

2/D  
YES

GOVERNMENT OF ODISHA  
DEPARTMENT OF HIGHER EDUCATION  
\*\*\*\*\*

No. VII-HE-COOD-PG-0033/14 20682 /H.E., Dated: 26/07/2016

From  
Sri Vinod Kumar, IAS  
Officer on Special Duty

To  
The Registrars of all State Universities/  
The Principals of all Govt/Non-Govt Colleges

**Sub: Establishment of Management Information System (MIS)**

Madam/Sir,

I am directed to say that MHRD, Govt. of India has taken an initiative for developing a database online through All India Survey by getting data uploaded directly by universities and colleges each year through AISHE portal ( <http://aishe.gov.in>). Making data uploading on AISHE portal by the institutions is mandatory for release of funds from UGC & is linked with grading of any institutions by NAAC under the accreditation scheme. In this context, a MIS Format has been developed & all Higher Education Institutions are required to fill up the prescribed MIS Format in detail, upload it in the college website and update the data each year in the website for reference by higher education department.

In view of the above, appropriate action in the matter on the lines mentioned above may please be taken on priority and send a hard copy/soft copy of the format to this office through e-mail ID:sqac.hed@gmail.com within one month from the date of issue of this letter positively for taking further action at this end.

Yours faithfully  
*[Signature]*  
26.7.2016  
Officer on Special Duty

Memo No.: 20683(4)/HE, Dated: 26/07/2016

Copy forwarded to Director, Higher Education/All Regional Directors of Education (Berhampur, Bhubaneswar, Sambalpur) for information. They are requested to monitor the progress made by the institutions in this regard at a regular interval.

*[Signature]*  
Officer on Special Duty

## Higher Education Management Information System (HEMIS)

( For Colleges & Universities in Odisha)

( Data should be updated annually for submission of information as and when required. It must be reflected in the institution website every year. )

### Basic Information

1. Name of the College:
2. i) College code:
- ii) State:
- iii) District:
- iv) Name of the Block:
- v) Name of the Gram Panchayat (for rural area)/Ward (for urban area):
  
- vi) Website:
- vii) Total Area:
  
- viii) Total constructed Area:
  
3. a) Complete postal address of the college:  
  
Post office: \_\_\_\_\_ pin code: \_\_\_\_\_  
Telephone number of the college (with STD code): \_\_\_\_\_  
b) Status of the college: Whether UGC 2f / 12b status. : \_\_\_\_\_  
Accreditation Status: Accredited /Not Accredited.  
If accredited, mention grade and validity period:
4. Nodal officer details: ( For UGC/RUSA/NAAC separately)
  - i) Name:
  - ii) Designation:
  - iii) Contact no:
  - iv) E-mail Id:
5. University to which affiliated:
6. The statutory body through which recognized: UGC/AICTE/NCTE
7. Year of affiliation with university:
8. Whether College is Autonomous:
9. Status of the College: UGC 2f /12B
10. Accreditation Status: Accredited / Not Accredited/Applied for Accreditation
11. Validity of Accreditation:

### A. College profile

1. What category of institution is this?  
(Junior college=1, degree college=2, degree college with +2 level=3, P.G. college with +3 levels=4, P.G. college with +2 and+3 levels=5, others=6)
2. a) Year of establishment of the college:
  
- b) Year of recognition of the college:

c) If upgraded to a degree college, mention the year of Up-gradation, otherwise put zeroes in the boxes.  
(If not applicable put 0001 in the boxes)

3. Status and source of funding of the college:

(Recognized and fully funded by the state govt. =1, Recognized aided=2  
Recognized but not aided by the govt. (i.e. Private un-aided) =3  
Block grant=4, others=5)

4. Management of the college:

(Govt=1; Aided=2  
Tribal welfare dept. =3; Social welfare dept. =4; public sector=5,  
Private bodies such as Trusts/Missionaries/NGOs=6  
Block grant=7; Unaided=8)

