

काशी हिन्दू
विश्वविद्यालय



BANARAS HINDU
UNIVERSITY

AN INSTITUTION OF NATIONAL IMPORTANCE ESTABLISHED BY AN ACT OF PARLIAMENT

No.RAc./ Admin./ 2017-18/ 5552

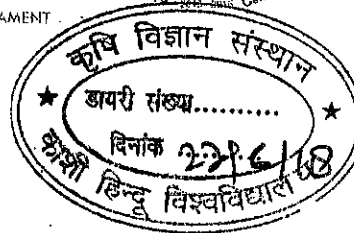


कार्यालय कुलसचिव
(शिक्षण)

OFFICE OF THE REGISTRAR
(ACADEMIC)

Date: June 20, 2018

The Director of the Institutes
The Deans of the Faculties
The Principal, Mahila Maha Vidyalaya
The Heads of the Teaching Departments
The Coordinators of the Schools/Centres/Special Courses of Study/Yoga Sadhana Kendra
The Principals of Affiliated Colleges
The Controller of Examinations
The Finance Officer
BANANAS HINDU UNIVERSITY.



Subject: Academic Calendar for the session 2018-19 and admission procedure for admission to courses through UET/PET-2018-reg.

Sir/Madam,

The Admission Procedure (to be read with detailed rules laid in the respective Information Bulletin), academic calendar/admission schedule and course wise and category wise distribution of seats in various programmes is enclosed for the academic session 2018-19 as approved by the Vice-Chancellor on the recommendation of the University Admission Coordination Board (Appendix-A).

2. The Online Admission Assistance Committee (OAAC), constituted to oversee the implementation of Online Admission Module, has already conducted orientation sessions in different Faculties on the features of the revised online admission module. A manual of operations and do's and don'ts being prepared by the OAAC would be circulated shortly. For effective use of the Admission Module, adequate computer terminals with internet connectivity would be required at each counselling Centre in various Faculties/Departments/MMV. Accordingly, the Deans of the Faculties are requested to take stock of the situation and make necessary arrangements. For any support/ help in this regard, Coordinator Computer Centre may be contacted.

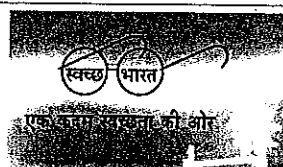
3. As decided earlier, it would be essential for the Admission Committees to manually cross check the allotment done by the Computer before publishing the admission lists as a reliability check and if any problem is noted, the same may be brought to the notice of the OAAC for necessary corrections in the programme. The Directors of the Institutes, Deans of the Faculties, Heads of the Department, Coordinators of the Schools, Principal, MMV as Chairman of the concerned Admission Committees are requested to ensure the same.

4. Due care has been taken in compilation of the enclosed course-wise and category wise bifurcation of seats, however, the Deans/HoDs/Principal, MMV are requested to verify the data pertaining to their sector and if any discrepancy is noted the same could be brought to the notice of the R.O. (Academic) for timely corrective actions. In such Faculties where the Honours-Combination allotment is being done at the time of admission (UG programmes), **it may kindly be verified that sum of intake in all the Honours-Combinations in each category does not increase the overall intakes in those categories for the programme.**

Yours faithfully,

REGISTRAR

Encls. As above.



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Copy forwarded for information and necessary action to :

1. Prof. Bechan Lal, Vice-Chairman, UACB, Department of Statistics, Faculty of Science
2. All the members concerned, UACB
3. The Dean of Students
4. The Chairman, International Centre
5. The Chief Warden, City Delegacy
6. The Chief Proctor
7. The Professor Incharge, Rajiv Gandhi South Campus
8. The Joint Registrar (Exams-UET)
9. The Joint Registrar (Exams)
10. The Joint Registrar (SC/ST & OBC Cell)
11. The Joint Registrar (Accounts)-I & II
12. The Joint Registrar, Non-Teaching
13. The Joint Registrar & Secretary to V.C.
14. The Dy. Registrar (Admin)- Teaching & Legal Cell
15. The Joint Registrar (RAC)
16. The Joint Registrar (Dev.)
17. The Assistant Registrar, Rajiv Gandhi South Campus
18. P.S. to Registrar
19. The S.O. Meeting Unit, R.O. (Academic)

BANARAS HINDU UNIVERSITY


REGISTRAR

SECTION I**FOR FRESH ADMISSIONS (I YEAR/I SEMESTER) THROUGH UET/PET 2018****(1) ADMISSION PROCEDURE/ACADEMIC CALENDAR FOR THE SESSION 2018-19:**

The candidates called for Counselling must report to the concerned office of the Faculties/Departments/ Colleges/Centres on the date and time scheduled for the purpose. Admission Time Schedule and Academic Calendar are appended herewith for ready reference (**Annexure 1**). After completing the admission counselling, the concerned Admission Committee will prepare a list of the candidates who are to be admitted provisionally (as per the merit list) and a day wise cut-off merit list/admission list be displayed on the notice board of the concerned Faculties/ Departments/ Colleges/ Centres between 06.00 pm - 08.00 pm on the same day or the days of admission counselling.

Provisions to provide opportunity to a candidate who has failed to report for counselling on the day-time he/she has been called, due to certain unavoidable reasons, may be made. Such candidates can only be admitted on the vacant seats (if any). Further, such candidates who are admitted under this category shall forfeit the claim of the subject combination (if any) to which they were entitled initially but were exhausted. In any case no application after the last date fixed for closure of the admission shall be entertained under any circumstances.

(2) PET/UET RESULTS AND ISSUING CALL LETTERS:

The Controller of Examinations shall send the **PET – 2018** results to the various Departments/Concerned Faculties or Institutes classified into the following categories:

CATEGORY PET I	-	General (All candidates who appeared in the test)
CATEGORY PET II	-	BHU General (All candidates of BHU student category who appeared in the test)
CATEGORY PET III	-	SC General (All SC candidates who appeared in the test)
CATEGORY PET IV	-	BHU SC (All candidates of BHU SC student category who appeared in the test)
CATEGORY PET V	-	ST General (All ST candidates who appeared in the test)
CATEGORY PET VI	-	BHU ST (All candidates of BHU ST student category who appeared in the test)
CATEGORY PET VII	-	General OBC (All OBC candidates who appeared in the test)
CATEGORY PET VIII	-	BHU OBC (All candidates of BHU OBC student category who appeared in the test)
CATEGORY PET IX	-	PC* General (All PC* candidates who appeared in the test)
		(a) blindness and low vision;
		(b) deaf and hard of hearing;
		(c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
		(d) autism, intellectual disability, specific learning disability and mental illness;
		(e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities:

CATEGORY X

- BHU PC (All candidates of BHU PC student category who appeared in the test).
 - (a) blindness and low vision;
 - (b) deaf and hard of hearing;
 - (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
 - (d) autism, intellectual disability, specific learning disability and mental illness;
 - (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities;

CATEGORY XI

- Employee's Ward (All BHU Employee Wards who appeared in the test)

CATEGORY XII

- Faculty level list of candidates who applied against Sports Seats in various courses

***PC - Physically Challenged/Quota**

The Controller of Examinations shall send the UET-2018 results to the various Faculties/ Colleges classified into the following categories:

CATEGORY UET I

- General (All candidates who appeared in the test)

CATEGORY UET II

- SC (All SC candidates who appeared in the test).

CATEGORY UET III

- ST (All ST candidates who appeared in the test).

CATEGORY UET IV

- OBC (All OBC candidates who appeared in the test).

CATEGORY UET V

- PC (All PC candidates who appeared in the test).

CATEGORY UET VI

- Employee's Ward (All BHU Employee Wards who appeared in the test).

CATEGORY UET VII

- Faculty level list of candidates who applied against Sports Seats

The name of the candidates in each category shall be strictly in descending order of merit as per the following format.

Name of the Faculty/Department/College/ Centre _____

• Category: _____ (_____)

Sl. No.	Form No.	Roll No.	Name of the Candidate	Sex	Total Marks Obtained

(3) NUMBER OF CANDIDATES TO BE CALLED FOR COUNSELLING

Number of candidates to be called for counselling under each Category should strictly be in order of merit, shall be total number of seats available for admission in each category plus sufficient number and (to be decided by the concerned Admission Committees) to ensure that all the available seats in the respective categories get filled up. **In this context, it is advised that Admission Committees should take into account the data of last 2-3 years in deciding the number of candidates to be called for counselling.**

While calling candidates for counselling, it is advisable that the calling is done strictly in descending order of merit. It is further advised that the candidates to be called against the seats under the reserved categories (OBC/SC/ST) and the employee ward should be called only after the complete counselling and admission under of General category (which includes (Meritorious Reserved Candidates – MRC) candidates also) is over.

(4) ADMISSION/COUNSELLING PROCEDURE:

A broad time-schedule for completing the admission process in a time bound manner is given at (Annexure 1). As far as practicable, the time lines should be adhered to. However, Admission Committees as per their own convenience may also decide the Counselling schedules only within the prescribed time frame so as to ensure that the admission process for seats of various courses on main campus (regular, paid and special course of study) in UG programmes is complete by **14th July 2018**. The deadlines for completing the admission process for seats on main campus (regular, paid and special courses of study) in PG programmes is fixed as **19th July 2018**. The deadline for completion of admission process for seats in affiliated colleges/ RGSC has been fixed as **28th July 2017**.

As you are already aware, the University will follow online counselling procedure for admissions to various courses during the academic session 2018-19. Based on the joint recommendations of UACB and OACC, that the schedule of different phases of Counselling and declaration of admission lists would be done in the following manner:

i). Multiphase Counselling for the Courses covered under UG Counselling [All UG Courses except B.Com (Hons), B.Sc. (Ag.) and B.Ed.]

The Counselling for courses covered in UG Counselling would be done in a staggered manner (multiple phases) as described below. **Under this procedure, a list of admitted candidates will be declared after each day of counselling.**

Four Phase Counselling: Such regular courses, which have provision of paid seats and are concurrently run on the main campus, affiliated colleges and/or RGSC, the admissions will be made in four phases. In the first segment (which could be of 5-6 days, depending on the availability of seats in the course), regular fee seats on the main Campus would be filled up. After the regular fee seats are full, admission on paid seats on the main campus (wherever available) would be done in the second phases of counselling (1-2 day). In the third phase, regular seats in the affiliated Colleges would be filled up followed by paid seats in affiliated colleges and/or RGSC in the fourth segment.

ii). Single Phase Counselling for the Courses covered under PG Counselling [All PG Courses, including B.Com (Hons), B.Sc. (Ag.) and B.Ed.]:

The Counselling for courses covered in PG Counselling would be done in a single stretch (single phase) without declaration of admission list after each day of counselling. After the counselling of all the candidates called (in each category) is over, the admission list(s) would be declared in different rounds for different types of seats. In the first round, admission list for regular fee seats on the main Campus would be declared and filled up. If the seats remain vacant after first round, subsequent rounds of admission lists would be declared till all regular seats on main campus of the concerned course are filled up. Only after regular fee seats are full, admission list(s) for paid seats on the main campus (wherever available) would be declared and filled up. Thereafter, admission list(s) for regular seats in the affiliated Colleges would be declared and filled up followed by paid seats in affiliated colleges and/or RGSC.

