

Admission Guidelines for Undergraduate and Postgraduate Program

First Semester (2021-22)

The Institute, in principle, follows the rules and guidelines of the Department of Higher Education, Government of Madhya Pradesh issued for the relevant academic session. Availing its autonomy, the Institute can make procedural changes, adopt its own admission calendar and address the issues arising out of admission guidelines. By and large the Institute will comply with the State Government's directives regarding reservations, weightage and eligibility.

1. Admission Process

All the procedures and activities regarding admission will be conducted and will be accorded in strict adherence to the "Admission and Counseling Schedule" provided under these guidelines. Applicants should strictly follow the prescribed time-line.

Eligible applicants must submit online Registration cum Application form available on the Institute's website www.iehe.ac.in within the prescribed period along with a fee of **Rs.500/-** (Non refundable, MMVY and MMJKY Applicants will also pay the registration fee) payable through State Bank Collect online payment mode. Registration will be done in only one phase with a CLC round of vacant seat. The registration will be reopened only when a particular subject doesn't fulfill the minimum application requirement. Neither the printed application form nor any document therein needs to be submitted or sent to the Institute before verification and counseling. The received online applications will be considered for the available vacancies in order of preference given by the applicant for various subject/faculties. For each Honours subject separate counseling list comprising of the applicants shortlisted on the basis of their merit of marks (with weightage) if any, will be displayed on the notified date on the Institute's portal.

Shortlisted applicants have to compulsorily upload their scanned self-attested documents on the institute's website on the prescribed dates. Only those students will be contacted by the admission committee whose documents are not clear or incomplete. Original documents will be collected when the situation normalizes. Any wrong information in the submitted form will cease his/her claim for admission at the time of online counseling. After due verification of the documents the prescribed fee of the concerned course should be deposited to complete the process of provisional admission.

Applicants who fail to attend counseling in a subject will not be considered for that subject or a lower choice in subsequent counseling(s) on the same registration. The applicant who takes admission in a subject of his/her lower preference will automatically be upgraded to a vacant seat of higher preference in order of merit. Applicants may update online, their preference of subjects in their prior submitted form on the notified dates using their password.

Admissions granted during counseling will be provisional, subject to the verification of eligibility, if need be, from the university and any other facts as deemed necessary by the Institute. The Institute reserves its rights to cancel all those admissions which do not conform to any of the rules of the Institute regarding attendance, discipline and incomplete formalities within the prescribed time-line.

2. Eligibility

2.1. Academic Qualification:

- 2.1.1.** A minimum of 60% marks in 10+2 examination of a recognized board for admission in UG and 60% marks in UG examination of recognized university for admission in PG is the basic eligibility. A relaxation of 5% to applicants from Schedule Caste (SC), Scheduled Tribes (ST) and Physically Challenged categories will be given.
- 2.1.2.** Students from the Science stream may apply for Honours subjects in the faculty of Science, Commerce and Arts; students from Commerce stream may apply for subjects in faculty of Commerce and Arts and students from Arts stream may apply for subjects of Arts faculty only.
- 2.1.3.** 10+2 students of M.P. Board with additional qualification of Vocational Courses of any of the allied subjects of Science like Laboratory Science, Medicine Management & System Analysis, Clinical Biochemistry, Micro Biology and Management System, Computer related subjects, Printing of Data-processing, DTP Package Programming, Workshop Practice conducted by MP Board of Secondary Education will be eligible for admission only on the submission of the relevant eligibility certificate issued by the Barkatullah University. In case of any contradiction or discrepancy regarding eligibility, the eligibility certificate issued by the University would be final and binding.

2.2. Maximum Age

There is no upper age limit for admission in the Undergraduate and Postgraduate Courses.

2.3. Domicile

10% seats in each Honours subject will be reserved for students from other states. **A domicile certificate of the concerned state should be produced for availing this facility. Admission will be given only to students who have passed 10th or 12th from outside the state.** On all other state seats admission will be accorded first to the domicile applicants of M.P. or those whose parents are posted in M.P. as an employee of Central Government, Nationalized Banks and Professional Organisations of Central Government.