5. Type of college: ( Boys only=1;Girls only=2;Co-edn=3)

6. Is it a college exclusively for students with special needs (CWSN)? (Yes=1; No=2)

7. stream wise number of sections in the college:

Stream	Whether exists (yes=1;No=2)	No.of sections in UG	No.of sections in PG
Arts			
Science			
Commerce			
Self-financing courses			
Professional courses			
TOTAL			

8. a) Area in which the college is located:  
(Rural=1; Urban=2)

b) Whether the college is located in hilly area:  
(Yes= 1; No= 2)

c) Whether the College functions in Own building? Yes /No

9. Staff quarters available:

	Category	Number
Teaching staff		
Non-Teaching staff		
TOTAL		

10. i) Does the college has students' hostel? Yes/No

ii) Number of hostels: Boys:  Girls:

Sl. No.	Hostel Type	Name of hostel	Intake Capacity	No. of students residing

11. Programme Details:

Faculty	Programme	Subject	Intake	No. of students	Programme duration

					admitted	
Arts	B.A.					
	M.A.					
Science	B.Sc.					
	M.Sc.					
Commerce	B.Com.					
	M.Com					
Self-financing						
Professional						
Certificate/Diploma/Vocational						

### B. College Enrolment (Year wise)

1. Number of students enrolled in the college:

Faculty	Programme	Subject	Type(General/S.F./Prof/Vocational)	Year on Roll	General Boys/Girls/Total	SC Boys / Girls/ Total	ST Boys / Girls/ Total	OBC Boys / Girls/ Total	Minority Boys/ Girls/ Total
Arts/Sc/Commerce	B.A./B.Sc/B.com/M.A./M.Sc/M.com			I II III					

Similarly you can enter data for B.Sc./B.Com/M.A./M.Sc/M.Com./S.F. courses/Professional courses/vocational/certificate/diploma courses respectively.

### C. Staff Information (Teaching and Non-Teaching)

1. Total number of Teachers:

Sl #	Department/subject	Sanctioned strength	No. of Regular teachers in position M F Total	No. of part-time/temporary/contractual/Guest Teachers in position M F Total	Grand Total M/ F Total
------	--------------------	---------------------	--	--	---------------------------

2. Training Status:

Sl#	Name	Department	Educational Qualification	No. of Refresher courses attended	No. of Training/workshops attended	No. of papers published	No. of books published
-----	------	------------	---------------------------	-----------------------------------	------------------------------------	-------------------------	------------------------

3. No. of Ph.D.'s/M.Phil.

Sl#	Name	Department	Year of award of Ph.D.	Topic	Male/Female
-----	------	------------	------------------------	-------	-------------

4. Out of total, number of teachers with disability:

5. Out of total number of teachers belonging to religious minority community:

**Non-Teaching Staff:**

a) Total number of non-teaching staff: Male:  Female:

b) Out of total, number of PWD(person with disability):

c) Out of total, number of teachers belonging to religious minority community:

d) Number of contractual/ temporary staff: Male:  Female:

6. Special achievement by the individual teacher/Institution as a whole:

**D. Infrastructure and Teaching-Learning Facilities**

1. a) Does the college has its own building?   
(Yes=1, No=2)

b) If yes, the total covered area (in sq.) of the college building  
Covering all the floors:

c) Area (in sq.m.) of vacant space in the college which can be  
Used for expansion of infrastructure facilities:

d) Total area of the College in acres:

2. Type of the college building:   
(Pucca=1; partly pucca=2; kuchcha=3; tent=4; others=5)

3. Number and area of classrooms and other rooms in usable condition in the college (for each dept/office/common room/toilet/library etc.)