The counselling procedure will involve following steps:

4.1 STEP 1: Issue of Call Letter

The candidates have already been adequately informed through the **UET/PET 2018** Information Bulletin that concerned Faculty/Department/ Centre/ School will issue call letters electronically to the candidates for Counselling. The candidates were further informed that there will be no postal dispatch of call letters and were accordingly advised to give correct email addresses for correspondence. Therefore, Admission Committees may note that there will be no postal dispatch of Call letters and the same will be sent through online portal only as per the past

practice. The information of dispatch of Call Letters would be concurrently sent through **SMS** on the mobile numbers registered by the candidates. The Call Letters can be issued through the Online Admission Module in the same manner. Any help and technical support in this regard may be taken from the OAAC. With the issue of Call Letter by the Admission Committees, schedule of counseling also gets automatically published on the Entrance Test portal for general information of all.

A copy of the sample Call Letter for UG Counselling and PG Counselling is at Annexure 2 and 3, respectively. Members of the Admission Committees may familiarize themselves with the contents of the Call Letter for the proper counseling of the candidates.

4.2 STEP 2: ACTIVITY ON THE DAY OF COUNSELLING

a) Attendance of candidates present on a Counselling Date:

The Candidates have been advised to reach the counselling venue at the prescribed time/date given in the Call letter and to contact the Counselling Centre/Venue Incharge to mark his/her attendance by signing the attendance sheet available with the Counselling Centre Incharge. The Attendance Sheet can be printed from the Admission Module (by Admission Committees) for each day of counselling. The Attendance Sheet of second and subsequent Counselling Dates will also contain details of all absentees of the previous counselling date(s).

b) Counselling of candidates and Correction/ Fresh Entry in the Preference Entry Form

The call letter contains the reporting date(s), time and the venue of counselling where candidates are required to report for counselling. Please ensure that candidates reach the counselling venue on the prescribed date and time. After reaching the counselling venue following steps needed to be followed:

1) Reach the counselling venue at the prescribed time/date(s) given in the Call letter. Contact the Counselling Centre/Venue Incharge and mark your attendance by signing the attendance sheet available with the Counselling Centre Incharge.

2) Discuss with the teachers-counsellors available at the Counselling Centre/Venue about the available Honours/Course Combinations, locations and fee structures, availability of hostels, etc. In case any candidate wants to change his/her preference [earlier filled up ONLINE], he/she may be allowed to make changes at this stage. Thereafter, a printout of the duly filled in preference entry form will be provided to the candidate by the concerned admission committee on which the concern candidate have to put his/her signature and then to submit it to the concerned admission committee alongwith other required original documents at the Verification Desk. **No change shall be allowed in the Preference Entry Form once signed and confirmed by a Candidate on the Counselling Date.** The online admission module will allot seats strictly in order of merit in the entrance test taking into account the order of preference filled up by the candidate and availability of seats in respective course.

NOTE: If a Reserved Meritorious candidate is called for counselling alongwith General category candidates his/her claim on seats reserved for his/her category shall remain intact.

IMPORTANT

- A.** The Faculties/ Departments should form Counselling Groups who would counsel the candidates in choosing right options and also apprising them of likelihood of getting hostel facility, the options/ facility of fee payment, deadline for fee payment and the counseling schedule of affiliated Colleges/ RGSC (if the course runs there and they wish to be considered for admission), rearrangement/ locking method etc. Therefore, it would be vital if the Group is adequately oriented and familiarized with the admission procedure and contents of the Call Letter so that they are in a position to extend support to the candidates. Candidates be also advised that they must visit the portal every day till the admission closes.

4.3 STEP 3 : DECLARATION OF ADMISSION LIST

1. UG COUNSELLING:

The concerned Admission Committee would release/ publish the admission list on each day of Counselling ordinarily between 06:00 p.m. - 08:00 p.m. The candidates be advised to see the course allocation page on their portal after 06:00 pm on the day of their counselling and thereafter. In case a candidate is offered provisional admission, he/she must make payment of the admission fee before the deadline of fee payment given in the course allocation page of the portal (which would be normally 06:00 p.m. of the following day) failing which offer of admission will stand withdrawn.

IMPORTANT NOTE:

As results would be declared between 06:00-08:00 p.m. on each day of Counselling, all candidates are required to check their admission status on the 'Course Allocation' page every day positively as those who have secured their admission in initial rounds of declaration of admission lists may get upgradation to a course more preferred by them and those in waitlist on the counselling date may receive offer of admission due to dropouts/withdrawal in previous rounds. In case initially waitlisted candidates receive offer in subsequent rounds of declaration of admission lists, they will also be required to pay the admission fee within the admission fee payment deadline given on course allocation page (ordinarily by 06.00 p.m. of the following day).

2. PG COUNSELLING:

The concerned Admission Committee would release/ publish the first admission list (for regular seats on main campus) between 06:00 p.m.- 08:00 p.m on the last day of Counselling. Thereafter, successive admission lists would be declared ordinarily after 24 hours of declaration of first admission list for different type of seats in the concerned course in the following order (Regular Seats on Main Campus- Paid Seat on Main Campus-Regular Seats of affiliated colleges- Paid Seat of Affiliated Colleges/RGSC). The candidates offered admission can deposit the prescribed admission fee within the deadline for fee payment given on the course allocation page (which will be ordinarily upto 06:00 pm of the day following the date of declaration of any round of result).

IMPORTANT NOTE:

As results would be declared between 06:00-08:00 p.m. on each day commencing from the last day of Counselling, all candidates are required to check their admission status on the 'Course Allocation' page every day positively as those who have secured their admission in initial rounds of declaration of admission lists the candidature of a candidate may get upgraded within the course and those in waitlist may receive offer of admission due to dropouts/withdrawal in previous rounds. In case initially waitlisted candidates receive offer in subsequent rounds of declaration of admission lists, they will also be required to pay the admission fee within the admission fee payment deadline given on course allocation page (ordinarily by 06.00 p.m. on the following day).

STEP 5: MODE OF PAYMENT OF ADMISSION FEE:

Following admission fee payment modes will be available to the candidates:

- 1) **Online payment** (through Debit Card/Credit Card/Net banking) through the payment gateway available on the Portal.
- 2) **Cash payment** can be made only at the Extension Counters of ICICI/HDFC Bank opened on the BHU Campus through Challan downloaded from the payment page of the candidate's portal.

NOTE

- a). For online payment the candidate must visit Course Allocation page and make the payment through debit/credit card.

- b). Any candidate who wants to make payment in cash through the extension counters of ICICI/HDFC Bank opened on the BHU Campus can download challan from their respective Course Allocation page.
- c). To secure admission in the course for which the candidate is provisionally offered he/she should **pay the prescribed Admission Fee within the deadline for payment of fee as mentioned in the offer of admission (shown on the Course Allocation page)**. In case he/she is provisionally admitted to a special course of study or on paid seat, he/she shall be required to pay the Special Course/Paid Seat fee (in cash or online) in addition to the regular Fee of the Course.
- d). **A candidate will be treated as provisionally admitted in the course offered only after the prescribed fee has been paid by him/her.** In case they do not make payment of fee through either of the above modes within the prescribed deadline, they will forfeit their claim for admission in the University. **On successful payment of prescribed admission fee, the payment ID will appear in the 'Application' page of the candidate's portal as well as in the admitted list available on the admission committee site of the portal.**

STEP 5: DOWNLOADING ADMIT CARD:

Candidates can download the Admit Cards from their portals only after the admissions are over in the concerned course **or** they have locked their allotment after any round of declaration of admission list (please see the Locking Rule given below). The Admit Card will contain the date on which they have to report to the University for attending classes and the documents that they are required to bring at the time of report.

STEP 6: HOSTEL ALLOTMENT:

Hostel seats will be allotted strictly in order of the merit subject to the candidate's eligibility for hostel allotment. The requirement of hostel must be taken from the candidate in the online preference entry form. Its eligibility must be carefully recorded by the Admission Committee in the Verification section of the Online Admission module. The Admission Committees will fill up the intake allocated for the course in the module before running allotment. The allotment for seats on main campus must be run only after seats in the course are full. On allotment and publishing the hostel allotment list, the candidates allotted hostel will be required to pay the Hostel Fee through either of the modes of fee payment given above within the prescribed deadline for payment.

Only limited number(s) of hostel seats are available which will be allotted strictly in order of the merit subject to their eligibility for hostel allotment. You will be required to give the requirement of hostel facility in the online preference entry form. Based on your eligibility, the Admission Committee may allot you hostel after admission in the course. You are required to check on your portal (after logging in) regarding hostel allotment status by clicking "**HOSTEL ALLOCATION**" icon. In case the status shows as "**HOSTEL ALLOTTED**" make payment of Hostel Fee also in the same manner as given for payment of Admission Fee through either of the modes of fee payment given above within the prescribed deadline for payment, else it will be considered that you are not interested in seeking hostel facility and the provisional offer of allotment of hostel will be treated as withdrawn and the seat so spared may be offered to next candidate in the merit.

STEP 7: ADMISSION UNDER PAID SEATS:

- i). There is a provision of 'Paid Seats' (supernumerary) in some courses, up to a maximum of 15% of total seats. Admission on Paid Seats will be done only after the regular fee seats are full.
- ii). In case of PG Counselling, Paid seats options may be exercised by the candidates during preference entry.
- iii). In case of UG Counselling, all those candidates who are interested in Paid Seats must present themselves in person by 4.00 p.m. on the Paid Seat Counselling Date. Allotment of Paid Seats would be done amongst those candidates, in order of merit, who are

present in person on the Paid Seat Counselling Date/Time alongwith prescribed Paid Seat Fee.

STEP 8: UPGRADATION AND LOCKING RULE:

Rearrangement in 2nd and/or subsequent Admission List(s): The candidates have to enter their preference of course (where choice is available) in the preference entry form. The module has been developed in a manner to ensure that if the seats fall vacant on expiry of deadline of fee payment (after declaration of any Round of results due to candidates holding higher merit do not take admission etc.), there are chances that the candidate who was initially allotted a course of his/her lower order of preference may get-upgraded to a more preferred course as per his/her preference order. Accordingly, based on the preference given by the candidate at the time of counselling, there could be change in course allocation after its initial allotment. Rearrangement process will enable only upward mobility of a candidate in the order of preference filled up by him/her, vacancy being created and his/her merit order provided payment of admission fee has already been done for the initial allotment within the prescribed deadline.

Locking of Course Allotment: At times, if the candidates do not want any change in the Course allotted initially to him/her (say after 1st or subsequent round of result) thereby meaning that they want to be excluded from the aforesaid rearrangement process in the subsequent round. If he/she is satisfied with the course allocation after any round of declaration of admission list, **in such cases candidate will immediately email only through the Registered email ID of candidate** to the Convenor of the concerned Admission Committee to lock his/her course allotment. For this purpose each Admission Committee will create a dedicated email ID. If a candidate asks for lock option in the manner aforesaid, he/she will be excluded from the aforesaid rearrangement exercise in the succeeding rounds.