3. Reservation

The Reservation Policy of the State Government is strictly followed by the Institute for the following categories. The details are available in the Guidelines for Admission issued by the Department of Higher Education, Govt. of M.P. Important highlights are cited below:

Category	Reservation
<i>Scheduled Caste *</i>	16%
<i>Scheduled Tribes *</i>	20%
<i>Other Backward Classes (Non Creamy Layer)#</i>	14%
<i>Wards of FF, Defence Personnel, Central Armed Forces etc. (Plase see Govt. rule for details)</i>	5%
<i>Physically Challenged (PH) (in each category)</i>	5%
<i>Girls (in each category)</i>	30%
<i>EWS</i>	10%

Note: **SC & ST seats are interconvertible*

Refer the Pravesh Niyam and Margdarshi Siddhant of Department of Higher Education, Govt. of Madhya Pradesh Session 2021-22 Serial No. 28.3 Page No. 25

4. Weightage as per Government Rules regarding NSS, NCC, Sports, Co-curricular Activities

- 4.1** Weightage will be given only for determining the order of merit. It cannot be availed for obtaining the minimum eligibility requirements of marks. Weightage can be claimed only on one certificate. Applicants are therefore advised to stake their claim on the certificate which will fetch them the maximum weightage. If the weightage claimed is incorrect, the applicant might be disallowed from attending the counseling. The weightage certificate (if required) should be duly countersigned by the relevant authority (as mentioned in the Govt. rules). **Such a certificate MUST be produced at the time of counseling, in case of failing, claimed weightage will not be considered.**
- 4.2** Wards (Son/Daughter) of the Employees of Higher Education, Govt. of M.P. will be entitled to take provisional admission under the rule of the state government of Madhya Pradesh.
- 4.3** Students who have passed the honours course and eligible for admission in post graduate class in the same subject are entitled to 10% weightage.
- 4.4** For outstanding applicants with undermentioned required eligibility there is a provision for direct admission (out of merit). Such applicants must fill the online admission form and report to the Professor in-charge (Admissions) on the date of first counseling.

Required Eligibility (as per Govt. rules):

- 1) NCC Best Cadet of National Level
 - 2) Participation in National or International Level organized by Olympic/Asiad/ Sports Authority of India/SGFI
- 4.5** Weightage can be claimed on the certificates obtained during last 4 consecutive years at school level. Important information regarding weightage is given on next page:



Group Photo Session after the MoU with State Bank of India

Details of Additional Weightage

Select the stream/activity in which you are eligible to claim maximum weightage. The last four consecutive sessions at school level will be taken into account.

(Ref: Clause 28 and 29 of M.P. Govt. admission rules for session 2021-22)

Name of Stream	Weightage percentage (%)
Physically Handicapped (within FF/Martyr/Def Category) <i>Note: For claiming this weightage, please select "Others" from the dropdown menu while selecting "activity" for additional weightage.</i>	10
Name of Activity	Weightage percentage (%)
NCC/ NSS/ Scouts (Scouts Guide/ Rangers)/ Judo-Karate/ Red Cross	
NCC/NSS 'A' Certificate	2
NCC/NSS 'B' Certificate OR 2 nd level pass Scouts	3
NCC/NSS 'C' Certificate OR 3 rd level pass Scouts	4
State level (Directorate) NCC Competition	4
Participated in RDC, New Delhi as a member of MP NCC/NSS Contingent	5
Governor Scout	5
President Scout	10
Best NCC Cadet of MP	10
Recipient of The Duke of Edinburgh's Award as NCC Cadet	15
Participant Cadet of Youth Exchange Program between India and Other Countries	15
Selection in International Jamboree in NCC/NSS	10
Excellent Activity Certificate by Indian Red Cross Society	2
Inter District/ Division Level Competitions organized by DPI or Inter Division/ Regional Level Competitions organized by CBSE	
(1) I, II, III position holder team members	2
(2) I, II, III position holder individual event	4

