



Government of Madhya Pradesh

HIGHER EDUCATION PORTAL

उच्च शिक्षा विभाग मध्यप्रदेश

संस्थान/महाविद्यालय पंजीकरण
तथा
पाठ्यक्रम पंजीकरण
हेतु
परिचालन मैनुअल

ऑनलाइन प्रवेश
शैक्षणिक सत्र 2016-17

उच्च शिक्षा विभाग, मध्यप्रदेश
संस्थान/महाविद्यालय के पंजीकरण तथा पाठ्यक्रम के पंजीकरण हेतु
परिचालन मैनुअल

भाग-1 (सभी शासकीय/अशासकीय महाविद्यालयों हेतु)

- उच्च शिक्षा विभाग के पोर्टल <http://mphighereducation.nic.in> पर जाएँ।
- लॉग इन (Login) पर क्लिक करें (स्क्रीन पर सीधे हाथ की ओर ऊपरी भाग)।
- निम्न विंडो में महाविद्यालय का यूजर-आईडी, तथा पासवर्ड दर्ज करें एवं Capcha Code दर्ज कर Click to Login पर क्लिक करें।

The screenshot shows the login interface for the Higher Education Department. It features a header with the logo and name of the department, and navigation links for Home, About HED, Courses, Institutes, Staff, and Schemes. Below the header are buttons for Login Panel, Forgot Password, Contact Us, and Help. The main area has three sections: 'Login Here' with fields for Username and Password, a CAPTCHA input with the value 'W6GY', and a green 'Click to Log-In' button. To the right are links to various portals: Samagra, Education, Scholarship, Skilled, Facebook, and YouTube. A sidebar on the right contains four numbered points about logout procedures.

- If you do not log out gracefully using the logout button and close the browser by clicking close/exit button, Your account will be locked temporarily.
- Please Change Your Password frequently.
- Never give/share your login and password with anyone else.
- कृपया ध्यान दें कि Portal में काम करने के बाद ये के ऊपर दिया गया logout लिंक पर क्लिक कर के अपने कार्य को समाप्त करें, अगर आप logout नहीं करेंगे और browser को बंद करते हैं तो आप का लॉगिन अस्थाई रूप से बंद कर दिए जायेगा।

- महाविद्यालय के प्रथम लॉग-इन/नये यूजर को निम्न विंडो दिखेगी। आपको पासवर्ड बदलने के लिए निर्देशित किया जावेगा। आप अपना नया पासवर्ड तैयार रखें तथा इसे सुरक्षित रखें।

The screenshot shows the 'Change Your Password' page. It features a yellow header bar with the text 'Change Your Password'. Below it is a red message box containing the text 'Please change your password immediately and login again.'. There are three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below these fields is a note in red text: 'Please enter old password and new passwords'. At the bottom is a grey 'Change Password' button.

- पासवर्ड बदलकर पुनः लॉग इन करने पर आपको निम्न विंडो में आवश्यक जानकारी दर्ज करनी होगी।

The screenshot shows the 'Password recovery information' form. It has a note at the top: 'Please fill recovery information so that in future if you lost or forgot your password you can recover through email and mobile number.' There are several input fields: 'Password' (marked with an asterisk), 'Your E-Mail' (marked with an asterisk), 'Your Mobile No.' (marked with an asterisk), 'Password Hint Question' (with a dropdown menu showing '-- Select a Security Question --'), 'Hint Answer' (marked with an asterisk), and 'Upload Photo' (with a file input field showing 'Choose File' and 'No file chosen'). At the bottom are 'Update' and 'Go Home' buttons.

- 6) सफलतापूर्वक लॉग इन करने पर आपको निम्न विंडो दिखेगी जिसमें कोर्स रजिस्ट्रेशन हेतु केवल 1 से 6 तक के मेनू मेनू के विकल्पों का ही उपयोग कर कोर्स अपडेट/दर्ज कर सकते हैं।

The screenshot shows the 'e-Governance Portal' interface for the Madhya Pradesh Higher Education Department. The top navigation bar includes links for Home, 1. Initialization, 2.Courses, 3.Employees, 4.Assign_Authorities, 6.Password, and Mobile App. A green banner at the top says 'Welcome to Madhya Pradesh Higher Education Department (e-Governance Portal)'. Below it, a note states 'NOTE:- Your Course Verifying institute is TEST college'. The main content area has three columns: 'Manage Website' (with links for Profile, About us, Mission, Objectives, Vision, Principals Message, Institute Photos, and Institute Logo), 'Time Table' (with links for Time Table Generate, Time Table Carry Forward, and Time Table Remove), and 'Students' (with a link for 'गांव की बेटी / पहिला छाती'). A large red callout box highlights the text: 'कोर्स रजिस्ट्रेशन हेतु केवल उपरोक्त 1 से 6 तक के मेनू के विकल्पों का ही उपयोग किया जाय। e-Governance portal के अन्य मॉड्यूल को कोर्स वेरिफिकेशन के पश्चात् ही अपडेट किया जाय।'

- 7) महाविद्यालय की प्रोफाइल दर्ज/अपडेट करने हेतु निम्न विंडो अनुसार 1. Initialization पर क्लिक कर 1.1 Register Institute Profile विकल्प का चयन करें।