NOTE:

- I. No request for locking of the initial allotment of course would be entertained, if the candidate fails to give a formal email request to the concerned admission Committee(s) within the deadline indicated above.
- II. The choice of locking a course allotment should be entertained by 02:00 pm on the day succeeding day of course allotment. Locking the course allotment can be done only after admission in that course has been secured by making payment of prescribed fee within the prescribed deadline in the manner given above.
- III. It is advised to every candidate to be very clear and careful while filling up their preferences of the subject in Preference Entry Form as after locking the course allotment after submission of duly signed Preference Entry Form, the so allotted combination with Honours subject by the computerized Online Admission Module shall not be changed under any circumstances during the whole course period.

(5) ELIGIBILITY:

The proof for eligibility as mentioned in the concerned UET/PET Information Bulletin (age, subjects etc.) and that of having cleared the qualifying examination as evidenced by the original mark-sheet* should be submitted to the concerned Head/Dean/Principal on the reporting date.

NOTE:

- I. Ordinarily only the original mark-sheet shall be accepted. However, in case the marksheet have not been issued by the concerned Examining Body/Board/Institution/University by the date of counselling (candidate is required to give an affidavit to this effect), Marksheets downloaded from the Website of the concerned examining body (subject to verification by the Admission Committee), CONFIDENTIAL MARKSHEETS or PROVISIONAL RESULTS issued by the Registrar/ Controller of Examinations of the concerned University or Secretary of the concerned Board (in case qualifying examination is of Senior Secondary level) shall also be entertained at the time of admission.

- II. Candidates who were appearing in their final year/ final semester of the qualifying examination were allowed to appear in the Entrance Test with the condition that they will be required to produce the original marksheet of the qualifying examination at the time of counselling for getting admission. However, if such candidates are called for counselling towards provisional admission in a course, but they are not able to produce the mark sheet of the qualifying examination(s) (main or supplementary or revaluation) with minimum eligibility requirements at the time of counselling may also be allowed to take conditional admission provided:

- a) Candidate gives an undertaking that he/she will produce the original mark sheet of the qualifying examination for minimum eligibility requirement latest by **31st October, 2018**.
- b) It is evident from the mark sheet(s) of the previous examination(s) relating to the course of qualifying degree that the candidate has secured at least stipulated minimum percentage of aggregate marks (viz. 50%) in the previous examination(s) (except final year examination/final semester examination(s) of the qualifying marksheet/certificate degree. This will not be applicable for SC/ST/OBC candidates). However, this test/check [para (II)] would not apply in case where the qualifying examination is of 10+2 standard (Sr. Secondary level) largely required for admission to UG programmes.
- c) If they fail to produce the requisite mark sheet by **31st October, 2018** their conditional admission will be treated as cancelled and they will not be entitled for to claim for refund of fee paid for conditional admission.

III. **Matriculation or its equivalent certificate** to ascertain the date of birth.

IV. **Caste Certificate** issued by the appropriate authority, if admission is sought under SC/ST/OBC Category.

NOTE: Each SC/ST/OBC candidate shall have to submit a copy of the caste/class certificate mentioning that the candidate belongs to SC/ST/OBC community. Such certificate shall be subject to verification from the concerned District Magistrate. Candidate must note that if he/she belongs to SC, ST or OBC category, his/her caste/tribe must be listed in the appropriate Govt. of India schedule. The caste certificate should be in the Governments' approved format and should clearly state (a) name of his/her caste/tribe (b) whether he/she belongs to SC/ST/OBC category (c) District and State or Union Territory of his/her ordinary residence and (d) the appropriate Govt. of India schedule under which his/her caste/tribe is approved as SC, ST or OBC. Further, the OBC certificate should clearly mention that the candidate does not belong to **Creamy Layer** under **Govt. of India criteria**.

a). **Income limit for fee waiver (for SC/ST candidates): upto Rs.2.00 Lakhs per annum.**

I. **The OBC certificate should not have been issued earlier than 01.07.2016. Further, if the OBC Certificate is issued earlier than the aforesaid date i.e. 01.07.2016 the candidate may be given one month time to produce a recent OBC Certificate OR recent Income Certificate issued not earlier than 01.01.2017.**

II. **Medical Certificate** issued by the appropriate authority, if admission is sought under Physically Challenged Category. **The candidates will also be required to present themselves before a Medical Board constituted by B.H.U. The date and time for appearing before the Medical Board will be communicated to the candidate by the concerned Admission Committee.**

III. **If admissions under Employee Ward Quota is sought, a Employee's Ward certificate** issued only by the Joint Registrar (Admin-LTC Cell), BHU has to be submitted by the employees of the BHU as well as IIT (BHU) who's establishment records are with the Banaras Hindu University.

IV. **Admit Card** issued for appearing in the concerned Entrance Test – 2018.

V. **Character Certificate** issued by the institution last attended.

VI. **Transfer Certificate (TC)** issued by the institution last attended.

NOTE: If due to certain reasons a candidate is unable to produce T.C., the Admission Committee may, at its discretion, **allow a period up to 31st October' 17 for submission of the Transfer Certificate, failing which the admission may be cancelled.** An undertaking that **"My provisional admission be cancelled in case I fail to produce the Transfer Certificate from the institution which I last attended by 31st October, 2018"** shall be taken from each such candidate who has not submitted his/her Transfer Certificate before he/she is provisionally admitted.

Migration Certificate issued by the Institution/ University/ Board last attended.

NOTE: Under exceptional situation a candidate may be allowed to submit the Migration Certificate latest by **31st October' 2018**. Certain Institutions/ Universities/Board issue either Transfer Certificate or Migration Certificate but not both. In such cases, the certificate issued to the candidate shall be accepted and the candidate shall be asked to give an **undertaking** to the effect that the Institution does not issue Transfer (or Migration) certificate as the case may be.

(6) VERIFICATION OF DOCUMENTS:

All the admissions shall be provisional subject to verification of copies of mark-sheets/certificates and other documents with the originals. The copies of mark-sheets/certificates and other documents shall be verified by the respective Deans of the Faculties/Head of the Departments/Principal, MMV/Coordinator with the original through the respective admission Committees. In case they are satisfied about the genuineness of the document(s) then only provisional admission shall be permitted.

Since the admission of the applicant is provisional, it is liable to be cancelled without giving any further notice forthwith at any time during the entire period of the concerned Course of Study, if at any stage it is detected that the applicant has/had produced fake/forged certificate(s)/document(s), indulged in any act of misconduct/indiscipline/moral turpitude and has/had concealed any other relevant information at the time of seeking provisional admission. Such applicant is liable to be prosecuted besides being debarred from appearing in any of the Entrance Tests of BHU in future.

(7) RESERVATIONS

(7.1) For SCHEDULED CASTE/SCHEDULED TRIBE & OTHER BACKWARD CLASSES (SC/ST/OBC)

Admission against the reserved seats of SC/ST & OBC shall be made provisionally subject to the verification of their SC/ST & OBC certificates. **The concerned Admission Committee of the Department/Faculty with the help of SC/ST observers will identify the doubtful cases of SC/ST & OBC Caste certificate of the provisionally admitted candidates.** Accordingly, those certificates be sent to the Dy. Registrar (SC/ST & OBC Cell) for being put-up before **the sub-committee of the Standing Committee for verification of doubtful caste certificate of SC/ST/OBC** for their authentication. Further, 5% of the Caste Certificates (randomly sampled) of the total provisionally admitted SC/ST & OBC candidates other than doubtful cases be also sent to the **sub-committee of the Standing Committee for verification of doubtful caste certificate of SC/ST/OBC** for verification of their authenticity.

Any certificate found fake/forged would lead to cancellation of the admission of the concerned candidate forthwith or at any stage during the concerned Course of Study without any further notice. Furthermore, such candidate shall be prosecuted and also debarred from appearing in any entrance test of this University in future.

Note:

(1) If any candidate of a reserved category is eligible for admission under 'general' category based on his/her merit, then he/she should be considered under general category as a meritorious reserved category candidate (MRC). The Admission

Committees are advised to take note of the following provision contained in the respective Information Bulletins for the year 2018 in this regard:

In a course, if the merit of a reserved category candidate is more than or equal to the merit of the last admitted general candidate in that course, the reserved category candidate will be treated as general candidate in that course. Further, if the candidate avails any other facility under reservation such as relaxation in minimum eligibility requirement, age relaxation, allotment of subject combination if any, allotment of specialization etc. then the candidate will be treated under concerned reserved category.

(2) Further, if in a course, SC candidate is not available but ST candidate is available, then the reserved seat for SC may be converted into ST seat for admission in that year. The vice-versa will also be applicable.

(3) The OBC certificate should not have been issued earlier than 01.01.2018. Further, if the OBC Certificate is issued earlier than the aforesaid date i.e. 01.01.2018 the candidate may be given one month time to produce a recent OBC Certificate OR recent Income Certificate issued not earlier than 01.01.2018 for the said purpose.

NOTE:

1. Income limit for non-creamy layer (for OBC candidates): upto Rs.8.00 Lakhs per annum.
2. Income limit for non-payment of non-refundable component of prescribed fee of the concerned course by SC/ST candidate at the time of admission: upto Rs.2.00 Lakhs per annum.

Candidate provisionally selected for admission shall be required to deposit the prescribed fee before the deadline of fee payment failing which he/she shall forfeit his/her claim for the provisional admission. The candidates belonging to SC/ST category and are eligible for post-matric Scholarships/Top-class Scholarships (whose parent/guardian annual income is not more than 2.00 lakhs) are not required to pay the non-refundable component of the prescribed regular fee. They are required to pay the Refundable Component (Caution Money) only. However, such eligible candidates will be required to submit an undertaking/contract bond as per Annexure - A to the effect that they will deposit the fee with the University as soon as they receive the scholarship amount in their bank accounts. Accordingly, prospective candidates belonging to the said category desirous of availing this facility are required to furnish a caste and income certificate to this effect from the competent authority at the time of counselling/admission.

(8) EMPLOYEE'S WARD QUOTA:

15% supernumerary seats in all the courses (including special courses) is available for the sons/daughters of permanent employees (including those on probation) of BHU currently in service or during the academic Session immediately preceding the Session for which the Entrance Test is held, provided the candidate fulfils the minimum eligibility requirements and claims that he/she belongs to employee ward category in the Application Form and qualifies in the UET. BHU Employee Ward category applicants are required to submit a certificate issued by the Head of the Department/Office of the Employee to the effect that the applicant belongs to BHU Employee Ward Category. Further such applicants will be required to submit the Certificate of the BHU Employee's Ward only in the prescribed format duly signed and issued by the Dy. Registrar (Administration), if called for counselling. Similarly, 15% supernumerary seats in the Colleges admitted to the Privileges of the University Colleges shall be reserved for daughters of permanent Employees of the respective Colleges admitted to the Privileges of the University girls' Colleges (for daughters and sons in case of DAV Post Graduate College) currently in service or during the Academic Session immediately preceding the Session for which the Entrance Test is held.

Further, wherever the provision of employee ward quota for admission in a course of the University exists, the provision of granting benefit of Employee Ward Quota will be extended to the following two groups of serving and retired/deceased employees also **by creating** one supernumerary seat (for each group) in addition to the seats available for the employee wards provided the merit index of the wards of the said two groups in the merit of entrance test conducted for admission in the course is not below the last admitted candidate under employee ward quota in that course:

- (i) Employees joining the University on deputation along with the Research Scientists A, B & C of the University; &
- (ii) Wards of the deceased employees and re-engaged/retired BHU employees subject to the condition that the privilege will be available upto the academic year succeeding the year in which the deceased employee would have attained/retired at the age of 65 years.