Name of Activity	Weightage Percentage (%)
Inter Division/State Level Competitions organized by DPI Or Inter Regional/National level Competitions organized by CBSE Or Inter Zonal/National Level Compitions Regional Competitions organized by Association of Indian University (A.I.U.) and State Level /inter Division/Inter District Competitions organized by M.P. Sports Association	
(1) I, II, III position holder team members	7
(2) Representing Division Level Competitions with District Team	5
All India Inter University Competition organized by Association of Indian University (AIU), and National Level Compitions organized by Schools Games Federation of India (S.G.F.I)	
(1) I, II, III position holder Sportsmen	15
(2) Representing in above Competitions	10
Prticipants of selected team for youth/science/cultural Exchange Program between India and Foreign Countries under areas of Culture/Literature/Science/Arts	10
National Level Sports Competitions organized by Sports Associations recognized by Government of India	
(1) Representative members of M.P. team	10
(2) I, II, III position holder of MP team members	15
Migrants of J&K and their dependents	1
Special Encouragement:	
1) National Level Best Cadets of NCC 2) Participants and Medal Holders of National or International Level activities organised by Olympics/Asiad Games/World Cup/World Championship/Asian Championship/Commonwealth Championship/South Asian Games/Championship and Association of Indian Universities (AIU). 3) Medal Holders of National Games Organised by Indian Olympic Aassociation. 4) Representative of various International Compitions approved by South Asian Games, Indian Government, Youth Programs and Ministry of Sports.	Outright

5. Change of Faculty/Subject

For seeking admission to the UG program, if an applicant changes his/her faculty of 10+2 level, a **reduction of 5%** of the obtained marks will be made for the calculation of marks for determining the merit.

However, admitted students will be allowed to change their subject/faculty following the prescribed procedure and schedule subject to vacancy, eligibility and order of merit.

6. Paying Fee Online through SBI ePay

The Registration and admission fee can be remitted by using internet banking/Debit Card/Create Card/UPI through Payment Gateway of SBI (Link Given on IEHE Admission Dashboard). A nominal amount might be additionally charged by the bank for the transaction.

6.1 The Procedural Steps:

- Select Payment Link (Pay Registration Fee / Pay Admission Fee) in Admission Page on ***www.iehe.ac.in***.
- Enter your Application No. and Password for Payment Process.
- Click on Pay Registration Fee/ Pay Admission Fee Button and Click on Proceed to payment.
- Now click on Pay Now.
- Select Payment Option from Payment detail. Page is displayed with following options for payments.
 - Debit/Credit Card
 - Internet Banking
 - BHUM UPI
 - NEFT
 - SBI Branch Payment

Choose the desired option for the payment. Retain a print of or save the receipt generated online.

6.2 Steps for filling the Online Registration cum Application Form

- Read Admission Guidelines thoroughly.
- For additional weight identify the certificate that will fetch the highest possible single weight.
- Refer to previous year's cut-off marks for different subjects displayed on the website to assess the trend and decide the subject preferences. The trend may change for which the Institute will not be responsible.

6.3 Documents needed for filling the form:

- Debit/Credit Card/Internet Banking etc for Online Payment of Registration.
- 12th Mark sheet, Caste Certificate (*if applicable*), Income Certificate (2020-21), Aadhar Card No. and Additional Weightage Certificate (*if applicable*).

6.4 The Application form–Divided into Six Steps

1. Personal Details
2. Academic Details
3. Preference of Faculty and Honours subjects
4. Reservation and Other Information
5. Upload Photo and Pay Registration Fee

To navigate through these components, click the **NEXT** button. Fill in the correct eligibility particulars and all the mandatory information required there in. Incorrect information will hamper the navigation. A printout of the application form may be retained by the applicant for further use/ future reference. **The entered password and application number should be duly noted by the applicant** for further updations or any other online activities related to admission.

