

## Admission Guidelines for Undergraduate and Postgraduate Program

### First Semester (2020-21)

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](http://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. The shortlisted applicants should compulsorily submit their subsidiary subject choice & upload document before the download of allotment letter.

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 wrongful 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 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 those students who have passed 10<sup>th</sup> or 12<sup>th</sup> from outside the state.** On all other 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>	27%
<i>Wards of FF, Defence Personnel, Central Armed Forces etc. (Please 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 Sidhant of Department of Higher Education, Govt. of Madhya Pradesh Session 2020-21 Serial No. 12.2 Page No. 19**

#### 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 National Conference at IEHE**

## 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 12.3 and 13 of M.P. Govt. admission rules)

Name of Stream	Weightage percentage (%)
<b>Physically Handicapped (within FF/Martyr/Def Category)</b> <i>Note: For claiming this weightage, please select "Others" from the dropdown menu while selecting "activity" for additional weightage.</i>	<b>10</b>
Name of Activity	Weightage percentage (%)
<b>NCC/ NSS/ Scouts (Scouts Guide/ Rangers)/ Judo-Karate/ Red Cross</b>	
NCC/NSS 'A' Certificate	2
NCC/NSS 'B' Certificate OR 2 <sup>nd</sup> level pass Scouts	3
NCC/NSS 'C' Certificate OR 3 <sup>rd</sup> 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
Judo/Karate-Yellow Belt	2
Judo/Karate-Brown Belt	3
Judo/Karate-Black Belt	4
<b>Inter District/Division Level Competitions organized by DPI or Inter Division/Regional Level Competitions organized by CBSE</b>	
(1) I, II, III position holder team members	2
(2) I, II, III position holder individual event	4

Name of Activity	WeightagePercentage (%)
<b>Inter Division/State Level Competitions organized by DPI Or Inter Regional/National level Competitions organized by CBSE Or Regional Competitions organized by Parliamentary affairs ministry GOI</b>	
(1) I, II, III position holder team members	6
(2) I, II, III position holder individual event	7
(3) Competitor Representing Division	5
<b>National Competition Organized by AIU, Ministry of Parliamentary Affairs, GOI</b>	
(1) I, II, III position holder team members	12
(2) I, II, III position holder individual event	15
(3) Competitor Representing Region	10
Participants of selected team for youth/science/cultural Exchange Program between India and Foreign Countries under areas of Culture/Literature/Science/Arts	10
<b>National Competitions organized by Sports Unions Authorities recognized by Government of M.P.</b>	
(1) Representative members of M.P. team	10
(2) I, II, III position holder of MP team members	12
Migrants of J&K and their dependents	1
<b>Special Encouragement:</b>	
1) NCC Best Cadet on National Level 2) Participation in National or International Level activity organised by Olympics/Asiad/Sports Authority of India/SGFI <b>Remark: Code 37 Weightage 99 %</b> means student has outright for admission without merit if the student fulfil the eligibility criteria.	<b>Outright</b>

## 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 State Bank Collect

The Registration and admission fee can be remitted by using internet banking through State Bank Collect Scheme of SBI. A nominal amount might be additionally charged by the bank for the transaction.

### 6.1 The Procedural Steps:

- Select "**SBCollect**" Link in home page of **www.onlinesbi.com**.
- Read Disclaimer Clause and **click** on check box and **PROCEED** button for Payment.
- Select State "**Madhya Pradesh**" from the drop down menu.
- Select Type "**Educational Institutions**" from the drop down menu.
- Click on **GO** button.
- Select the Name "**INST. FOR EXCELLENCE IN HIGHER EDUCATION, BHOPAL**" from the drop down menu.
- Click **SUBMIT** button.
- Select "**Payment Category**" from the drop down menu.

The payment category for **Registration fee of Rs.500/-** is "**REGISTRATION FEE**" and that for admission fee will appear on the "Fee Advice" given after counseling.

- Click **SUBMIT** button.
- The State Bank Collect Payment page of the Institute will appear. Enter the details in the page (Example - Name, Father's name, Fee amount, DOB, Mobile No., captcha etc).
- Click **SUBMIT** button.
- The State Bank Collect payment verification page will appear where the payer has to click on the **CONFIRM Button** after verifying the payment details to proceed further.
- The **SBMOPS (State Bank Multiple Option Payment System)** page is displayed with following options for payments.

#### **Net Banking**

1. State Bank of India.
2. Other Banks including Associate Banks.

#### **Card Payments**

1. State Bank ATM-cum- Debit Card
2. Other Banks Debit Cards.

#### **Credit Cards**

#### **Other Payment Modes**– Cash at SBI Branch through Challan printed here.

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:

- The State Bank Collect reference number (ex: DU00000532) of paid Registration Fee.
- 12<sup>th</sup> Marksheet, Caste Certificate (if applicable), Income Certificate (2019-20), Aadhar Card No. and Additional Weightage Certificate (if applicable).

## 6.4 The Application form – Divided into Five Steps

First fill your Registration Fee Details and Hindi Name

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

To navigate through these components, click the **NEXT** button. Fill in the correct eligibility particulars and all the mandatory information required therein. 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 Subsidiary Subject

Applicants will be provisionally admitted in the Honours subject with subsidiary subject for which they have undergone the counseling process and deposited the prescribed fees. Along with the Honours subject, one Subsidiary subject should be opted for any undergraduate programme. The Subsidiary subject will be allotted before/during the counseling keeping in view the preference of applicants, available seats and respective order of merit. The subsidiary subjects associated with a particular Honours subject have been indicated in the course details given in the prospectus of the concerned academic session.

A Subsidiary subject will be allotted only when a particular combination of Honours and Subsidiary subjects has at least 10 admitted students. The Institute reserves its discretion to allot/change Subsidiary subject of a student if the above criteria is not fulfilled.