Note: For the purposes of calculation of Employee Ward Quota, any fraction after computation of 15% seats in a course will be rounded off to the next integer (for employee ward quota).

BHU Employee's Ward category candidates are required to submit a certificate of the Employee's Ward in the prescribed format duly signed and issued by the Joint Registrar (Admin-LTC Cell) only. For this purpose the candidate who is ward of BHU employee or employee of IIT (BHU) who's establishment records are with the Banaras Hindu University are required to apply to the Joint Registrar (Admin-LTC Cell), immediately after the receipt of the Call Letter and submit an application on the prescribed format obtainable from the concerned office.

(9) RESERVATION FOR PHYSICALLY CHALLENGED CANDIDATES

5% seats shall be reserved for Physically Challenged Candidates: (a) blindness and low vision; (1%) + (b) deaf and hard of hearing; (1%) + (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (1%) + (d) autism, intellectual disability, specific learning disability and mental illness; (1%) + (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities: (1%) (on horizontal reservation basis). In case no candidate is available in any of the above five sub-categories, the unfilled seats shall be filled by the candidates belonging to the remaining sub-categories on the basis of its combined Merit Index.

In case of Undergraduate admission, the Physically Challenged (PC) category seats shall be allotted in the same proportion as provided in UET Information Bulletin 2018, but when less than five seats (or not in multiple of five) are available, then these shall be filled according to combined UET Merit Index of Physically Challenged candidates.

In case of Post-Graduate admissions, the Physically Challenged (PC) Category seats shall be allotted in the same proportion as provided in PET Information Bulletin 2018 but when less than five seats are available, then these shall be filled according to combined PET Merit Index of the Physically Challenged candidates in the category.

NOTE :

- i) In view of the overall reservation position for Physically Challenged candidates falling short of the prescribed requirement of 5% due to intake less than 10, it has been decided to bunch such courses which have intake of less than 10, level wise and facultywise. On the bunch, so created, 5% reservation for PC candidates can be applied for calculation of reserved seats for PC candidates for the course(s) falling in that bunch. Accordingly, the details of courses covered in a bunch in a Faculty and corresponding number of seats reserved for PC candidates is provided separately.

As evidenced from the statements given separately, the number of seats made available for PC candidates are meant for the courses covered in a particular bunch only. Accordingly, the Dean of the concerned faculty may hold a combined counselling for the courses covered in a bunch for admitting PC students against the reserved seats. The UET/PET 2018 merit index shall be used to determine the *inter-se-merit* of PC candidates who are applicant to the course(s) covered in a bunch.

- ii) Please note that there will be 'Horizontal' reservation for Physically Challenged category.

The basic concept behind horizontal reservation for PC category is that no separate seats will be allocated for reservation for PC candidates. However, while providing reservation for PC category candidates, the candidates admitted under this category will be characterized as belonging to 'General', 'SC', 'ST' and 'OBC' categories and corresponding number of seats will be subtracted from the seats of these categories. For example, if in a course, there are 09 reserved seats for PC category and out of these 09 admitted candidates, 05 belong to General category, 02 to OBC and 01 to SC category then 05 seats from General, 02 seats from OBC and 01 seat from SC will be subtracted from the allocated seats of these categories.

(10) RELAXATION IN MINIMUM ELIGIBILITY FOR PHYSICALLY CHALLENGED (PC) AND OBC CANDIDATES

For OBC and Physically Challenged (PC) candidates, there will be a relaxation of 5% marks in aggregate in the qualifying examination in minimum eligibility requirements in comparison to general candidates.

(11) RELAXATION IN UPPER AGE LIMIT FOR PHYSICALLY CHALLENGED (PC)/SC/ST/OBC CANDIDATES

Age relaxation of 5 years in upper age limit for candidates belonging to SC/ST and PC categories and 3 years in upper age limit for candidates belonging to OBC category candidates may be provided for admissions in such various courses, wherever the upper age limit is prescribed.

(12) MEDICAL BOARD:

There shall be three Medical Boards as notified by the Director, IMS, Department of Orthopaedics, Department of Ophthalmology and Department of Otolaryngology, (ENT) IMS, BHU to examine the claim of the candidates for admission under Orthopaedically Handicapped, Visually Impaired and Hearing Impaired quota respectively. The respective Boards shall examine the cases of the applicants referred to them by the respective Faculty/Department/ MMV/Centre on a date and time decided jointly by the concerned Board and the concerned Dean/Head/Principal/Coordinator. Intimation to this effect must be given to the Chief Proctor as well. Security will be provided to the members of the Medical Boards during the period of examination. The concerned Board shall verify the claim of the candidate and the members shall submit a joint report on the disability of the candidate to determine eligibility for admission under PC quota, and a copy of the report be also submitted to the Vice-Chancellor.

Note: The candidates belonging to PC-category should be ideally called on the first day of counselling and referred to Medical Boards.

(13) INSTITUTIONAL PREFERENCE - PET 2018 (for BHU Students only):

Institutional preference will be available to Banaras Hindu University students (except in MCA Course) as per directives of the Hon'ble Supreme Court, to a maximum of 25% out of the seats in the open category. However, no such provision is available for Special Courses of Study. In this reference a "Banaras Hindu University student" is one who has been admitted through University Entrance Test, conducted by the Banaras Hindu University and has passed the Qualifying Examination from Banaras Hindu University in the year of the Test or one year immediately preceding the Test. Any seat left vacant out of the 'preferential' seats for 'BHU students' consequent upon the aforesaid directions shall be made available for open General Category candidates.

(14) SPORTS SEATS:

Supernumerary Seats in various Faculties/Institute are available under sports category. For details kindly see UET/PET Information Bulletin 2018. Details about it shall be sent by the University Sports Board.

(15) BA (ARTS), BA (SOCIAL), B.ED., B.COM (HONS) ADMISSION IN MMV, AFFILIATED COLLEGES and ALL ADMISSIONS AT RGSC

- 15.1 Candidates seeking admission at Faculty, Mahila Maha Vidyalaya, Arya Mahila Degree College, Vasanta College for Women, Vasant Kanya Maha Vidyalaya and D.A.V. PG College for undergraduate courses shall be required to report for counselling to respective Deans of the Faculties, BHU as the case may be. **(NOTE: In case a female candidate wants to be admitted in D.A.V. PG College, her Application Form shall be transferred to the Dean, Faculty of Arts/Social Sciences).**
- 15.2 Female candidates seeking provisional admission to the Faculty of Education, Arya Mahila Degree College and Vasanta College for Women for B.Ed. Course shall be required to report for counselling to the Dean, Faculty of Education, BHU.
- 15.3 Candidates seeking provisional admission in Commerce Course in the Faculty of Commerce, Arya Mahila Degree College (female), Vasanta College for Women (female) and D.A.V. Degree College (both Male & Female) shall be required to report for counselling to the Dean, Faculty of Commerce, BHU.
- 15.4 Female candidates seeking provisional admission at Arya Mahila Degree College, Vasant Kanya Mahavidyalaya, Vasanta College for Women and D.A.V. Degree College (both Male & Female) for PG Courses shall be required to report for counselling to the concerned Dean of the Faculty/Head of the Department, BHU as per requirement.
- 15.5 Admissions in Affiliated Colleges and RGSC, Barkachha, Mirzapur shall be done at respective Faculties/Departments of the University/MMV after the regular seat and the paid seat on the main campus is full.

(16) PAID SEATS (SECTION 4 of STEP 8 UNDER PAID SEAT CATEGORY):

There is a provision for Supernumerary "Paid Seats" in certain courses. However, no such provision is available for Special Courses of Study. Admission to Paid Seats will be done after the regular fee seats are full. All those candidates who opted for Paid Seat will be arranged in order of merit, their preference of a course (as given in preference entry form) and availability of seats. In case a candidate, who initially got provisionally admitted in regular fee seat of his/her lower preference, gets an opportunity of higher preference course/honours/honours (combinations)/ location under Paid Seat, he/she may be considered for admission in Paid Seat for the course to migrate from lower preference to higher preference. However, if a seat of regular category becomes vacant (within the last date of admission notified by the University), a candidate admitted under Paid Seat category (holding UET/PET rank/merit to migrate to the vacated regular fee seat) will be treated against the vacancy of regular category. Consequent vacancy in the paid seat may be filled up by waitlisted candidates willing to take admission in the Paid Seat Category strictly in order of merit within the last date of admission notified by the University.

(17) PAYMENT OF FEE:

Each candidate shall deposit the fee within stipulated period failing which offer of admission shall be treated as withdrawn. The candidates coming for counselling may be advised of the deadline for fee payment as detailed in the Section on Counselling Procedure **(SECTION 4 OF STEP 5: MODE OF PAYMENT OF ADMISSION FEE).** Original mark-sheet of the qualifying examination shall be returned to an admitted student only after he/she has submitted his/her TC.

NOTE: All fee collected through online admission module which is being administered by M/s. L.S.P.L have to be mandatorily deposited by them in the Account for the purpose of the University within three working days of collection of such fee alongwith full details regarding Number of Students Admitted, Amount of Fee Collected in Rupees, cases of refund, details regarding amount to be paid

for refund and others as required and in coordination with Office of the Finance Officer.

(18) FEE WAIVER TO THE DEPENDENT CHILDREN OF LEPROSY AFFECTED PERSONS (LAPs)

In terms of recommendations of the Academic Council vide ACR No.73 dated 05.03.2012 duly approved by the Executive Council vide ECR No. 32 dated 15.03.2012, it has been decided by the University to grant waiver of non-refundable component of regular fee to the dependent children of Leprosy Affected Persons (LAPs). Accordingly, following procedure would be applicable:

- i) Candidates being called for counselling may be informed through the call letter that if they intend to avail the aforesaid privilege/facility they should bring a certificate from the Government District Hospital to the effect that their parent(s) (as per the details furnished in the UET/PET form) are Leprosy Affected Persons (LAPs).
- ii) In that case only refundable component of the regular fee is to be charged and all non-refundable components shall be waived off (as being followed for SC/ST candidates whose parent's income is less than Rs.2.00 lakh per annum). **However, said waiver shall not be applicable on Paid Seat/ Special Course of Study Fee.**
- iii) Once identification of wards of LAPs is done by the concerned Admission Committees, based on the aforesaid certification, procedure for issue of Identity Card, Library Card, Students Welfare Health Card, etc. will be same as being followed in the case of SC/ST students seeking fee waiver.

(19) ADMISSION OF FOREIGN NATIONALS/NRI/PIO:

All the application forms may be submitted in the Office of the International Students Advisor, International Students Centre for processing for their admission. The International Students Advisor with the help of the Admission Committee constituted to look after the admission of the Foreign Nationals/NRI/PIO, shall examine the eligibility of each applicant to the course and also the equivalence of the qualifying examination passed by the candidate. The International Students Advisor will issue the eligibility letter to the concerned foreign nationals if they are found eligible. If there is any problem regarding equivalence of the qualifying Examination passed by the candidate, the same may be referred to the Equivalence Committee constituted for foreign nationals at the International Centre. The details about distribution of seats under 15% supernumerary seats prescribed for Foreign Nationals/NRI/PIO may be obtained from the Office of the International Students Advisor, International Centre.