7. Allotment of Subjects

The admission will be given as per guidelines of the Govt. If New Education Policy is applicable, the admitted students in the Honours subject should compulsorily choose one generic elective subject from other faculty/discipline.

- 7.1 When the New Education Policy is implemented, the students will also be able to select the skill enhancement course.
- 7.2 With the implementation of the New Education Policy, the students will also be able to get the benefit of online certificate/diploma courses.

ADMISSION & COUNSELING SCHEDULE

Availability of online registration/application forms at Institute's web portal www.iehe.ac.in.

ONLINE ADMISSION & COUNSELLING SCHEDULE (UNDERGRADUATE)

PHASE I	
Particulars	Date
Online Registration: All Faculty (Science, Commerce, Arts)	01.08.2021 to 20.08.2021
Display of List of Shortlisted Applicants for Verification & Online Counselling	<u>26.08.2021</u>
Documents upload on portal by applicants for Verification & Counselling	26.08.2021 to 30.08.2021
Online Counselling: Online Verification & Counselling of Uploaded Documents by Employee Login (All Faculty)	31.08.2021 to 05.09.2021
Display of Counselling & Verified Students List	02.09.2021 to 05.09.2021
Fee Deposition: (Online through www.iehe.ac.in Only)	02.09.2021 to 06.09.2021

PHASE II	
Particulars	Date
New Online Registrations: (if required) All Faculty (Science, Commerce, Arts)	01.09.2021 to 07.09.2021
Display of Vacant Seats All Faculty (Science, Commerce, Arts)	07.09.2021
Second List of Shortlisted Applicants for Verification & Online Counselling	<u>11.09.2021</u>
Documents upload on portal by applicants for Verification & Counselling	11.09.2021 to 13.09.2021
Online Counselling: Online Verification & Counselling of Uploaded Documents by Employee Login (All Faculty)	13.09.2021 to 16.09.2021
Display of Counselling & Verified Students List	13.09.2021 to 16.09.2021
Fee Deposition: (Online through www.iehe.ac.in only)	14.09.2021 to 17.09.2021

PHASE III

PAYMENT SEAT against NRI

Particulars	Date
Applications through Online (Already Registered) All Faculty (Science, Commerce, Arts)	05.09.2021 to 08.09.2021
Display of List for Online Verification & Counselling	<u>11.09.2021</u>
Documents upload on portal by applicants for Verification & Counselling	11.09.2021 to 13.09.2021
Online Counselling: Online Verification & Counselling of Uploaded Documents by Employee Login (All Faculty)	14.09.2021 to 16.09.2021
Display of Counselling & Verified Students List	14.09.2021 to 16.09.2021
Fee Deposition: (Online through www.iehe.ac.in only)	14.09.2021 to 17.09.2021

PHASE I

Postgraduate Online Admission process will started from 01.08.2021

Particulars	Date
Online Registration: All Faculty (Science, Commerce, Arts)	01.08.2021 to 25.08.2021
Display of List of Shortlisted Applicants for Verification & Online Counselling	<u>27.08.2021</u>
Documents upload on portal by applicants for Verification & Counselling	27.08.2021 to 03.09.2021
Online Counseling: Online Verification & Counselling of Uploaded Documents by Employee Login(All Faculty)	04.09.2021 to 07.09.2021
Display of Counselling & Verified Students List	04.09.2021 to 07.09.2021
Fee Deposition: (Online through www.iehe.ac.in only)	04.09.2021 to 10.09.2021

8. CHANGE OF SUBJECTS FOR ADMITTED STUDENTS:

- 8.1** Admitted undergraduate students will be allowed to apply online to change their Honours subjects. Changes will be allowed in order of merit, according to eligibility and the available vacancy in the demanded subject.

