

IMPORTANT URGENT NOTICE

All nodal officers of colleges affiliated to WBUT are requested to create their login id and upload DCF-II data format (the last date of uploading DCF-II is 20th November, 2012).

Step 1: Go to <http://aishe.gov.in/>

Step 2: Create an User clicking on **New User** link.

Choose the radio button **University/College/Institute Level**

Select Role as **COLLEGE OFFICER**

Select STATE **WEST BENGAL**

Enter other details

After that your account will be validated by the higher authority

Step 3: login at <http://aishe.gov.in/> user name and password provided by you.

(in case you forgot your password click on **forgot password**)

Step 4: Download **College/Institution Form DCF II** from the left down panel (its a editable pdf file)

You have to fill up the data as on **30th September 2010**

Step 5: Fill up the form in top down approach(you may save it time to time)(Freely downloadable

Adobe Acrobat reader 10 is required)

Step 6: Click on **Check Form** button at the bottom of the file (it will show which fields are remaining to be filled). After it shows **Form Passed** you save it again.

Step 7: Now login again to <http://aishe.gov.in/> and click on **Form Management** link

click on **Browse** button

select the pdf file you saved.

Click on **Upload Form**

Also they are requested to attend a meeting at Conference Hall of the IISWBM, Kolkata on 12th November, 2012 at 3 pm. positively