- (20) **Enrolment:** All newly admitted students must get themselves enrolled by 31st October, 2018. Only original documents (marksheets of the qualifying examination; marksheet/certificate of high school, TC and/or Migration Certificate) shall be entertained for the purposes of enrolment. **In case a provisionally admitted candidate fails to get enrolled by 31st October, 2018, as aforesaid, his/her admission shall be cancelled forthwith.**
- (21) **Ragging is prohibited.** In accordance with provisions contained in UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009, **sworn affidavits for non-involvement in Ragging from students and their parents/guardians** (as per enclosed **ANNEXURE 4 & 5**) **have to be obtained.** The said regulations are available on the BHU website (www.bhuonline.in) for information of all prospective students and their guardians/parents. The said affidavits are required to be furnished by the students at the time of admission (entirely by new entrants as well as those promoted students who have not furnished it in the past academic session). The affidavits and the dossier form may be obtained from the admitted students when they report for classes.
- (22) **Hostel accommodation is not guaranteed.** However, if it is available, it shall be allotted strictly on the basis of the merit index of the concerned Entrance Test 2018 as per Hostel Allotment rules as detailed in the Hostel Manual of the University. **Mere provisional admission shall not entitle any student to a seat in the University Hostel.**

- (23) The attendance of the candidates who come for counselling on a prescribed Counselling date must also be maintained.
- (24) A common Residence-cum-Dossier Form is made available to all the Faculties/Departments/Colleges for getting it filled by the students in quadruplicate at the time of admission in order to avoid time consuming formalities at the City Delegacy Office. The filled-in triplicate Residence-cum-Dossier Form would be sent one copy each to (i) The Chief Proctor, (ii) City Delegacy/Hostels & (iii) Faculty/Department. It may be ensured that each admitted student must indicate his/her hobby and sports preferences in the dossier form.

NOTE:

- (1) All disputes during the course of admission shall be considered by the respective Admission Committees and a decision according to rules has to be taken and recorded in each case.
- (2) Where the Admission Committee feel any problem during admission, such problems shall be brought to the knowledge of the Vice-Chairman, UACB where decision shall be final.
- (3) Deans/Heads/Principals/Coordinators shall send on the prescribed format enclosed herewith the final position of the seats after the closure of the admission to the Deputy Registrar (Academic) and a copy be also sent to the Dy. Registrar & Secretary to the Vice-Chancellor for information.

SECTION II

FOR ADMISSIONS IN PROMOTIONAL CASES (II YEAR/III-V-VII SEMESTER)

(1) Promotion of students in III, V and VII semesters

The Ordinances, course structure/ syllabi of various courses, under semester system, as recommended by the Board of Studies, Faculties and the Normalizing Committee for implementation with effect from the academic session 2010-11 **were approved under ACR No.61 dated 30.06.2010 duly approved by the Executive Council vide ECR No.205 dated 31.08.2010.** Accordingly, the Deans of the concerned Faculties/Heads of the concerned Departments were requested **that the normalized and approved ordinances may be brought to the notice of all concerned including students.** During the previous academic sessions, it was observed that the admission committee of a few Faculties promoted the students from even (2,4,6) semester to odd (3,5,7) semester without observing the minimum requirement for promotion to the next semester as mentioned in the concerned ordinances. The said lapse occurred because of unawareness of revised ordinances on the part of the admission committee, staff and students. To prevent repetition of such lapses, it is suggested that that the provisions of the revised ordinances for admission/promotion to the concerned courses may be brought to the notice/knowledge of all, viz., Admission Committees, Staffs and Students, so that, such instances are not repeated in future and promotion of students is done strictly only in accordance with the concerned Ordinances.

As decided in the meeting of the UACB held on 06th June 2018, the classes for Semester III, V and VII (promotional cases) are to be started latest by 10th July 2018 (notwithstanding the declaration of results of the previous even semester; in such cases the students would be provisionally allowed to attend higher class and hostel allotment).

(2) Payment of FEE

Each promoted student shall deposit the fee within stipulated period. **It must be carefully noted that the fee shall not be accepted after the date fixed (16th August 2018) for promotion cases unless it is extended by RO Academic on the recommendations of the concerned Dean of the Faculty.** A photocopy of the fee receipt shall be submitted by each admitted student immediately to the concerned Dean/Principal/Head/Coordinator. The names of the students shall be entered in the attendance register on the basis of this fee

receipt. Promoted students are to be advised to collect the admit cards on time and deposit the fees within the stipulated date without fail.

- (3) **Ragging is prohibited.** In accordance with provisions contained in UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009, undertaking for non-involvement in Ragging **from students and their parents/guardians** (as per enclosed annexure I & II) is required. The said regulations are available on the BHU website (www.bhuonline.in) for information of all prospective students and their guardians/parents. The said affidavits are required to be furnished by the students at the time of admission (for all new entrants as well as those promoted students who have not furnished it in the past academic session).
- (4) A **common Residence-cum-Dossier Form** is made available to all the Faculties/Departments/Colleges for getting it filled by the students in quadruplicate at the time of admission in order to avoid time consuming formalities at the City Delegacy Office. The filled-in triplicate Residence-cum-Dossier Form would be sent one copy each to (i) The Chief Proctor, (ii) City Delegacy/Hostels & (iii) Faculty/Department. It may be ensured that each admitted student must indicate his/her hobby and sports preferences in the dossier form.

ACADEMIC CALENDAR PROPOSED FOR THE ACADEMIC SESSION 2018-19
[Except IMS(Medicine, Ayurveda & Dental Sciences), IAS, Veterinary & AH and FMS]

COMMENCEMENT OF ADMISSION PROCESS						
1.	Issue of Call letter		Undergraduate (UG)	22 nd to 27 th June, 2018		
			Postgraduate (PG)	25 th to 30 th June, 2018		
Reopening after the summer vacation			04.07.2018			
2.	Counselling	Undergraduate	Regular Fee Seat in Main Campus	Paid seat in Main Campus	Affiliated Colleges/ RGSC	Affiliated Colleges/ Paid Seat/ RGSC
			03 rd to 10 th July 18	12 th to 14 th July 18	16 th to 25 th July 18	26 th to 28 th July 18
		Postgraduate	Regular Fee Seat/Paid Seat in Main Campus/ RGSC; Regular Fee Seat/Paid Seat in Affiliated Colleges; [in Composite] 11 th to 19 th July 2018			
3.	LAST DATE OF ADAMISSION		Undergraduate admission Main Campus including Paid Seat/RGSC			14.07.2018
			Undergraduate admission Affiliated Colleges including Paid Seat			28.07.2018
			Postgraduate admission Main Campus including Paid Seat/RGSC			19.07.2018
			Postgraduate admission Affiliated Colleges including Paid Seat			25.07.2018
ACADEMIC SCHEDULE FOR ODD SEMESTER						
Teaching for III/V/VII semesters			10.07.2018; Tuesday		10.11.2018; Saturday	92 days
Teaching for I semester UG			16.07.2018; Monday		10.11.2018; Saturday	84 days
Teaching for I semester PG			23.07.2018; Monday		10.11.2018; Saturday	78 days
Mid-Sem Break I /Dussehra holidays (for students only)			16.10.2018; Tuesday		21.10.2018; Sunday	06 days
Preparatory Leave			12.11.2018; Monday		18.11.2018; Sunday	06 days
Semester Examinations			19.11.2018; Monday		18.12.2018; Tuesday	30 days
Marks to be sent by the Departments/ Schools/ Centres			30.12.2018; Friday		-	-
Declaration of results			09.01.2019; Tuesday		-	-
Period of Winter Vacation						
For students			Last day of examination		02.01.2019;Thursday	Min. 15 days
For Teachers			11.12.2018; Tuesday		02.01.2019; Wednesday	21 days
Reopening after the Winter Vacation			03.01.2019; Thursday			
ACADEMIC SCHEDULE FOR EVEN SEMESTER						
Teaching for all classes (including Diploma & Certificate Courses)			03.01.2019; Thursday		27.04.2019; Saturday	88 days
Mid-Sem. Break I/Holi holidays (for students only)			20.03.2019;Wednesday		24.03.2019; Sunday	05 days
Preparatory Leave			28.04.2019; Sunday		02.05.2019; Thursday	05 days
Semester examinations			03.05.2019; Friday		31.05.2019; Friday	29 days
Marks to be sent by the Departments/ Schools/ Centres			08.06.2019; Saturday			
Declaration of results			30.06.2019; Sunday			
Period of summer vacation						
For students			Day following the last day of exam.		03.07.2019: Wednesday	Min. 35 days
For teachers			29.05.2019; Wednesday		03.07.2019: Wednesday	36 days
Number of teaching days						
Odd semester			92/84/78			
Even semester			88			
Total number of teaching days			180/172/166			
Reopening after summer vacation 03.07.2019 Wednesday						
Suspension of classes on the following occasions						
Students Council Elections			Sept/Oct. 2018		1 day	
Celebration of University's Foundation Day			Feb 2019		1 day	
Admission process for the Academic Session 2018-19			04.07.2018; Wednesday		14.07.2018; Saturday	10 days

INSTITUTE OF MEDICAL SCIENCES

ACADEMIC CALENDER FOR THE SESSION 2018 – 2019

MBBS-July 2018 Admission Batch

Date of Entrance Examination	NEET-December 2017
Admission starts on	July every year
Deposition of fee	On the date of admission
Admission closes on	Completion of Admission
1 st Semester Examination (Sessional Exam.)	Jan./Feb. every year
Summer Vacation	To be declared later on
2 nd Semester Examination (University Examination)	June/July every year

3rd, 4th & 5th Semester

Teaching begins	To be declared Exam. Result on
Summer Vacation	To be declared later on
University Examination	December 2019

6th, & 7th Semester

University Examination	December 2020
Summer Vacation	To be declared later on

8th, & 9th Semester

University Examination	November/ December 2021
Summer Vacation	To be declared later on
Internship begins on	1 st January 2022

MD/MS (May 2018)

Date of Entrance Examination	NEET (December) 2017
Date of Admission	2 nd May, 2018 to 31 st may, 2018
Deposition of fee	On the date of admission
Date of Examination	After completion of 3 years of residency

DM/M.Ch.