9. Important Information:

- 9.1 All necessary information regarding admission will be provided on the website of the Institute. No separate communication will be made with the applicants. However, Institute may use SMS facility to provide some more important information to the mobile number provided by the applicant. Institute will not be responsible for any loss of information. Candidates are therefore advised to regularly visit the institute's website for news update.
- 9.2 In case of any ambiguity in these guidelines, the rules of the state government will prevail.
- 9.3 Helpline numbers/e-mail will be provided by the Institute on its website and the applicants may avail of these facilities for seeking any information regarding admission.
- 9.4 **Girls/Boys students** needing hostel facility should indicate their choice in the online admission form. A separate form, available at the website should be filled **if admitted**. Hostel will be allotted in order of merit and in keeping with the Government's reservation policy/rules.
- 9.5 At the time of admission original TC and migration certificate are compulsory. In case of non availability of original TC and migration the candidate must submit an undertaking to produce the relevant documents till the stipulated date failing which their admission shall get cancelled. The last date of document submission will be 31st October 2020. In absence of original TC, admission fee will not be refunded.
- 9.6 Delayed submission of original Transfer Certificate and Migration certificate etc. mandates a written undertaking by the student on the day of counseling. The candidate must state the period or the date by which he/she would submit the document. Failure in the compliance of the assured date may lead to unnecessary late fee penalty for enrollment to be borne by the students themselves.
- 9.7 Candidates may produce the internet copy of their 10+2 marks-sheet if the original marksheets are awaited from the concerned school.
- 9.8 Self attested photo copy of the documents will be accepted in keeping with the guidelines issued by the state government.
- 9.9 Counselling students whose results are awaited will have to secure provisional admission by depositing the prescribed fee by the prescribed date. Admission of such candidates will be regularized only after the declaration of the result of the awaited qualifying examination.
- 9.10 Provisionally admitted students whose results were awaited but have eventually failed will be entitled to a fee refund after the deduction of procedure fee of Rs. 100.
- 9.11 Additionally, 10% seats will be reserved for candidates from outside MP and admission will be granted on producing a domicile certificate from the migrating state in addition to a police verification report, an undertaking and eligibility certificate from the university. (MMVY and MMJKY not applicable for outside M.P. Candidates). Other

State applicants will be eligible to get admission only if their percentage of marks is not below the last cutoff of the general category applicant of all honours subject.

- 9.12** The university rules may mandate some candidates to submit an eligibility certificate at the time of provisional admission for ICSE and other board and migration certificate within the prescribed time limit.
- 9.13** **To promote global exchange, admissions are open to Foreign Nationals subject to the required permission from Governments and Agencies.**
- 9.14** **Fee structure for the Foreign Nationals is mentioned in Annexure-II(a). Fee would be accepted only in Indian currency**
- 9.15** Admission to the candidate whose guardian (as per the M.P. government admission rules) is under transfer will be given admission only in the event of vacancies and provided the candidate has secured admission in any of the affiliated college of M.P. A copy of the transfer order along with the joining report should be submitted therein.
- 9.16** Full time government/private employees (except school teachers under one step up scheme) will not be eligible for regular admission. Part time employee will have to submit an NOC from their employing authority.
- 9.17** In the event of cancellation/ expulsion/ voluntary quitting of admission, the applicant/candidate is entitled for only refund of caution money. The applicant/candidate has to mandatorily submit the copy of the original TC issued by the IEHE.
- 9.18** In the event of admission to any Technical / Professional Course of any recognised Indian University/Institute the relevant proof of the admission should be produced before first semester examination of IEHE, for securing refund as per [UGC guidelines](#) and notification issued on October, 2018. If the candidate fails in timely submission of required documents, only caution money will be refunded within three years from the date of admission. In case of self-financing courses only the caution money will be refundable.
- 9.19** Admitted students who remain absent from classes continuously and fail to submit all the required documents necessary for enrollment shall be liable for late fee penalty levied by the University.
- 9.20** Any dispute and consequent legal proceedings will be subject to the jurisdiction of Bhopal only.

10. LIST OF DOCUMENTS TO BE SUBMITTED BY STUDENTS:

Documents to be submitted by students personally at his/her first visit in the Institute to their respective department.

