

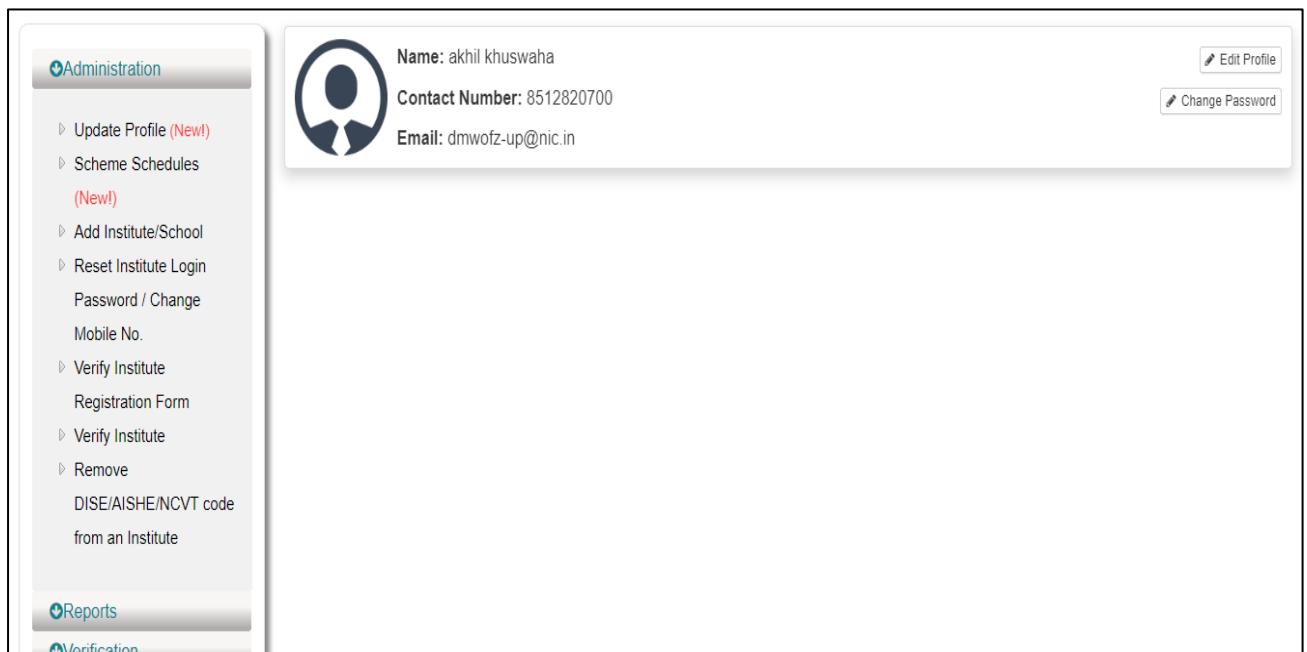
## Operational steps to remove AISHE / DISE / NCVT / SCVT Code from profile of an existing institute

This option can be used by District / State Nodal Officer to remove AISHE / DISE / NCVT / SCVT Code from the profile of an existing institute if

- a. Institute reports to District / State Nodal Officer that wrong AISHE / DISE / NCVT / SCVT Code is getting reflected in their institute's profile and Institute Nodal Officer wants to get it corrected. In this case, after checking the institute credentials & profile, District / State Nodal Officer should remove such code from the profile. After removal of wrong AISHE / DISE / NCVT / SCVT Code, correct AISHE / DISE / NCVT / SCVT Code can be updated using the option "Reset Institute Login Password / Change Mobile No." provided in the District / State Nodal Officer login. See Screen -1 below.
- b. Institute reports that AISHE / DISE / NCVT / SCVT Code of his institute is linked with some other institute, which can also be verified by the option SEARCH FOR INSTITUTE provided on the home page of the portal. In this case after verification of institute's credentials District / State Nodal Officer can remove AISHE / DISE / NCVT / SCVT Code from wrongly updated institute's profile and can update in the correct institute's profile using the option "Reset Institute Login Password / Change Mobile No."

### Operational steps:-

Step 1:- Login as District / State Nodal Officer and click on "Remove DISE/AISHE/NCVT code from an institute"



Screen -1

Step 2:- After Step 1 you will receive OTP on the registered mobile number. Enter OTP and click on Confirm OTP as shown in below Screen - 2

Administration  
Reports  
Verification  
Logout

One Time Password(OTP)

OTP has been sent on your Registered Mobile No.