The screenshot shows the 'e-Governance Portal' interface. The top navigation bar includes links for Home, 1. Initialization, 2.Courses, 3.Employees, 4.Assign_Authorities, 6.Password, and Mobile App. A green banner at the top says 'Welcome to Madhya Pradesh Higher Education Department (e-Governance Portal)'. Below it, a note states 'NOTE:- Your Course Verifying institute is TEST college'. The main content area has four columns: '1.1 Register Profile' (with sub-links 1.2 View Profile, 1.3 Upload Institute Photos, 1.4 Upload Institute Logo, and 1.5 Register Bank Account), 'Time Table' (with links for Time Table Generate, Time Table Carry Forward, and Time Table Remove), 'Management Councils' (with links for Janbhagidari Samiti, Academic Council, Executive Council, and Anti Ragging Committee), and 'Students' (with a link for 'गांव की बेटी / पहिला छाती').

- 8) निम्न विंडो दिखेगी। यहाँ मांगी गयी समस्त जानकारियों को दर्ज/अपडेट करें। तत्पश्चात् “Update Institute Profile” बटन पर क्लिक करें। दर्ज/अपडेट प्रोफाइल को देखने के लिए “1.2 View Institute Profile” का चयन करें।

महाविद्यालय का फोटो अपलोड करने के लिए “1.3 Upload Institute Photo” का चयन करें। महाविद्यालय का लोगो अपलोड करने के लिए “1.4 Upload Institute Logo” का चयन करें।

The screenshot shows the 'Edit Profile' section of the portal. It includes fields for:

- Establishment Year: 1980
- Institute Address: New market
- PIN No.: 482001; Area type: Nagar Nigam
- College type: Boys & Girls (Co-Ed); College Status: UG & PG
- UGC Registration Status: Register with UGC Under 2(f); NAAC Grading: Not Accredited
- Medium of Instruction in college: Hindi-English (Both); Type of College: Non-Minority
- Institute E-mail Address: xyz123@gmail.com; Type of Operation: Select
- Land Line Number with STD code: 07552222222; Fax No. with STD code: 07552222222
- Name of the Head of institute: RAMPRASAD; Designation: Principal
- Land Line number with STD code: 07552222222; 10 digit Mobile Number (dont prefix 0 before the mobile number): 1111111111
- E-mail Address: xyz123@gmail.com; Website: www.xxxxxx.com

Update Profile

The screenshot shows the 'Upload Institute Photo' section. It includes:

- Instruction: Please Upload Photo in JPEG|JPEG format. Please check size of image before uploading. size of image should not be more than 500 KB (kilobytes).
- Image Preview: A small thumbnail of a yellow flower.
- Buttons: Choose File, Upload Photo, Clear, Back.

Uploaded Institute's Logo

HELP
Please upload Institute's scanned logo in JPG|PNG|JPEG format only. The file size should be less than 100KB.

Select Logo for Upload : Choose File No file chosen

Upload Logo



- 9) महाविद्यालय के बैंक खाते की जानकारी दर्ज/अपडेट करने हेतु “Register Institute bank account” (Menu option 1.4) का चयन करें। आपको उपरोक्त विंडो दिखाई देगी। स्क्रीन पर दिए निर्देशों के अनुसार आवश्यक जानकारी (बैंक पासबुक अनुसार) दर्ज/अपडेट करें।

Bank Account Registration

Bank IFSC Code:

Account No.:

Account Holder Name:

बालमुक की संगेज बाटन (फ़ास फ़ोटो, डिस्ट्रीब्यूशन एवं अप्लायर फ़ोटो, जी.डी.एफ़ (जी.डी.एफ़) फ़ाइल (jpg, .png, .pdf) तक 100 KB)

No file chosen

No records as per the desired criteria are available in the database or the desired information is not available selected by the user.

- 10) अब आप महाविद्यालय में संचालित पाठ्यक्रमों को एक-एक करके दर्ज करने के लिए मेनू विकल्प “2.1 Register courses” का चयन करें। स्क्रीन पर दिए निर्देशों अनुसार आवश्यक जानकारी दर्ज करें। प्रत्येक पाठ्यक्रम हेतु उपरोक्त प्रक्रिया को दोहराएँ।

Home 1. Initialization 2.Courses 3.Employees 4.Assign_Authorities 6. Password Mobile App

Course Registration

HELP
This page facilitates registration of courses.

Year: _____

Course Stream: _____

Course Operation Mode: _____

- 2.1 Register Courses
- 2.2 Register Seats Under Courses
- 2.3 Register Courses Fee
- Course Verification --
- 2.4 Send Courses for Verification
- 2.5 View Course Status
- 2.6 View List of Courses Verified
- 2.7 View list of Courses Rejected/Objected

Course:

- 11) पाठ्यक्रमों की विस्तृत जानकारी दर्ज/अपडेट करने के लिए उपरोक्त विंडो अनुसार कोर्स, कोर्स स्ट्रीम, कोर्स मोड (Conventional/Self finance) का चयन करें।
- 12) आपके महाविद्यालय में संचालित समस्त पाठ्यक्रमों की जानकारी उपरोक्तानुसार दर्ज/अपडेट करने के पश्चात् प्रत्येक पाठ्यक्रम में सीट संख्या को दर्ज/अपडेट करने के लिए “2.2 Register Seats under Courses” का चयन करें। निम्न विंडो दिखेगी इसमें विश्वविद्यालय, विभाग एवं सीट संख्या की जानकारी दर्ज कर “Update” बटन पर क्लिक करें। उपरोक्त प्रक्रिया प्रत्येक पाठ्यक्रम हेतु की जानी है। B.A. (कंप्यूटर एप्लीकेशन को छोड़कर) पाठ्यक्रमों के लिए सभी विषय-समूहों की एकजाई रूप से सीट संख्या भरी जाना है न कि प्रत्येक विषय-समूह की अलग-अलग। अतः B.A. पाठ्यक्रमों के लिए सभी विषय-समूहों को दर्ज करने के पश्चात् ही सीट संख्या की जानकारी दर्ज करें। BA के अंतर्गत समस्त विषय समूहों की पहले प्रविष्टियां की जावे उसके पश्चात् ही एक जाई रूप से lock करें।
BA with Computer Application पाठ्यक्रम को पोर्टल पर पृथक से दर्ज करना होगा, ताकि इसमें निर्धारित सीट संख्या एवं फीस की प्रविष्टी पृथक से की जा सके।
- 13) आपके द्वारा दर्ज पाठ्यक्रमों की जानकारी की जानकारी निम्न विंडो अनुसार दिखेंगी।

S.No.	University	Level	Course	Stream	Seats	Additional Details
1	BARKATULLAH UNIVERSITY	Under Graduate Courses	B. Sc.	Chemistry - Computer Science - Functional Hindi	60	
2	BARKATULLAH UNIVERSITY	Under Graduate Courses	B. Sc.	Chemistry - Geology - Physics	60	
3	BARKATULLAH UNIVERSITY	Under Graduate Courses	B. Sc.	Chemistry - Mathematics - Physics	60	
4	BARKATULLAH UNIVERSITY	Under Graduate Courses	B. Sc.	Chemistry - Computer Application - Physics	60	

Add/Edit पर क्लिक करने पर निम्न विंडो दिखाई देगी. जानकारी भरें/अपडेट करें।

Seats and Recognition Details

Your are adding details for 'Commerce Branch'.

University :	--Select University--
Department :	--Select Department--
Seats :	0
Upload Scanned Copy of Course Affiliation Certificate(in PDF format) :	<input type="file"/> Choose File No file chosen
Please Upload Certificate	
<input type="button"/> Update <input type="button"/> Close	

- 14) प्रत्येक पाठ्यक्रम के लिए सामान्य विद्यार्थी के साथ-साथ अनुसूचित जाति, अनुसूचित जनजाति एवं अन्य पिछड़ा वर्ग के लिए के लिए वार्षिक प्रवेश शुल्क की जानकारी दर्ज करना है। इस हेतु "2.3 Register Course Fee" विकल्प का चयन करें।

Home 1. Initialization 2.Courses 3.Employees 4.Assign_Authorities 6. Password Mobile App

S.No.	University	2.1 Register Courses			Seats	Additional Details
1						
2						
3						
4	BARKATULLAH UNIVERSITY	2.2 Register Seats Under Courses				
5	BARKATULLAH UNIVERSITY	2.3 Register Courses Fee				
6	BARKATULLAH UNIVERSITY	– Course Verification --				
7	BARKATULLAH UNIVERSITY	2.4 Send Courses for Verification				
		2.5 View Course Status				
		2.6 View List of Courses Verified				
		2.7 View list of Courses Rejected/Objected				
		Under Graduate Courses	B. Sc.	Chemistry - Computer Application - Physics	60	

निम्न विंडो में कोर्स के आगे "Register Fee" पर क्लिक करें।

Home 1. Initialization 2.Courses 3.Employees 4.Assign_Authorities 6. Password Mobile App

S.No.	University	Level	Course	Stream	Seats	Course Mode	Fee Details
1		Under Graduate Courses	B. A.	Ancient History - Hindi - Sociology		Regular (conventional)	
2		Under Graduate Courses	B. A.	Dance - Hindi - History		Regular (conventional)	
3		Under Graduate Courses	B. C. A.	BCA		Regular (conventional)	
4		Under Graduate Courses	B. Com	Commerce		Regular (conventional)	
5	BARKATULLAH UNIVERSITY	Under Graduate Courses	B. Sc.	Chemistry - Computer Science - Functional Hindi	60	Regular (conventional)	
6	BARKATULLAH UNIVERSITY	Under Graduate Courses	B. Sc.	Chemistry - Geology - Physics	60	Regular (conventional)	
7	BARKATULLAH UNIVERSITY	Under Graduate Courses	B. Sc.	Chemistry - Mathematics - Physics	60	Regular (conventional)	
8	BARKATULLAH UNIVERSITY	Under Graduate Courses	B. Sc.	Chemistry - Computer Application - Physics	60	Regular (conventional)	

निम्न विंडो में कोर्स वर्ष सेलेक्ट करें।

Register Course Fee : 2016-17

Course :	B. Sc. - Under Graduate Courses	Stream :	Chemistry - Computer Science - Functional Hindi
Seats / Mode :	60 / Regular (conventional)	University :	Barkatullah University