Entrance Examination	NEET (May) 2018
Date of Admission	1 st August 2018 to 30 th September 2018
Deposition fee	On the day of admission
Examination	After completion of 3 years of residency

B.D.S Through NEET (July 2018 Admission Batch)

Date of Entrance Examination	NEET-December, 2017
Admission Starts on	To be declare later on
Deposition of fee	On the date of admission
Admission closes on	Completion of Admission
1 st Year Examination	In 2018(after completion of one year)
Summer Vacation	To be declared later on

M.D.S (May 2018)

Date of Entrance Examination	NEET- December 2017
Date of Admission	2 May, 2018to 31 may 2018
Deposition of fee	On the day of admission
Examination	After completion of 3 years

BAMS through NEET (July 2018 Admission Batch)

Date of Entrance Examination	16 th July 2018
Admission	August 2018
Admission Closes on	Completion of Admission,(2018)

EXAMINATION

1 st Professional	Sept. 2019
2 nd Professional	Sept. 2020
3 rd Professional	Sept. 2021
4 th Professional	March, 2022
Internship training begins	April,2022 to March, 2023

MD(Ay.)/MS(Ay.) though NEET

Date of Entrance Examination	25.06.2018
Date of Admission	August 2018
Closing date of admission	September, 2018
Commencement of classes	September, 2018

EXAMINATION

1 st Year – Part 1	Sept, 2019
1 st Year – Part 2	October, 2019
2 nd Year begins on	October, 2019
3 rd Year begins on	October, 2020
University Examination	October. 2021

FACULTY OF AGRICULTURE TENTATIVE* ACADEMIC CALENDAR FOR THE SESSION 2018-19 UG., P.G. AND Ph.D. PROGRAMME	
Last date for submission of M.Sc. (Ag.) Thesis for 2017-18.	30.06.2018
Summer vacation for the year 2017-18	14.05.2018-27.06.2018
Faculty re-opens	28.06.2018
Filling of forms for the repeat examinations	05.07.2018- 07.07.2018
Repeat examinations	11.07.2018- 23.07.2018
Admission to B.Sc.(Ag.) Part I	24.07.2018- 26.07.2018 (tentative)
Admission to M.Sc.(Ag.) Part I	27.07.2018- 30.07.2018 (tentative)
Admission to Ph.D. 1 st & 2 nd Semester Students	as per schedule of result declaration
CLASSES TO START	
B.Sc.(Ag.) Part – II, III and IV	28.06.2018
M.Sc.(Ag.) Final	28.06.2018
Ph.D. III Semester	28.06.2018
B.Sc.(Ag.) Part I	28.07.2018 (tentative)
M.Sc.(Ag.) Part I	30.07.2018 (tentative)
Ph.D. 1 st Semester	After 2 days of admission
II nd Semester classes start	02.01.2019
LAST DATE FOR DEPOSITION OF FEES	
B.Sc.(Ag.) Part I	As per UACB directives
B.Sc.(Ag.) Part II, III and IV	25.07.2018
M.Sc.(Ag.) previous	As per UACB directives
M.Sc.(Ag.) Final	25.07.2018
Ph.D. 1 st Semester	As per admission schedule
Ph.D. II, III and IV Semester	25.07.2018
EXAMINATIONS	
Mid Term Examination 1 st Semester	08.10.2018-20.10.2018 (Tentative)
End Term Examination I Semester	05.12.2018-20.12.2018 (Tentative)
Mid Term Examination II nd Semester	15.02.2019-28.02.2019 (Tentative)
End Term Examination II nd Semester	21.04.2019-06.05.2019 (Tentative)
OTHER EVENTS	
Period of Winter Vacation (For faculty members)	26.12.2018 to 01.01.2019 (07 days)
Period of Winter Vacation (For students)	26.12.2018 to 01.01.2019 (07 days)
New Year Day (Exchange of Good Wishes)	01.01.2019
Teaching Starts after Winter Vacation	02.01.2019
Submission of Grade Sheet (1 st Semester Exam. 2018-19)	10.01.2019
Farmers' Fair	2 nd Fortnight of October, 2018
Shristi	31.01.2019 to 03.02.2019
Sports	10.02.2019 to 13.02.2019
Convocation	As per notification of the University
Display of Evaluated Mid-Term Answer Books	12.03.2019
Institute Annual Day	17.03.2019
Grade Sheet Submission of End Term Exam.	19.05.2019 (latest)
Summer Vacation for the year 2018-19	10.05.2019 to 28.06.2019 (50 days)
Faculty re-opens	29.06.2019

(*) Dates/Duration may be change under unavoidable circumstances.

B. B. S. S.
25/4/18
DEAN



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Ashish letter (English)

UG CALL LETTER

Sub: Counselling for Provisional admission to [COURSENAME], [CODE] subject to availability of seats at your rank.

Dear Applicant,

I am pleased to inform you that on the basis of the merit index of the UET-2018, you are **required to report for counselling for possible provisional admission to the [COURSENAME],[CODE]** for the academic session 2018-19, subject to availability of seats at your rank. Please **report personally** to the Chairman/Convenor, Admission Committee, [VENUE], BHU Varanasi along with **all required documents** (listed in para 2 below) as per following counselling schedule:

1.	Counselling for admission to [course name]	
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Please note that for consideration of admission, you must be present in person on the above date and time for counselling alongwith required documents. In case you fail either to report for counselling along with all the original documents or to complete the necessary formalities by 4.00 p.m. of the above date, claim for consideration or provisional admission shall stand forfeited.

NOTE:

- (i) Please bear in mind that the number of eligible candidates called for Counselling is much larger than the seats available in the course to which you are seeking admission. Therefore, mere receipt of the Call Letter does not entitle you for provisional admission. The admission of the eligible candidates shall be made strictly on the basis of merit index of UET – 2018 against the available seats. No eligible candidate shall advance any claim, whatsoever, for the provisional admission if seats are not vacant at the time of consideration of his/her candidature for admission-counselling.
- (ii) There is a provision to provide opportunity to a candidate who has failed to report for counselling on the day he/she has been called, due to certain unavoidable reasons. At the discretion of the concerned Admission Committee, such candidates may be entertained for counselling provided they come during the Counselling period of the concerned course. **In any case, NO applicant after the last date fixed for counselling (of the concerned course) shall be entertained under any circumstances."**
- (iii) A candidate who has been called for counselling for the seats on the main campus only, may also attend the Counselling for affiliated Colleges/RGSC (which would be held only after the counselling for main campus is over) with the prior approval of the concerned Admission Committee. In that case, he/she should see the counselling schedule of the affiliated College/RGSC and report the counselling venue at 10.00 a.m. on the 1st day of commencement of Counselling for affiliated colleges/ RGSC.
- (iv) As the admission process is time-bound exercise, **it shall be responsibility of the candidates to visit the Entrance Test/ Counselling Portal of the University (www.bhonline.in) every day during the entire counselling period of the concerned course** to remain updated with the information regarding counselling schedule, offer of course allotment, offer of hostel allotment, fee payment deadlines and other important communications. The University will not be responsible for claim of any kind if the candidate fails to visit the portal on daily basis to keep himself/herself updated with the information.

2. List of Essential Documents required at the time of Counselling:

You must produce the under mentioned documents/certificates in ORIGINAL at the time of your counselling for provisional admission before the Admission Committee for scrutiny/verification. Failure to produce any of these documents on any ground may disqualify the candidate from the provisional admission.

- a) **Mark-Sheets** of the **QUALIFYING EXAMINATION** and all other previous examinations such as High School, Intermediate, Graduation, Post-graduation (as the case may be).

NOTE:

- I. Ordinarily only the original mark-sheet shall be accepted. However, in case the marksheets have not been issued by the concerned Examining Body/Board/Institution/University by the date of counselling (candidate is required to give an affidavit to this effect), Marksheetworks downloaded from the Website of the concerned examining body (subject to verification by the Admission Committee), **CONFIDENTIAL MARKSHEETS** or **PROVISIONAL RESULTS** issued by the Registrar/ Controller of Examinations of the concerned University or Secretary of the concerned Board (in case qualifying examination is of Senior Secondary level) shall also be entertained at the time of admission.
- II. Candidates who were appearing in their final year/ final semester of the qualifying examination were allowed to appear in the Entrance Test with the condition that they will be required to produce the original marksheet of the qualifying examination at the time of counselling for getting admission. However, if such candidates are called for counselling towards provisional admission in a course, but they are not able to produce the mark sheet of the qualifying examination(s) (main or supplementary or revaluation) with minimum eligibility requirements at the time of counselling may also be allowed to take conditional admission provided:
 - a) Candidate gives an undertaking that he/she will produce the original mark sheet of the qualifying examination for minimum eligibility requirement latest by **31st October, 2018**.
 - b) It is evident from the mark sheet(s) of the previous examination(s) relating to the course of qualifying degree that the candidate has secured at least stipulated minimum percentage of aggregate marks (viz. 50%) in the previous examination(s) (except final year examination/final semester examination(s) of the qualifying marksheets/certificate degree. This will not be applicable for SC/ST/OBC candidates). However, this test/check [para (II)] would not apply in case where the qualifying examination is of 10+2 standard (Sr. Secondary level) largely required for admission to UG programmes.
 - c) If they fail to produce the requisite mark sheet by **31st October, 2018** their conditional admission will be treated as cancelled and they will not be entitled for to claim for refund of fee paid for conditional admission.
- III. **Matriculation** or its equivalent certificate to ascertain the date of birth.
- IV. **Caste Certificate** issued by the appropriate authority, if admission is sought under SC/ST/OBC Category.

NOTE: Each SC/ST/OBC candidate shall have to submit a copy of the caste/class certificate mentioning that the candidate belongs to SC/ST/OBC community. Such certificate shall be subject to verification from the concerned District Magistrate. Candidate must note that if he/she belongs to SC, ST or OBC category, his/her caste/tribe must be listed in the appropriate Govt. of India schedule. The caste certificate should be in the Governments' approved format and should clearly state (a) name of his/her caste/tribe (b) whether he/she belongs to SC/ST/OBC category (c) District and State or Union Territory of his/her ordinary residence and (d) the appropriate Govt. of India schedule under which his/her caste/tribe is approved as SC, ST or OBC. Further, the OBC certificate should clearly mention that the candidate does not belong to **Creamy Layer** under **Govt. of India criteria**.

- a). **Income limit for fee waiver (for SC/ST candidates): upto Rs.2.00 Lakhs per annum.**

- I. The OBC certificate should not have been issued earlier than **01.07.2017**. Further, if the OBC Certificate is issued earlier than the aforesaid date i.e. **01.07.2017** the candidate may be given one month time to produce a recent OBC Certificate OR recent Income Certificate issued not earlier than **01.01.2018**.

- II. **Medical Certificate** issued by the appropriate authority, if admission is sought under Physically Challenged Category. The candidates will also be required to present themselves before a Medical Board constituted by B.H.U. The date and time for appearing before the Medical Board will be communicated to the candidate by the concerned Admission Committee.
- III. If admissions under Employee Ward Quota is sought, a **Employee's Ward certificate** issued only by the Joint Registrar (Admin-LTC Cell), BHU has to be submitted by the employees of the BHU as well as IIT (BHU) who's establishment records are with the Banaras Hindu University. The employee ward certificate of other employees directly employed by the IIT (BHU) shall be issued at the end of IIT Directorate.
- IV. **Admit Card** issued for appearing in the concerned Entrance Test – 2018.
- V. **Character Certificate** issued by the institution last attended.
- VI. **Transfer Certificate (TC)** issued by the institution last attended.

NOTE: If due to certain reasons a candidate is unable to produce T.C., the Admission Committee may, at its discretion, allow a period up to **31st October' 18** for submission of the **Transfer Certificate**, failing which the admission may be cancelled. An undertaking that "My provisional admission be cancelled in case I fail to produce the **Transfer Certificate from the institution which I last attended by 31st October, 2018**" shall be taken from each such candidate who has not submitted his/her Transfer Certificate before he/she is provisionally admitted.

Migration Certificate issued by the Institution/ University/ Board last attended.

NOTE: Under exceptional situation a candidate may be allowed to submit the Migration Certificate latest by **31st October' 2018**. Certain Institutions/ Universities/Board issue either Transfer Certificate or Migration Certificate but not both. In such cases, the certificate issued to the candidate shall be accepted and the candidate shall be asked to give an **undertaking** to the effect that the Institution does not issue Transfer (or Migration) certificate as the case may be.