Please Enter 5 Digit OTP \*

TPN7Z

Confirm OTP Resend OTP

Screen – 2

Step 3:- After successful OTP authentication in Step 2, below screen will appear. Enter the AISHE / DISE / NCVT / SCVT Code to be removed and click on Search button.

Administration  
Reports  
Verification  
Logout

Remove DISE/AISHE/NCVT code from an Institute

DISE/AISHE/NCVT code

DISE/AISHE/NCVT Code \*

Search

Remove DISE/AISHE/NCVT code

Name of Institute:  
District:  
State:  
Address:  
Institute Nodal Officer Name:  
Institute Nodal Officer Mobile: 0  
Head Name:  
Head Mobile: 0  
Whether Institute Registration Form Submitted:

Screen – 3

Step 4:- After clicking on Search button in previous step, institute's details will be shown as below. Click on Remove button to de-link or remove the code from institute's profile. After removal of code a message in this regard will also be displayed as shown in Screen - 5

**Remove DISE/AISHE/NCVT code from an Institute**

**DISE/AISHE/NCVT code**

DISE/AISHE/NCVT Code \*

**Remove DISE/AISHE/NCVT code**

<b>Name of Institute:</b>	MADHAV SAROVODAY MAHAVIDYALAYA, MUKALPUR, AMAUNA, RANI BAZAR, FAIZABAD (Id: C-42366)
<b>District:</b>	FAIZABAD
<b>State:</b>	UTTAR PRADESH
<b>Address:</b>	MADHAV SAROVODAY MAHAVIDYALAYA MUKALPUR AMAUNA RANI BAZAR FAIZABAD
<b>Institute Nodal Officer Name:</b>	azam
<b>Institute Nodal Officer Mobile:</b>	9868412459
<b>Head Name:</b>	akhil
<b>Head Mobile:</b>	8512820700
<b>Whether Institute Registration Form Submitted:</b>	No

Screen -4

After de-linking / removal of AISHE / DISE / NCVT / SCVT Code from institute profile, a SMS intimation will be sent to the institute regarding de-linking / removal of code. SMS will also share nodal officer details, who have removed the code, to Institute Nodal Officer.

**Remove DISE/AISHE/NCVT code from an Institute**

**C-42366 has been removed successfully from the the Institute**

Screen - 5

**IMPORTANT NOTE :- AISHE / DISE / NCVT / SCVT Code will not be removed if**

- a. Institute has finally submitted Registration Form.
- b. Institute Registration Form has already been approved by the District / State Nodal Officer

In such cases appropriate message will be displayed as shown in below Screen – 6 and Screen -7

### Remove DISE/AISHE/NCVT code from an Institute

#### DISE/AISHE/NCVT code

DISE/AISHE/NCVT  
Code \*

Search

#### Remove DISE/AISHE/NCVT code

**Name of Institute:** MAHARANA PRATAP MAHAVIDYALAYA, RAMDASPUR, MAJHAULI, BIKAPUR,  
FAIZABAD  
**District:** FAIZABAD  
**State:** UTTAR PRADESH  
**Address:** RAMDASPUR MAJHAULI, BIKAPUR, BIKAPUR  
**Institute Nodal Officer Name:** ghgy  
**Institute Nodal Officer Mobile:** 8585852527  
**Head Name:** NA  
**Head Mobile:** 8485485847  
**Whether Institute Registration Form Submitted:** Yes

#### Institute Registration Form Reference Number:

The Institute has finally submitted it's Registration Form. If you want to remove DISE/AISHE/NCVT code from above Institute, Kindly Reject Registration Form and remove this DISE/AISHE/NCVT code.

Screen – 6

### Remove DISE/AISHE/NCVT code from an Institute

#### DISE/AISHE/NCVT code

DISE/AISHE/NCVT  
Code \*

Search

#### Remove DISE/AISHE/NCVT code

**Name of Institute:** BHAVDIYA EDUCATIONAL INSTITUTE, SOHAWAL, FAIZABAD  
**District:** FAIZABAD  
**State:** UTTAR PRADESH  
**Address:** Vill: Sewar, Tehsil: Sohawal, Distt: Faizabad (Uttar Pradesh) India, Pin Code 224  
126  
**Institute Nodal Officer Name:** ravi  
**Institute Nodal Officer Mobile:** 8585852524  
**Head Name:** kushvaha ji  
**Head Mobile:** 8485485844  
**Whether Institute Registration Form Submitted:** Yes

The Institute Registration Form has been approved by District / State / Ministry Nodal Officer - akhil khuswaha ( 8512820700 )

Screen -7