General	Course Year : -- Select -- Select First Year Second Year Third Year	Fee at the time of Admission (Male) SC ST OBC	Remaining Fee deposited by Scholarship (Male) SC Male ST Male OBC Male	Fee at the time of Admission (Female) SC Female ST Female OBC Female	Remaining Fee deposited by Scholarship (Female) SC Female ST Female OBC Female
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निम्न विंडो में General, SC/ST/OBC हेतु संबंधित कोर्स के शुल्क की जानकारी दर्ज करें तथा submit fees पर क्लिक करें। दर्ज की गयी जानकारी नीचे दिखाई देगी। उपरोक्त कार्य सभी वर्षों के लिए करना है।

General	Fees (Male) : Gen Male	Fees (Female) : Gen Female		
SC	Fee at the time of Admission (Male) SC Male	Remaining Fee deposited by Scholarship (Male) SC Male	Fee at the time of Admission (Female) SC Female	Remaining Fee deposited by Scholarship (Female) SC Female
ST	Fee at the time of Admission (Male) ST Male	Remaining Fee deposited by Scholarship (Male) ST Male	Fee at the time of Admission (Female) ST Female	Remaining Fee deposited by Scholarship (Female) ST Female
OBC	Fee at the time of Admission (Male) OBC Male	Remaining Fee deposited by Scholarship (Male) OBC Male	Fee at the time of Admission (Female) OBC Female	Remaining Fee deposited by Scholarship (Female) OBC Female

Submit Fee	Clear	Go back to List of Courses
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S.No.	General		SC			ST			OBC				
	Course Year		Male	Female	at the time of Admission (Male)	Fee deposited by Scholarship (Male)	at the time of Admission (Female)	Fee deposited by Scholarship (Female)	at the time of Admission (Male)	Fee deposited by Scholarship (Male)	at the time of Admission (Female)	Fee deposited by Scholarship (Female)	
1.	First Year	1000	1000	5000	500	300	300	500	500	300	500	500	
2.	Second Year	1000	1000	5000	500	300	300	500	500	300	500	500	
3.	Third Year	1000	1000	5000	500	300	300	500	500	300	500	500	

- 15) उपरोक्त बिंदु 13 एवं 14 को प्रत्येक पाठ्यक्रम/विषय/विषय-समूह जो आपके महाविद्यालय में संचालित हैं, के लिए दोहराना है।
- 16) इसके पश्चात् पाठ्यक्रमों को लॉक करने एवं वेरिफिकेशन के लिए भेजने हेतु “2.4 “Send Courses for Verification” विकल्प का चयन निम्न विंडो अनुसार करें। आपको एक और निम्न विंडो दिखाई देगी।

Course Registration

HELP
This page facilitates registration of courses.

Year :

Course Stream :

Course Operation Mode :

- 2.1 Register Courses**
- 2.2 Register Seats Under Courses**
- 2.3 Register Courses Fee**
- Course Verification --
- 2.4 Send Courses for Verification**
- 2.5 View Course Status**
- 2.6 View List of Courses Verified**
- 2.7 View list of Courses Rejected/Objected**

Course : **--Select Course---**

Lock Details of the course with their combinations and available seats and Send to for Verification to TEST college [NEW MARKET] [0000000000]. Please be very careful while locking the details and it will not be possible to change the details after locking.

S.No.	University	Course	Stream	Seats	Lock and Send for Verification
1	BARKATULLAH UNIVERSITY	Under Graduate Courses	B. Sc.	60	
2	BARKATULLAH UNIVERSITY	Under Graduate Courses	B. Sc.	60	
3	BARKATULLAH UNIVERSITY	Under Graduate Courses	B. Sc.	60	
4	BARKATULLAH UNIVERSITY	Under Graduate Courses	B. Sc.	60	
5	BARKATULLAH UNIVERSITY	Under Graduate Courses	B. Sc.	60	

Submit course details

HELP: You are now in the process of locking course details. Once locked, this information can no longer be changed.

University : **BARKATULLAH UNIVERSITY**

Department : **COMPUTER SCIENCE**

Branch for verification: No

S.No. Course Name Seats Course Mode View Fee Structure

1	B. Sc.	Computer Science - Functional Hindi	Regular (conventional)	
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Please enter the reCAPTCHA code (if any):

I hereby certify that the above details related to the course are accurate, complete and correct. I now propose to submit these details to Lead College for verification. I will not be able to change any details after locking.

Lock and Send for Verification **Close and Exit**

- 17) उपरोक्त विंडो में यूनिवर्सिटी, डिपार्टमेंट तथा सीट संख्या को वेरीफाई कर लें। संतुष्ट होने पर रिमार्क विंडो में आप अपना कोई रिमार्क दर्ज करें (यह कोर्स को लॉक करने के लिए आवश्यक है)।

उपरोक्त विंडो में कोर्स को लॉक करने तथा वेरिफिकेशन के लिए मैपिंग शासकीय महाविद्यालय को भेजने के लिए

“Lock and Send for Verification” बटन पर क्लिक करें। यदि सब ठीक रहा तो निम्न ऑनलाइन स्क्रीन मेसेज (Success Message) आयेगा।

Lock Details of the course with their combinations and available seats and Send to for Verification to TEST college [NEW MARKET] [0000000000]. Please be very careful while locking the details and it will not be possible to change the details after locking.