- Original & self-attested copies of Qualifying Examination (10+2)
- Mark sheet of class X as a proof of Date of Birth
- Original Transfer Certificate
- Migration Certificate
- Caste Certificate (*if applicable*)
- Category Certificate (*if applicable*)
- Character Certificate
- Below the Creamy Layer Certificate for OBC candidates seeking reservation

- Domicile Certificate
- Income Certificate (*if applicable*)
- Eligibility Certificate (*if required*)
- NSS/NCC Certificate
- Sports/Co-curricular Achievement Certificates
- Two recent passport size coloured photographs
- Self Attested Affidavit for Anti Ragging.
- Notarized Affidavit for NRI/Payment Seat
- Self Attested Affidavit for students from outside of M.P
- Police Verification Certificate (for candidates from out of M.P.)

Note: *Two sets of self-attested copies and the originals will be required at the time of first visit in the Institute.*

Relevant documents for seeking reservation and weight must be compulsorily produced at the time of counseling.

Admission to other Semesters of Undergraduate Programme

- Direct admission in UG third semester: A candidate who has passed the First and Second semesters of an Undergraduate Course may be admitted to the third semester of the same course, subject to the availability of seats. But, in such cases the candidate will have to clear all the papers of the first and the second semesters along with those of the Third and the Fourth semesters respectively.
- An admitted student may be given provisional admission to the next semester with the specific understanding that the student shall clear the previous semester backlogs as per provisions appearing therein. Such a student, in the mean-time, may pursue his/her studies for the next higher semesters and appear in examinations for the same along with the examination of lower semester.

Admission to NRIs/Payment Seat

Admission will also be granted to Non-Resident Indians (NRI) and Foreign nationals subject to the relevant rules/instructions of government of Madhya Pradesh in the first year of above mentioned Honours degree and post-graduate courses provided the candidates produces/submits the following documents at the time of admission:

- a. Students Visa
 - b. Eligibility Certificate of Barkatullah University, Bhopal.
 - c. Scholarship holders have to obtain no-objection certificate from Embassy of the country of which the candidate is a national.
 - d. Medical-Certificate of Medical-Board of Government of Madhya Pradesh, Bhopal.
 - e. Police Verification Report from the Home Department.
- Additionally, 10% of total seats in each course are reserved for NRI/Foreign students. In case these seats remain vacant, they will be made available as payment seats for Indian

nationals. However, the criteria of eligibility for admission will not be relaxed even for the payment seats. The NRI fee structure will be retained. Admission will be provided on the basis of merit list prepared for payment seat separately.

- NRI students/ Payment seat students admitted on payment seats will have to abide by the fee structure applicable to NRI/Payment seats for all the three years of the Degree Course.

Note: On all other issues related to admission the guidelines/rules of the state government will be applicable.

Fee Particulars

- Payment seat students are also eligible for MMVY but they will get the benefit of exemption only from Institute's normal fee for that course.
- Fee should be deposited by the mode and procedure prescribed by the Institute.
- The fee structure may be revised if need be, in the subsequent academic sessions.
- Except otherwise stated in these guidelines, fee once paid will not be refunded. A student who withdraws from the Institute has to pay the fee provisioned for the entire semester. Transfer certificate will be issued only when all the dues are settled.
- University Fee such as: (i) Enrolment Fee (ii) Migration Fee (iii) Degree Fee (iv) Other fees as prescribed by Barkatullah University are payable in addition to the Institute's Fee. (Non refundable)
- For Fee Structure please refer to Annexure-II.
- **Caution money will be refundable in or within 3 years of student's exit. Any claims thereafter will not be entertained (Original Receipt compulsory).**

Note:

- i. In case of any doubt or dispute regarding admission, the decision of the Director of the Institute will be final and binding.
- ii. In absence of fee submission, the Director will have the rights to cancel the admission.
- iii. For all matters pertaining to admission, the candidates/guardians are advised to contact **Dr. Sharda Gangwar**, Professor In-Charge Admission.



Visit of Hon'ble Minister Higher Education MP, Principal Secretary and Commissioner of the Higher Education, Govt. of M.P. in the Institute