3. COUNSELLING PROCEDURE

The University will follow **Online counselling** procedure for admissions to various courses during the academic session 2018-19. The scheduling of different phases of Counselling would be done in the following manner:

(1) **Multiphase Counselling for All UG Courses excluding B.Com. (Hons.), B.Ed. and B.Sc. (Ag.) courses:**

The Counselling for courses covered in UG Counselling would be done in a staggered manner (multiple phases) as described below. Under this procedure, a list of admitted candidates will be declared after each day of counselling.

Four Phase Counselling: Such regular courses, which have provision of paid seats and are concurrently run on the main campus, affiliated colleges and/or RGSC, the admissions will be made in three segments. In the first phase (which could be of 5-6 days, depending on the availability of seats in the course), regular fee seats on the main Campus would be filled up. After the regular fee seats are full, admission on paid seats on the main campus (wherever available) would be done in the second phase of counselling (1-2 day). In the third phase, regular seats in the affiliated Colleges would be filled up followed by paid seats in affiliated colleges and/or RGSC in the fourth stage.

The counselling procedure will involve following steps:

STEP 1: CALL LETTER FOR COUNSELLING

- i). **Multiphase Counselling for the Courses covered under UG Counselling [All UG Programs, excluding B.Com. (Hons), B.Ed., B.Sc.(Ag)]**

The candidates can download the call Letter in the same manner as they downloaded their admit card for the entrance test. As the counselling for UG Counselling courses is being done in multiple phases (one phase for each seat type- Regular seat on main campus; paid seat on main campus; regular seats of affiliated colleges, paid seats of affiliated colleges/RGSC), the candidates called for counselling in such courses may be issued more than one call letter. Therefore, the candidates are advised to download all the call letters issued to them and attend counselling as per schedule contained therein.

During counselling, the candidates can exercise their preference of course and seat type (regular or paid). Therefore, for such courses two preference entry forms based on Honours subject and combination (one for regular and paid seats of main campus and other for affiliated college/RGSC) are available on the student site as well as the admission committee site of the entrance test portal.

STEP 2: ONLINE PREFERENCE ENTRY (UPTO THE COUNSELLING DATE)

Every candidate called for counselling for admission to a Course shall be required to fill up an online **Preference Entry Form as follows:**

- Click on the Button 'Preference Entry' icon on the Candidates' segment of the Entrance Test Portal [www.bhuonline.in] for online preference entry.
- Give your preference of various Course(s) as per your choice of Honours subject with subject combination given in the Preference Entry Form. However, in certain courses, there may not be any choice and the page will show only one course with prefilled text box.
- Enter the percentage of marks (upto 02 decimal points) obtained in Qualifying Examination in the box given for the purpose in the online Preference Entry Form.
- If interested, give your paid seat option. **However, paid seats would be allotted to only such candidates, in order of merit, who are present in person on the Paid Seat Counselling Date/Time along with prescribed Paid Seat Fee**
- Save the details entered.
- If there are more than one preference entry form (one for the main campus and other for the affiliated college/ RGSC), fill up both forms completely in the aforesaid manner.

Note:

- Give your order of preference carefully. No section of the online preference form should be left blank. If any section is left blank, it will be presumed that candidate is not interested in that option. Candidates will get another opportunity of making changes in the entries made in the Online Preference Entry Form on the day of counselling also (prior to verification of documents).
- In some courses, there may not be any choice of subject/subject combinations. In that case, fill up the percentage of marks and other required fields only.

STEP 3: ACTIVITY ON THE DAY OF COUNSELLING

The call letter contains the reporting date(s), time and the venue of counselling where you are required to report for your counselling. Please ensure that you reach the counselling venue on the prescribed date and time. After reaching the counselling venue following steps need to be followed:

- Reach the counselling venue at the prescribed time/date(s) given in the Call letter. Contact the Counselling Centre/Venue Incharge and mark your attendance by signing the attendance sheet available with the Counselling Centre Incharge.
- Discuss with the teachers-counsellors available at the Counselling Centre/Venue about the available Honours/Course Combinations, locations and fee structures, availability of hostels, etc. In case any candidate wants to change his/her preference [earlier filled up ONLINE],

he/she may be allowed to make changes at this stage. Thereafter, a printout of the duly filled in preference entry form will be provided to the candidate by the concerned admission committee on which the concern candidate have to put his/her signature and then to submit it to the concerned admission committee alongwith other required original documents at the Verification Desk. **No change shall be allowed in the Preference Entry Form once signed and confirmed by a Candidate on the Counselling Date.** The online admission module will allot seats strictly in order of merit in the entrance test taking into account the order of preference filled up by the candidate and availability of seats in respective course.

NOTE: If a Reserved Meritorious candidate is called for counselling alongwith General category candidates his/her claim on seats reserved for his/her category shall remain intact.

- c) In case you need Hostel facility, please submit your requirement in the preference entry form. The concerned Admission Committee will ascertain your eligibility for hostel allotment during counselling.
- d) The concerned Admission Committee will also retain your set of verified documents (photocopy).
- e) Check up from the concerned Admission Committee about the date of declaration of 1st and subsequent round(s) of results and time-bound follow up actions (payment of online admission fee, etc.) that you need to take for securing admissions.
- f) **YOU WILL BE ALLOWED TO LEAVE AT THIS STAGE. YOU MAY FOLLOW THE STEPS MENTIONED BELOW TO CONFIRM YOUR ADMISSION.**

STEP 4: DECLARATION OF ADMISSION LIST

UG Counselling:

The concerned Admission Committee would release/ publish the admission list on each day of Counselling ordinarily between 06:00 p.m.- 08:00 p.m. The candidates must see the course allocation page on their portal after 06:00 pm on the day of their counselling and thereafter. In case a candidate is offered provisional admission, he/she must make payment of the admission fee before the deadline of fee payment given on the course allocation page of the portal (which would be normally 06:00 p.m. of the following day) failing which offer of admission will stand withdrawn.

IMPORTANT NOTE:

As results would be declared between 06:00-08:00 p.m. on each day of Counselling, all candidates are required to check their admission status on the 'Course Allocation' page every day on a regular basis as those who have secured their admission in initial rounds of declaration of admission lists may get upgradation to a course more preferred by them and those in waitlist on the counselling date may receive offer of admission due to dropouts/withdrawal in previous rounds. In case initially waitlisted candidates receive offer in subsequent rounds of declaration of admission lists, they will be required to pay the admission fee within the admission fee payment deadline given on course allocation page (ordinarily by 06.00 p.m. on the following day).

Note:

As those who have secured their admission after initial rounds of declaration of admission lists may get upgradation to a course more preferred by them and those in waitlist may receive offer of admission due to dropouts/withdrawal in previous rounds, they must visit the portal every day for latest course allocation status. In case initially waitlisted candidates receive offer in subsequent rounds of declaration of admission lists, they will also be required to pay the admission fee within the deadline for fee payment mentioned on the course allocation page.

STEP 5: MODE OF PAYMENT OF ADMISSION FEE:-

Following admission fee payment modes will be available:

- 1) **Online payment** (through Debit Card/Credit Card/Net banking) through the payment gateway available on the Portal.
2. **Cash payment can be made only at the Extension Counters of ICICI/HDFC Bank opened on the BHU Campus through Challan downloaded from the payment page of the candidate's portal.**

NOTE

- a). For online payment the candidate must visit Course Allocation page and make the payment through debit/credit card.
- b). Any candidate who wants to make payment in cash through the extension counters of ICICI/HDFC Bank opened on the BHU Campus can download challan from their respective Course Allocation page.
- c). To secure admission in the course for which the candidate is provisionally offered he/she should **pay the prescribed Admission Fee within the deadline for payment of fee as mentioned in the offer of admission (shown on the Course Allocation page)**. In case he/she is provisionally admitted to a special course of study or on paid seat, he/she shall be required to pay the Special Course/Paid Seat fee (in cash or online) in addition to the regular Fee of the Course.
- d). **A candidate will be treated as provisionally admitted in the course offered only after the prescribed fee has been paid by him/her.** In case they do not make payment of fee through either of the above modes within the prescribed deadline, they will forfeit their claim for admission in the University. **On successful payment of prescribed admission fee, the payment ID will appear in the 'Application' page of the candidate's portal as well as in the admitted list available on the admission committee site of the portal.**

STEP 6: DOWNLOADING ADMIT CARD:

Candidates can download the Admit Cards from their portals only after the admissions are over in the concerned course or they have locked their allotment after any round of declaration of admission list (please see the Locking Rule given below). The Admit Card will contain the date on which they have to report to the University for attending classes and the documents that they are required to bring.

STEP 7: HOSTEL ALLOTMENT:

Only limited number of hostel seats is available which will be allotted strictly in order of the merit subject to your eligibility for hostel allotment. You will be required to give the requirement of hostel facility in the online preference entry form. Based on your eligibility, the Admission Committee may allot you hostel after admission in the course. You are required to check on your portal (after logging in) regarding hostel allotment status by clicking "**HOSTEL ALLOCATION**" icon. In case the status shows as "**HOSTEL ALOTTED**", make payment of Hostel Fee also in the same manner as given for payment of Admission Fee through either of the modes of fee payment given above within the prescribed deadline for payment, else it will be considered that you are not interested in seeking hostel facility and the provisional offer of allotment of hostel will be treated as withdrawn and the seat so spared may be offered to next candidate in the merit.

4. ADMISSION UNDER PAID SEATS:

- i). There is a provision of 'Paid Seats' (supernumerary) in some courses, up to a maximum of 15% of total seats. Admission on Paid Seats will be done only after the regular fee seats are full.
- ii). Paid seats options may be exercised by the candidates during preference entry or later by presenting themselves on the Paid Seat Counselling date.

- iii). All those candidates who are interested in Paid Seats must present themselves in person by 4.00 p.m. on the Paid Seat Counselling Date. Allotment of Paid Seats would be done amongst those candidates, in order of merit, who are present in person on the Paid Seat Counselling Date/Time alongwith prescribed Paid Seat Fee.

5. UPGRADATION AND LOCKING RULE:

Rearrangement in 2nd and/or subsequent Admission List(s): The candidates have to enter their preference of course (where choice is available) in the preference entry form. The module has been developed in a manner to ensure that if the seats fall vacant on expiry of deadline of fee payment (after declaration of any Round of results due to candidates holding higher merit do not take admission etc.), there are chances that the candidate who was initially allotted a course of his/her lower order of preference may get upgraded to a more preferred course as per his/her preference order. Accordingly, based on the preference given by the candidate at the time of counselling, there could be change in course allocation after its initial allotment. Rearrangement process will enable only upward mobility of a candidate in the order of preference filled up by him/her, vacancy being created and his/her merit order provided payment of admission fee has already been done for the initial allotment within the prescribed deadline.

Locking of Course Allotment: At times, if the candidates do not want any change in the Course allotted initially to him/her (say after 1st or subsequent round of result) thereby meaning that they want to be excluded from the aforesaid rearrangement process in the subsequent round. If he/she is satisfied with the course allocation after any round of declaration of admission list, in such cases candidate will immediately email only through the registered email ID of candidate to the Convenor of the concerned Admission Committee to lock his/her course allotment. For this purpose each Admission Committee will create a dedicated email ID. If a candidate asks for lock option in the manner aforesaid, he/she will be excluded from the aforesaid rearrangement exercise in the succeeding rounds.