Select Year :	2016-17	Show Registered Courses and Streams				
SUCCESS : Selected course has been locked and sent for verification successfully.						
S.No.	University	Level	Course	Stream	Seats	Lock and Send for Verification
1	BARKATULLAH UNIVERSITY	Under Graduate Courses	B. Com	Commerce	30	

- 18) अशासकीय महाविद्यालयों को विश्वविद्यालय द्वारा जारी अनुमति आदेश तथा प्रत्येक कोर्स/विषय/विषय-समूह से सम्बंधित संबद्धता प्रमाण पत्र भी अपलोड करने होंगे। अशासकीय महाविद्यालय अपने एक प्रतिनिधि को निर्धारित प्रोफोर्मा में प्रमाणित करते हुए सभी अनुमतियों एवं सभी पाठ्यक्रमों के नवीन संबद्धता प्रमाण पत्रों की मूल प्रति एवं छाया-प्रतियों के साथ आपके आवंटित मैपिंग शासकीय महाविद्यालय में कोर्स वेरिफिकेशन के लिये भेजेंगे। आपको कोर्स वेरिफिकेशन के लिए आवंटित मैपिंग शासकीय महाविद्यालय (वेरिफिकेशन सेंटर) की जानकारी आपके लाँग इन पर उपलब्ध रहेगी।

वेरिफिकेशन सेंटर में वेरिफिकेशन अधिकारी, पाठ्यक्रमों के संबद्धता प्रमाण पत्रों के आधार पर संतुष्ट होने कोर्स को वेरीफाई करेगा। वेरिफिकेशन अधिकारी संतुष्ट न होने पर कोर्स पर ऑब्जेक्शन रिमार्क लगा सकता है अथवा उसे रिजेक्ट कर सकता है।

- 19) यदि वेरिफिकेशन सेंटर द्वारा किसी कोर्स में ऑब्जेक्शन रिमार्क लगाया है तो वह कोर्स महाविद्यालय के लिए एडिटिंग/मॉडिफिकेशन के लिए उपलब्ध हो जावेगा। मॉडिफिकेशन के पश्चात् आपको बिंदु क्रमांक 14 से 18 तक की प्रक्रिया पुनः दोहराना होगा।
- 20) आपके द्वारा वेरिफिकेशन के लिए भेजे गए कोर्स/सत्यापित कोर्स/रिजेक्टेड/ओब्जेक्टेड कोर्स की जानकारी मेनू विकल्प 2.5, 2.6 तथा 2.7 द्वारा निम्न विंडो अनुसार चयन कर देख सकते हैं।

- 21) TAB 3 द्वारा महाविद्यालय में कार्यरत Employees की जानकारी अपलोड की जानी है। जानकारी दर्ज होने के बाद मेनू विकल्प 3.2 एवं 3.3 के माध्यम से Employees के पासवर्ड generate किये जाने हैं तत्पश्चात् मेनू विकल्प 3.3 द्वारा उन Employees की सूची प्राप्त की जा सकती है जिनके पासवर्ड जारी हो चुके हैं। इस हेतु प्रयुक्त स्क्रीन नीचे प्रदर्शित है।



[Ins1588] TEST college

Home 1. Initialization 2. Courses 3. Employees 4. Assign_Authorities 6. Password Mobile App

Welcome to Madhya Pradesh Higher Education

NOTE:- Your Course Vetting Institute is : TEST college

3.1 Register Employees and Lock their profile
 3.2 Create User name and password use profile has been locked
 3.3 List of employees whose User name and password has been generated

- 22) मेनू TAB 4 का प्रयोग करते हुए अब उपरोक्त मेनू टेब 3 द्वारा Employees की सूची प्राप्त होने के बाद महाविद्यालय में कार्यरत ऐसे Employees जिनको पासवर्ड जारी हो गये हैं Duties assign की जा सकती हैं. मेनू टेब 4.1 एवं 4.2 के प्रयोग से Employees को assign की गयी Duties की सूची कंप्यूटर पर देखि जा सकती है.इस हेतु स्क्रीन निम्नवत है.

- 23) पासवर्ड बदलना: पासवर्ड बदलने के लिए मेनू विकल्प 6.1 “Change Password” का चयन करें, तथा निम्नानुसार स्क्रीन पर दिए हुए निर्देशों अनुसार आवश्यक जानकारी दर्ज करें.

Change Your Password

HELP
This page facilitates password change facility for institute users. Please enter old password, new password, re-enter new password and press button below.

Current Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>

Please enter old password and new passwords
Password should be atleast 7 Character, in which one Special Character is Must

Change Password

भाग-2 (केवल सत्यापन हेल्प केन्द्रों हेतु)

- 24) सत्यापन केंद्र को आवंटित अशासकीय/अनुदान प्राप्त/अल्पसंख्यक महाविद्यालय के कोर्स सत्यापित करना:

सबसे पहले शासकीय महाविद्यालय अपने अधिकारियों को मैनू विकल्प 3.1 “Register Employees and Lock their profile” द्वारा पंजीकृत करे. (पूर्व में दर्ज अधिकारियों की प्रोफाइल यथावत रहेंगी).

