Guide for Universities/Autonomous Colleges

Definitions:

Faculty: A Faculty of Studies of the University

Programme: It is a course of study for which a Degree or Certificate is awarded by the Institution. A Programme of study is the approved curriculum followed by an individual student such as B.A, M.A, MBA etc.

Level: Levels of Programmes such as Under-Graduate, Post-Graduate, Certificate, Diploma etc.

College: These are institutions which can run degree programmes but are not empowered to provide degree on their own and are necessarily have to be attached with some University/University level institution for the purpose of awarding degree.

Discipline: An academic discipline or field of study is a branch of knowledge that is taught and researched at the Institution. There are large numbers of disciplines, which are taught in various Institutions and their nomenclature varies from Institution to Institution. For example in the case of B.A. in Geography, B.A. is a Programme and Geography is a discipline.

1. **University Master**

This sheet captures details of all the Universities/Autonomous Colleges which are participating in the admission process through Samarth Portal.

University-Code	University-Name	Logo	State	District	AISHE Code
Unique Code of University	Name of University	URL to download Logo of University	Assam	District where University is located	Unique AISHE Code of University

Column 1: University Code

In this column, the university/autonomous college needs to enter the unique code assigned to their institution.

Column 2: University Name

In this column, the university/autonomous college needs to enter the name assigned to their institution.

Column 3: Logo

In this column, the university/autonomous college needs to provide the logo for their institution.

Column 4: State

In this column, the university/autonomous college needs to enter the state where the institution is located. (In this case, Assam is the default value for institutions)

Column 5: District

In this column, the university/autonomous college needs to enter the district where the institution is located.

Column 6: AISHE Code

In this column, the university/autonomous college needs to enter the unique AISHE Code assigned to their institution.

2. **Faculty Master**

This sheet captures details of all the Faculty (e.g. Faculty of Arts, Faculty of Science etc.) in the University/Autonomous College and their affiliated colleges.

University-Code	Faculty-code	Faculty-name
Unique Code of University	Unique Code of Faculty	Name of Faculty

Column 1: University Code

In this column, the university/autonomous college needs to enter the unique code assigned to their institution. (This is the same as the university code provided in the university master sheet).

Column 2: Faculty Code

In this column, the university/autonomous college needs to enter the unique faculty code assigned to the faculty.

Column 3: Faculty Name

In this column, the university/autonomous college needs to enter the faculty name assigned to the faculty.