov.in>) is launched for collection & compilation of the data. All the institutions need to register on the portal for accessing the portal and uploading its data. The registration of the institutions is approved by appropriate level of officers at KSHEC. In fact the nodal officers appointed by the institutions themselves are the Investigators and are responsible for filling up the DCF and uploading it on the portal. This eliminates duplication of effort in data entry once form is uploaded by the Institution. Once data is uploaded by the institutions, data compilation is done automatically in pre-designed formats.

35. **Geographical Coverage:** All Institutions of Higher Education located within the Geographical boundary of Kerala, recognised by any Statutory Body established under Central/ State Act will be covered during the Survey

### 36. **Institutions**

Institutions taking part in this survey include all stakeholder institutions of various levels. State universities and Central universities functioning within the state are the upper level components. The affiliated colleges of aided, government, self-financing nature belonging to any category of specialisation or type are the second major component. Institutions with stand-alone nature form the remaining part.

### **37. Core List of Higher Education Institutions**

The most important and phenomenal task is to compile the core list of Institutions of higher learning. There are numerous players in this field. Preparing the list of institutions was one of the major components, as there is a large number of Institutions of higher learning in the state. The list of all such institutions under different category has been prepared and Stand-alone Institutions with Central/State control are separately included.

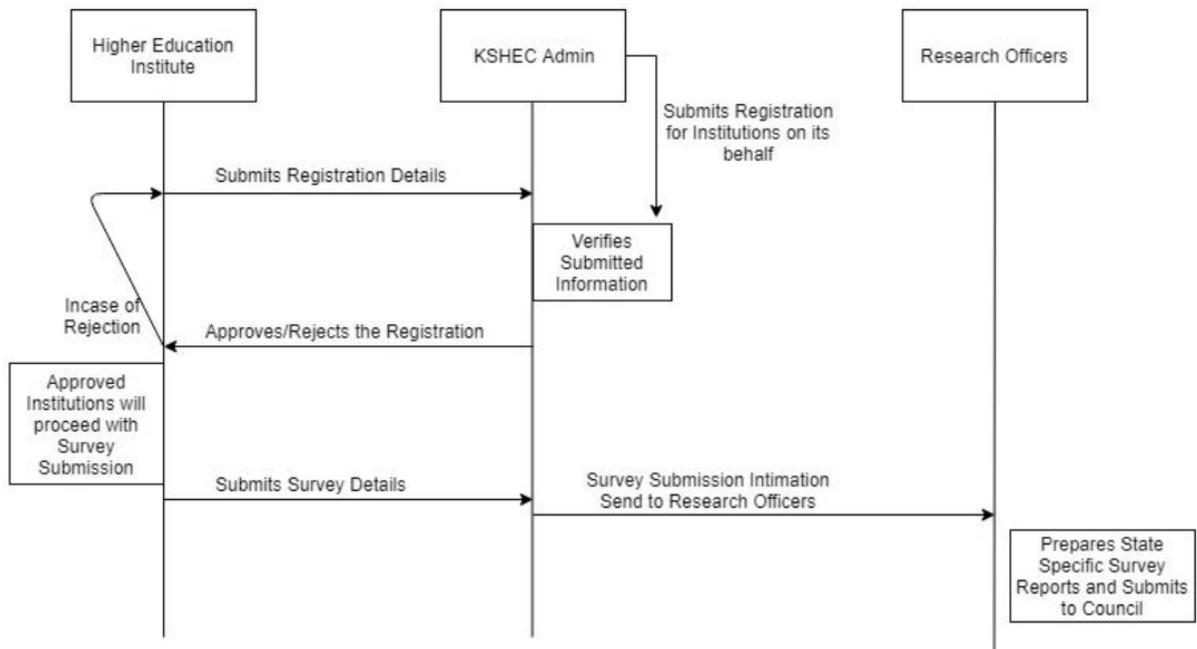
Different colleges are regulated with different regulatory bodies. There are some colleges whose programmes are recognised by more than one regulatory body. Universities (1), Colleges (2), Stand Alone Institutions (Central) (3) and Stand Alone Institutions (State) (4) have been prepared or categorised. The Software is designed in such a manner that as soon as these 4 categories upload their data on the server, subsets list is automatically populated in the data-base.

**38. Form Management:** After entering the details, institutions can see and download their filled-in DCF from anywhere and anytime by logging into the portal with their user id and password provided. They can also revise the DCF, if required, until the deadline of the respective survey is over. University and institution level users can see the actual filled-in DCF of all the institutions under their control or those academically associated with them.

**39. Reports:** Several State/District/Category (university level and institution level) reports are automatically and instantaneously generated and are available in pre-designed formats under reports section. All users can see the reports of their own institute and of the institutions under their control/those academically associated with them. Reports may be made available for public access or for the institution subject to the decision of the council/government.

### **40. Hierarchical order of data capture**

The dedicated portal exclusively designed for the purpose has been hosted by the Kerala State Higher Education Council (KSHEC) through a formal launch with public notice. Institutions have also been intimated about the AKHES 2018-19 through various means



### **Institutions-Categories-Levels (Annexure 2)**

Universities

.Colleges

Stand Alone Institutions (Central)

Stand Alone Institutions (State)]

.Government

Aided

Self Financing

.Others

Statutory Department

University Centers

Academic Centres

SF Institutions

School

Departments

Non-Autonomous

Autonomous

Self Financing Pvt

.IHRD

CAPE

Continuing Education

School/Academic Centre

Professional

Arts and Science

Technical

Teacher Education

The above components of institutions are given as a sample format for preliminary evaluation of the functional requirements.