The screenshot shows a navigation bar with links: Home, 1. Initialization, 2. Courses, 3. Employees, 4. Assign_Authorities, 6. Password, and Mobile App. Below this is a green header bar with the text "Change Your Password". A blue "HELP" button is present. A dropdown menu is open, listing three items: 3.1 Register Employees and Lock their profile, 3.2 Create User name and password use profile has been locked, and 3.3 List of employees whose User name and password has been generated. At the bottom of the page is a "Current Password:" input field.

- 25) कोर्स का सत्यापन करने वाले अधिकारियों की प्रोफाइल अपडेट/जोड़ने के लिए “Register Employee” विकल्प का चयन करें. निम्न विंडो अनुसार जानकारी अपडेट/दर्ज करें.

The screenshot shows a "Register Employees" form. It includes fields for Name (Name, Father's Name, Date Of Birth), Gender, Category, Designation, Department, Blood Group, Appointment Type, Appointment Date, Email Address, Mobile Number, Contact Address, Permanent Address, and a file upload section for appointment letter. Below the form is a summary table:

S.No	Edit Details	Upload Photo	Lock	Employee Name	Father's Name	DOB	Designation	Department	Photograph	Appointment letter
1		Upload		authority one	fauth	10/05/1985	Principal	Physics		

- 26) अधिकारियों की जानकारी को दर्ज/अपडेट करने के पश्चात् आपको उनके यूजर आई.डी. मेनू विकल्प 3.2 “Create user name and password....” का चयन करके बनाना होंगे (यदि पूर्व में नहीं बनाये हैं तो). निम्न विंडो में अधिकारी के नाम के आगे अंतिम कॉलम में “Create” बटन पर क्लिक करें।

1.Initialization	2.Courses	3.Employees	4.Assign Authorities	5.Monitoring	6. Password
Create portal user accounts for employees whose profile has been locked by you.					
<p>This form will facilitate you to create users accounts of employees whose complete profile has been registered, photograph has been uploaded and the profile has been locked. The employees will be able to log on to the portal and carry out the functions like verification etc. as assigned by college administrator.</p>					
Employees whose profile have been locked and their user name and password for portal can now be created.					
S.No.	Employee_code	Name	DOB	Gender	Designation
1	AA1003	some user Delete her	some father	25/01/1999F	Accountant
					<input type="button" value="Create User"/>

- 27) इसके बाद निम्न विंडो अनुसार यूजर-आई.डी. एवं पासवर्ड क्रिएट हो जायेगा। इसे नोट करके सम्बंधित अधिकारी को देना होगा। सम्बंधित अधिकारी इस यूजर आई.डी. एवं पासवर्ड से लॉग इन करके अपना पासवर्ड बदल सकता है।
- 28) आप मेनू विकल्प “3.3 List of Employee whose user name & password has been generated” से जिन अधिकारियों के यूजर-आई.डी. एवं पासवर्ड जनरेट हो चुके हैं, उनकी लिस्ट देख सकते हैं।

Home 1.Initialization 2.Courses 3.Employees 4.Assign_Authorities 6. Password 9. Analysis						
4.1 Manage Authorities of Employees						
List of Employees whose profile has been locked 4.2 View Details of Authorities assigned to Employees						
List of Employees whose user accounts have been created						
S.No.	Employee code(User Name)	Employee_Name	Designation	Department	DOB	Mobile_No
1	AA1923	SANTOSH KUMAR BHADAURYA	ASSISTANT PROFESSOR	Sociology	08/05/1962	9926722445
2	AA1924	SUDHIR KUMAR TRIVEDI TRIVEDI	PROFESSOR	History	12/06/1954	9303106523
3	AA1926	SHAMIM ARIF ARIF	Assistant Grade - 3	Arts	05/01/1970	9827068292
4	AA1930	MANJU LATA PATHAK PATHAK	ASSISTANT PROFESSOR	Economics	31/12/1960	9425138242
5	AA1936	KAVITA CHATURVEDI CHATURVEDI	ASSISTANT PROFESSOR	Commerce	01/04/1968	9425148338
6	AA1942	SCARIA V JOSEPH	ASSISTANT PROFESSOR	English	01/06/1961	9425185315
7	AA1947	SUNITA GUPTA GUPTA	ASSISTANT PROFESSOR	Botany	27/08/1966	9425814769
8	AA1952	ANAND BHUSHAN KHARE KHARE	ASSISTANT PROFESSOR	Chemistry / Chemical Sciences	01/05/1961	9425145812
9	AA1953	MAKHAN SINGH CHAUHAN CHAUHAN	ASSISTANT PROFESSOR	Mathematics	01/04/1965	9893002971
10	AA1955	SAURABH MISHRA MISHRA	Assistant Grade - 3	Arts	21/07/1977	9425026223
11	AA1956	NIRMAL CHAND JAIN JAIN	PROFESSOR	Commerce	18/06/1952	9425373621
12	AA1959	PRATIBHA SINGH SINGH	ASSISTANT PROFESSOR	Political Science	15/08/1967	9424616935
13	AA9519	SCARIA V JOSEPH V JOSEPH	ASSISTANT PROFESSOR	English	01/06/1961	9425185315
14	AB2437	Y.S. Chahar	SPORTS OFFICER	Sports Officer	24/11/1958	9826597889