Sl.No.	Dept/lib/CR/toilet/office	Number & Type of rooms	Area(in sq.m)	Remarks
--------	---------------------------	------------------------	---------------	---------

4. Does the college has the following facilities? (Yes=1;No=2)
- a. Separate room for principal
  - b. Separate room for vice-principal
  - c. Auditorium
  - d. Separate common room for girls
  - e. Separate common room for boys
  - f. Staff room for teachers
  - g. Separate room for female teachers

- h. No. of library rooms:
- i. No. of laboratory rooms:
- j. Room for indoor games:
- k. Co-curricular/activity room:
- l. NCC/NSS/Scout & Guide room:
- m. First aid/sick room:
- n. Room to store sports equipment:
- o. Guidance and counselling room:
- p. Room for chowkidar /watchman:
- q. Canteen:
- r. Botanical garden/social forestry:
- s. Playground;
- t. Conference hall:
- u. Health centre:
- v. Gymnasium/Fitness centre:
- w. Indoor stadium:
- x. Computer centre:
- y. Guest house:
- z. Toilets: (boys=1, girls=2, with running water= 3, without running water=4).Give details in numbers for each category.
5. a) Does the college has boundary walls? (Yes=1;No=2)
- b) If yes, what kind of boundary walls does the college have?  
(Pucca=1; kuchcha=2; partially pucca=3; pucca but broken=4  
Barbered wire fence=5; green fence=6; does not exist=7)

6. a) Does the college has electricity connection? (Yes=1;No=2)
- b) Does the college has Generator set as a backup or substitute For electricity facility? (Yes=1; No=2)
7. Number of computers in working condition available in the college:
- a) for teaching & learning purposes:
- b) for use in college office:
- c) for use in library:
- d) for use in examination section:
8. a) Does the college has Internet connectivity? (Yes=1; No=2; not applicable=3)
- b) If yes, what is the bandwidth? (If it is a broadband connection) (Less than 256 kbps=1; more than 256 kbps=2; not applicable=3)
9. a) Does the college has drinking water facility available to students Within the college premises? (Yes=1; No=2)
- b) If yes, how many of the following sources of drinking water are available in the college?

Source of drinking water	Number
Tap	
Hand Pump	
Well	
Bucket/pot	

**E. Examination Results (Program wise/subject wise/Year wise)**

Programme	Total students appeared			Total students passed			% of pass		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
B.A.									
B.Sc.									
B.Com.									
M.A.									
M.Sc.									
M.Com.									
Self-financing course									
Professional courses									

( Keep data for at least five years)

**F. Total Quality Management Implementation Plan (TQMIP)**

Activity & Sub activities	Indicators of Success	Duration & Data Complementation	Financial requirement & Source	Infrastructure & Physical facilities required & their location
---------------------------	-----------------------	---------------------------------	--------------------------------	--

**G. Human Resources Blueprint for Total Quality Management (TQM)**

Functions /Teachers	Planning	Guiding	Teaching	Examination	Management	Human relation	Professional development	Mode & length of training
---------------------	----------	---------	----------	-------------	------------	----------------	--------------------------	---------------------------

**H. Institutional Planning Form**

Target Year	Goals	Activities	Responsibility	Monitoring	Resources
-------------	-------	------------	----------------	------------	-----------

**I. (a) Cost of Quality**

(Comparative cost per hour of teacher & non-teacher employee)

Items	Non-Teacher employee	Teacher	Remarks
No. of working days in a year			
No. of hours per day			
Working hours per year			
Annual salary cost per hour			

**(b) Average cost of course by College:**

College Name	Direct	Indirect	Total	% of student tuition share of direct cost
Science				
Arts				
Commerce				
Self-Financing courses				
Physical Education				
Engineering				
Fine Arts				

**(J)**

**(i) Financial Analysis (For university only)**

**(a) Expenditure:**

**Table: Approved Budget and actual expenditure (year wise):**

Sl. No.	Categories	Budgeted	Actual	% Spent
---------	------------	----------	--------	---------



**(b) Income:**

1. Government Subsidy:
2. Other Sources of Income:
3. Past Trends and constraints:

**(c) Table: Financial Indicators:**

Sl.No	Description of the financial Indicators	
1	Average cost per faculty member	
2	Average cost per administrative staff member	
3	Average cost per student (includes capital expenditure)	
4	Average cost per student (excludes capital expenditure)	
5	Expenditure for academic staff as a percentage of total expenditure	
6	Expenditure for administrative staff as a percentage of total expenditure	
7	Running and administrative expenditure as a percentage of total expenditure	
8	Capital expenditure as a percentage of total expenditure	