- 29) अब आपको सत्यापन अधिकारी को कोर्स सत्यापन के प्राधिकार देना (Assign Authorities) हैं। इसके लिए आप उपरोक्त विंडो अनुसार मेनू विकल्प “4.1 Manage Authorities of employees” का चयन करें। निम्न विंडो दिखेगी, जिसमें आप अधिकारी के सामने “Add/Remove” बटन पर क्लिक करके उसको दी जाने वाली अर्थात् एकीकृती को जोड़/हटा सकते हैं।

Assign Verification Administrator in Institute							
HELP This page facilitate to assign authorities for various functions to the employees. After the authority is assigned to an employee, he can log-on the portal using his user name and password and carry out the functions as per the authorities assigned to him. You can choose one or more employees from following list and assign them the authority for verifying the course details as locked by the private colleges and also verify the documents of the students that have applied online for admission into the colleges. Some of the authorities will also have powers to assign the authorities to the team members.							
	Assign and De-assign authorities for various functions to employees						
S.No.	Employee_code	Employee_Name	Designation	Department	DOB	Mobile_No	Add/Remove Authorities
1	AB7071	authority one	Principal	Physics	10/05/1985	1111111111	<input checked="" type="button" value="Add Remove"/>

- 30) अधिकारी के सामने “Add/Remove” बटन पर क्लिक करने पर निम्न विंडो दिखाई देगी. जिस अधिकारी को कोर्स सत्यापन अधिकारी बनाया जा रहा है उसे “Verification Administrator” की अथर्विटी दी जानी है। इसके लिए “Select the Authority” के ड्राप डाउन मेनू से “Verification Administrator” अथर्विटी का चयन करें। तथा “Assign Above Selected Authority” बटन पर क्लिक करें।

The screenshot shows the 'Assign Verification Administrator in Institute' page. On the left, there's a table for assigning authorities to employees. In the center, a dropdown menu titled 'Select Authority' is open, showing options like 'Select Authority', 'Admission Administrator', 'Admission Officer', 'Verification Executive', and 'Verification Administrator'. To the right, a modal window titled 'List of Assigned Authorities' displays a table with four rows, each corresponding to one of the selected authorities. At the bottom of the modal is a green 'Add/Remove' button.

The screenshot shows the 'Assign and Remove Authorities for Employees' page. A dropdown menu shows 'Verification Executive' selected. Below it, a message says 'SUCCESS: Authority has been assigned successfully!'. A table titled 'List of Assigned Authorities' shows three rows assigned to this user.

- 31) आपको अपने स्वयं के महाविद्यालय तथा आपको आवंटित अशासकीय महाविद्यालयों के कोर्स वेरिफिकेशन को निम्न तरह से मॉनिटर कर सकते हैं।

- Colleges that have not sent courses for verification
- view verified courses and
- view courses rejected/objection from the following menus as shown in following window.

The screenshot shows the 'Assign Verification Administrator in Institute' page. It includes sections for 'Institutes under your college' (listing colleges that haven't sent courses for verification), 'View Verified Courses' (listing courses that have been verified), 'View Courses Rejected/Objection' (listing courses that have been rejected or objected to), and 'Course Verification and monitoring by lead college' (listing colleges registered for verification). A table at the bottom shows the status of various courses across different institutes.

Course Verification and Institutes under your college										
Colleges that have not sent courses for verification			Colleges that have sent courses for verification							
HELP :- This page facilitates the verification of the courses registered by the colleges under its lead. Colleges that have not sent courses for verification will be made available to public and the students will be able to view Verified Courses, View Courses Rejected/Rejected courses. If the lead college is not satisfied with the course and rejects it, the college can withdraw the course back to the Institute for correction. In such cases, the lead college should enter proper remarks and reasons for raising the objection so that the concerned college can correct the details and send it back to the lead college for verification.										
Verify the courses that have been locked by the colleges										
Select Year : 2012-13										
S.No	Institute	Phone No.	Email	Total Courses registered by Institute	Count of courses rejected by lead	Locked by Institute and pending for verification courses				
1	Bhopal Degree College	07552421157	bdcresult@bdcmpgov.in	3	0	3				
2	Govt Adarsh Model Vidyalaya	07552251460	hegarni@bdcmpgov.in	6	0	2				
3	Pt Deendayal Upadhyay Girls College									
4	Shri Ramswami College									
5	Swami Vivekanand College									
6	Govt. Gandhi College									
7	Govt. Maitreya College									
8	Govt. Pimpri Chinchwad College									
9	Tulshirajita College, Lucknow									
10	Mahanirnisi College									
11	Mahanirnisi Pratap College, Ratlam									
12	Govt. Home Science College of Education									
13	IE S College of Education									
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भाग-3 (सत्यापन का प्राधिकार (अर्थात् रिटी) रखने वाले अधिकारियों के लिए)

32) जो अधिकारी कोर्स को सत्यापित करने का प्राधिकार रखता है, उसके पास उसका यूजर-आईडी. तथा पासवर्ड तैयार रहना चाहिए.

- उच्च शिक्षा विभाग के पोर्टल <http://mphighereducation.nic.in> पर जाएँ.
- लॉग इन (Login) पर क्लिक करें (स्क्रीन पर सीधे हाथ की ओर ऊपरी भाग).
- निम्न विंडो में महाविद्यालय का यूजर-आईडी. तथा पासवर्ड तथा केप्चा सिक्यूरिटी कोड दर्ज करें.

33) निम्न विंडो में “Course Verification” मेनू दिखाई देगा। इसमें “Verify Courses” विकल्प का चयन करें।

34) निम्न विंडो में आपको आवंटित महाविद्यालयों की सूची दिखाई देगी। जिस महाविद्यालय के कोर्स का सत्यापन करना है उसके सामने लैस बटन पर क्लिक करें।

35) अब आपको निम्न विंडो दिखाई देगी। जिसमें सम्बंधित महाविद्यालय द्वारा दर्ज कोर्सेज की सूची दिखाई देगी।

36) जिस कोर्स को वेरीफाई करना है उसके सामने लैस बटन पर क्लिक करें।

निम्न विंडो दिखाई देगी।

University :	BARKATULLAH UNIVERSITY		
Department :	COMPUTER SCIENCE		
Seats :	60		
Course Mode :	--Select Mode--		
Click here to view Recognition Certificate			
S.No.	Course Name	Subjects	View Fee Structure
1	B. Sc.	Chemistry - Computer Science - Functional Hindi	<input type="button" value="Q"/>

- 37) उपरोक्त विंडो में “Course fee Structure” के लैंस पर क्लिक करें। निम्न विंडो दिखाई देगी। फीस को चेक करने के बाद क्लोज बटन पर क्लिक करें।

Fee Structure														
Course :		Subjects :												
B. Sc.		Chemistry - Computer Science - Functional Hindi												
	General	SC	ST											
Course Year	Male	Female	at the time of Admission	Fee deposited by Scholarship (Male)	at the time of Admission	Fee deposited by Scholarship (Female)	at the time of Admission	Fee deposited by Scholarship (Male)	at the time of Admission	Fee deposited by Scholarship (Female)	at the time of Admission	Fee deposited by Scholarship (Male)	at the time of Admission	Fee deposited by Scholarship (Female)
First Year	1000	1000	5000	500	300	300	500	500	300	300	500	500	300	300
Second Year	1000	1000	5000	500	300	300	500	500	300	300	500	500	300	300
Third Year	1000	1000	5000	500	300	300	500	500	300	300	500	500	300	300

Locked Registered Course or Institute		Click here to view Recognition Certificate	
S.No.	Course Name	Subjects	View Fee Structure
1	B. Sc.	Chemistry - Computer Science - Functional Hindi	<input type="button" value="Q"/>
यहाँ से कोर्स का स्टेटस सेलेक्ट करें।		Select Verification Status : -Select- -Select- Courses Verified Objection on Courses	
इस विंडो को स्क्रॉल करते हुए जानकारी दर्ज करें।		Remarks : <input type="text"/> <input type="button" value="Save Verification Details"/> <input type="button" value="Close and Exit"/>	
Back to list of Institutes <input type="button" value="View details for verification"/> <input type="button" value="By Institute"/>			

38) **कोर्स को ऑनलाइन वेरीफाई करने के लिए प्रक्रिया:**

जिस कोर्स को सत्यापित ऑनलाइन करना है, उस कोर्स का सम्बंधित दस्तावेजों से वैधता (विश्वविद्यालय एवं उच्च शिक्षा विभाग से प्राप्त अनुमति एवं संबद्धता तथा सीट संख्या) सुनिश्चित करने के पश्चात् ही निम्न कार्यवाही करें।

- उपरोक्तानुसार वैध कोर्स हेतु Select the Verification Status कॉलम में “Course Verified” का चयन ड्राप डाउन मेनू से करें, तथा रिमार्क बॉक्स में अपना कोई भी रिमार्क टाइप करें, उदाहरण के लिए, “Course Verified”.
- यदि महाविद्यालय द्वारा दर्ज कोर्स की जानकारी एवं प्रस्तुत दस्तावेजों में कोई त्रुटी अथवा कमियाँ पायी जाती हैं तो उस कोर्स के लिए Verification Status में “Objection on Courses” विकल्प का चयन करेंगे तथा रिमार्क बॉक्स में उचित रिमार्क टाइप करेंगे।
- इसके बाद “Save Verification Details” बटन पर क्लिक करें।
- “Success Message” दिखेगा। इसके बाद उक्त कोर्स का स्टेटस आपको सूची में दिखने लगेगा।

39) आप अपने लॉग इन पर निम्न रिपोर्ट मॉनिटर कर सकते हैं:

- आपके द्वारा सत्यापित किये गए कोर्स
- आपे द्वारा ऑब्जेक्शन लगाए गए कोर्स
- कोर्स सत्यापन के लिए आपके महाविद्यालय को आवंटित महाविद्यालयों की सूची एवं जिन्होंने वेरिफिकेशन हेतु आपको ऑनलाइन कोर्स सबमिट नहीं किये हैं।

40) महाविद्यालयों की बैंक अकाउंट की जानकारी को सत्यापित करना: निम्न विंडो से “Verify Institutes Bank Account” को सेलेक्ट करें तथा स्क्रीन पर आने वाले निर्देशों अनुसार एवं बैंक की मूल पासबुक आदि से जानकारी को सत्यापित करें। यह इस वर्ष महत्वपूर्ण परिवर्तन है।