**(d) Structure of financial management:**

1. The budget process
2. Basis of distributing internal resources:  
Resources are allocated internally taking into account the following factors;
  - i) Number of academic staff per department;
  - ii) Number of students per department;
  - iii) Other specific needs.
3. The latitude of departments to spend:  
The latitude of the departments to spend governmental resources is restricted by:
  - i) availability of funds;
  - ii) type of expense items;
  - iii) internal rules and control systems;
  - iv) allocation of funds for capital items is restricted to library books and periodicals and laboratory equipments. All other expenditures may be controlled centrally.

- v) the distribution of expenses on various expenditure objects.

**ii) The cost of education activities at University :**

The analysis of the cost of education at University for the Fiscal Year should be based on the criteria of cost per course/student. Data should be collected from the finance section, and registrar, utilizing information derived from the computerized system of expenditures and revenues.

1. The cost analysis should be based on the cost per credit hours and not cost per student, in general, since a student in any discipline is required to take many credit hours provided by other colleges. For example, each student in the university regardless of his field is required to take 21 (as a university requirement /hours) and 27 credit/hours as college requirements. The cost per student varies from one discipline to another and from one college to another. Therefore, the cost per credit hour achieves the following advantages, and it is more accurate than cost per student at large.
2. Tying the direct cost to units (cost centres) to achieve a clearer picture of unit cost, since indirect cost of education is not tied to a specific college.
3. Excluding expenses which are not related directly to education purposes.
4. Determining the optimal economic size of each department for future planning.

To achieve the above-mentioned purpose, the study should concentrate on the following points.

1. Analysis of current cost per course/section in each college provided by various academic departments and the teaching cost of the University staff, determined by the number of students registered for each faculty member in each department.
2. Analysis of actual expenditure for financial year, for determining direct/indirect expenses according to academic disciplines and administrative departments.
3. Determination of the cost of the courses, which is then calculated as per section/students.
4. Determination of the cost objects of other departments activities.

Table: **Average teaching load by College:**

College name	Total course	Faculty member	Average load for each member	Extra load payment
Science				
Arts				
Engineering				
Physical Education				
Commerce				
Education & Fine Arts				

## Expenditure Analysis:

For this purpose, an examination of expenses on university activities as it relates to education is categorized as follows.

1. Expenses which have no direct relation to teaching/education activities are excluded. These are:

Model children's schools, Capital expenses (stocks, etc.), Restaurants, Scholarships, Credited accounts (commitments), Infrastructure, Deanship of research, Continuing research, Housing etc.

2. Administrative and operations expenses (distributed proportionally according to the number of courses offered by each college):

Central administration, computer Centre, Public relations, Student deanships. Library, Admission and register, projects office, Auditing office, Finance, Services, Social security, insurance, Personnel, Development office, Production, Supply, Security, Building, Tender office, Total

Data analysis should be carried on:

- i) Cost share of college employees in social security for each faculty's teaching expenses;
- ii) the cost share of college employees of overload expenses;
- iii) college share of saving fund for their employees;
- iv) college share of cost on health insurance, investment, department production and maintenance.

3. Direct expenditures are distributed among colleges on the basis of course/student cost:
  - i) Recurrent expenditures:

Recurrent expenditures constitute the largest proportion of expenditure item in the University budget. Wages, salaries, employee benefits and securities are the main consumers of University finance.

ii) Capital expenditure such as equipments, laboratories, vehicles, buildings and land acquisition.

iii) Expenditures including central administration and services consume the rest of the budget.

Table: **Average cost of course by college:**

<b>College name</b>	<b>Direct</b>	<b>Indirect</b>	<b>Total</b>	<b>% of student tuition share of direct cost</b>
Science				
Arts				
Commerce				
Engineering				
Physical Education				
Education & Fine Arts				

-----