NOTE:

- I. No request for locking the initial allotment of course would be entertained, if the candidate fails to give a formal email request to the concerned admission Committee(s) within the deadline indicated above.
- II. The choice of locking a course allotment should be entertained by 02:00 pm on the day succeeding day of course allotment. Locking the course allotment can be done only after admission in that course has been secured by making payment of prescribed fee within the prescribed deadline in the manner given above.
- III. It is advised to every candidate to be very clear and careful while filling up their preferences of the subject in Preference Entry Form as after locking the course allotment after submission of duly signed Preference Entry Form to the Convenor of the Admission Committee and subsequently allotted subject combination with Honours subject by the computerized Online Admission Module shall not be changed under any circumstances during their programme period.

6. IMPORTANT GENERAL INFORMATION

Candidates must read carefully the under mentioned general information and conditions for the provisional admission. Non-compliance of any of the given conditions shall disqualify a candidate from provisional admission.

1. The candidates must note:

- i) The candidate should report to the concerned venue on the date(s) and time as mentioned in his/her call letter.
- ii) The admission to a particular Course in the Faculty/Mahila Mahavidyalaya/Affiliated Colleges/ Rajeev Gandhi South Campus, Barkachha, Mirzapur, as the case may be, shall be done strictly as per order of the merit and choice of the preference of location of the candidate.

2. Presence of parents/guardians of female candidates called for counselling is desirable.
3. The completion of necessary formalities for provisional admission may take generally 2-3 days. Accordingly, the outstation candidates are advised to come prepared to stay at Varanasi for the aforesaid period.
4. **BHU Employee's Ward category** candidates are required to submit a certificate of the Employee's Ward in the prescribed format duly signed and issued by the Joint Registrar (Admin-LTC Cell) only. For this purpose the candidate who is ward of BHU employee or employee of IIT (BHU) whose establishment records are with the Banaras Hindu University are required to apply to the Joint Registrar (Admin-LTC Cell), immediately after the receipt of the Call Letter and submit an application on the prescribed format obtainable from the concerned office.
5. The provisional admission of the candidate to the concerned Course of Study shall be subject to such ordinances, rules and regulations as may be framed from time to time by the University.
6. **Hostel accommodation is not guaranteed.** However, if it is available, it shall be allotted strictly on the basis of the merit index of the concerned Entrance Test 2018 as per Hostel Allotment rules as detailed in the Hostel Manual of the University. **Mere provisional admission shall not entitle any student to get a seat in the University Hostel.**
7. The date of commencement of classes of the concerned Course of Study shall be as per the time schedule prescribed by the University. Ascertain the date of reporting from the Faculty/ Department/ College when you come for counselling.
8. Candidate provisionally selected for admission shall be required to deposit the prescribed fee before the deadline of fee payment failing which he/she shall forfeit his/her claim for the provisional admission. The candidates belonging to SC/ST category and are eligible for post-matric Scholarships/Top-class Scholarships (whose parent/guardian annual income is not more than 2.00 lakhs) are not required to pay the non-refundable component of the prescribed regular fee. They are required to pay the Refundable Component (Caution Money) only. However, such eligible candidates will be required to submit an undertaking/contract bond as per **Annexure - A** to the effect that they will deposit the fee with the University as soon as they receive the scholarship amount in their bank accounts. Accordingly, prospective candidates belonging to the said category desirous of availing this facility are required to furnish a caste and income certificate to this effect from the competent authority at the time of admission.
9. The dependents of Leprosy Affected Persons (LAPs) shall be exempted from paying non-refundable component of regular fee. Accordingly, candidates desirous of availing the aforesaid facility (on provisional admission) should produce/bring (at the time of Counselling) a certificate issued by the Government District Hospital to the effect that their parent(s) (as per the details furnished in the UET form) are Leprosy Affected Persons (LAPs).
10. **Enrolment:** All newly admitted students must get themselves enrolled by 31st October, 2018. Only original documents (marksheets of the qualifying examination, marksheet/certificate of high school, TC and/or Migration Certificate) shall be entertained for the purposes of enrolment. In case a provisionally admitted candidate fails to produce the said documents by 31st October, 2018, his/her admission shall be cancelled forthwith.

11. REFUND

Refund is a process to make payment to the entitled candidate(s) who have deposited an excess amount due to one of the reasons given below, at the time of their admission.

A. Cases of refund of Fee:

1. Due to withdrawal of admission of the candidate.
2. Due to cancellation of admission of the candidate.
3. Due to cancellation of Hostel of the candidate
4. Due to upgradation from paid seat to regular seat, shift from one course to another course (carrying lower fee), migration of candidate from affiliated colleges/RGSC to Main campus (carrying lower fee).
5. Due to multiple payments at the time of fee deposition.

6. Any SC/ST student who was eligible for availing the facility of fee waiver but Failed to Produce the income certificate of his/her parents and submitted full fee of the course at time of his/her admission.

B. Refund Policy:

The refund policy of the University which has already been circulated to the concerned vide letter no RAc/Adm/II/2009-10/4560 dated 27 March, 2010 for making payment of any excess amount paid by the candidate(s) as fee at the time of their admission is as under:

- a) If the admitted student requests for withdrawal from the programme before the last date for admission/ fee deposit prescribed by the University, irrespective of commencement of classes of the course as also availability of candidates in the waitlist, the fee paid by the student may be refunded after deduction of a processing charge of Rs.1000.00 only.
- b) **However, if the student withdraws from the course/programme after the last date of admission, no fee shall be refunded.**
- c) The aforesaid guidelines may be applied on regular fee, special course fee and paid seat fee component(s) uniformly.
- d) **For Refund of any excess amount paid by the candidate(s) as fee through online admission/payment process at the time of their admission due to any one of the reasons is as under:**

1. **Multiple payments at the time of fee deposit:**

The refund of amount equal to the excess/extra fee paid by the candidate(s) may be made, where the fee paid by the candidates is deducted from the account of the candidate(s) and same has been deposited into account of the University but the confirmation could not be generated (i.e. during attempts for making payments of fee but failed due to communication error/technical error/network failure) at the candidates admission portal.

2. The refund of additional or excess amounts, if any, which has been generated due to upgradation from paid seat to regular seat, shift from one course to another course (carrying lower fee), shifting/migration of candidate(s) from affiliated colleges/RGSC to Main campus (carrying lower fee) and so on.

3. In case any SC/ST student who was eligible for availing the facility of fee waiver but Failed to Produce the income certificate of his/her parents and submitted full fee of the course at time of his/her admission. If, such SC/ST Students produces/submitted a valid income certificate issued by the appropriate competent authority prior to end of the academic session in which he/she was admitted, the concerned Dean of the Faculties/ Head of the Departments/ Principal of colleges/ Coordinators of Schools/Centres shall process the claim form by the way of drawing a bill for refund of nonrefundable component of his/her fee (through A.R. 37 Form) and submit it directly to the R.O. Finance/Account Section.

4. In case of cancellation of hostel allotment of any candidate(s), the process of refund of his/her hostel fee will be looked after the concerned Deans/HoDs/Principal/Coordinators through concerned Administrative Wardens of the Hostel. The concerned Dean of the Faculties/ Head of the Departments/ Principal of colleges/ Coordinators of Schools/Centres shall process the claim form by the way of drawing a bill for refund of nonrefundable component of his/her fee (through A.R. 37 Form) and submit it directly to the R.O. Finance/Account Section.

C. Process of Refund

1. All the refund related issues have to be resolved by 30 November 2018 by R.O. (Finance) Account Section in coordination with M/s. LSPL.
2. The candidate can download Claim-form from www.bhuonline.in only after the last date of admission declared by the University.

3. The candidate will submit filled in Claim-form to the concerned Department/Faculty/RGSC /College, where he/she is admitted, mentioning his/her particulars and mode to receive the refund, including Bank Details as per Claim Form.
 4. The Head of the Departments/Dean of the Faculties/RGSC/ Principal of different Colleges where the concerned candidate is admitted, will collect and verify all the Claim-forms in concern with the respective admission committees.
 5. All the so collected Claim-forms submitted by candidates in their offices, the concerned Deans of the Faculties/Head of the Departments/Principal of different colleges/Coordinators of Schools/Centres shall process the claim form by the way of drawing a bill (through A.R. 37 Form) and submit it directly to the R.O. Finance/Account Section for further processing for making the refunds.
 6. The R.O. Finance/Account Section will verify the entitlement of the candidate and amount claimed by a candidate for refund with the data (Bank statement or deposit statement) provided by M/s. LSPL and process and make the refund to the candidate as per his/her entitlement in the manner stated above as per details in Claim-form submitted by the respective candidate.
12. Only the local Court of Varanasi/Honorable High Court of Judicature at Allahabad/ Honorable Supreme Court of India shall have jurisdiction in case of any dispute relating to the provisional admission.

स्नातक प्रवेश हेतु बुलावा पत्र

विषय : आपके रैंक के अनुसार उपलब्ध सीटों के अधीन (पाठ्यक्रम का नाम), (कोड) में अस्थायी प्रवेश हेतु बुलावा-पत्र

प्रिय आवेदक

सहर्ष सूचित करना है कि यूईटी-2018 की योग्यता सूची के आधार पर आपके रैंक के अनुसार उपलब्ध सीट के अधीन शैक्षणिक सत्र 2018-19 हेतु (पाठ्यक्रम का नाम), (कोड) में सम्भाव्य अस्थायी प्रवेश हेतु काउंसलिंग के लिए आप उपस्थित हों। कृपया निम्नलिखित काउंसलिंग कार्यक्रम विवरण के अनुसार अध्यक्ष/संयोजक, प्रवेश समिति, (स्थान का नाम), काशी हिन्दू विश्वविद्यालय, वाराणसी के यहां सभी आवश्यक दस्तावेजों के साथ (नीचे पैरा-2 में सूचीबद्ध) व्यक्तिगत रूप से उपस्थित हों :

1	[पाठ्यक्रम का नाम] में प्रवेश हेतु काउंसलिंग	
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कृपया यह ध्यान रखें कि प्रवेश हेतु विचार किए जाने के लिए सभी आवश्यक दस्तावेजों के साथ उपरोक्त तिथि(यों) पर व्यक्तिगत रूप से आपको उपस्थित रहना आवश्यक है। यदि आप काउंसलिंग के लिए उपरोक्त तिथि(यों) को अपराह्न 4.00 बजे तक सभी आवश्यक दस्तावेजों के साथ व्यक्तिगत रूप से उपस्थित नहीं होते/होती हैं तथा जरूरी औपचारिकताएं पूरी नहीं करते/करती हैं तो अस्थायी प्रवेश हेतु आपका दावा निरस्त समझा जायेगा।

नोट :

- (i) कृपया ध्यान रहे कि जिस पाठ्यक्रम में आप प्रवेश लेना चाहते हैं उसके लिए काउंसलिंग हेतु बुलाए गए योग्य अभ्यर्थियों की संख्या उपलब्ध सीटों की तुलना में काफी अधिक है। अतएव, केवल बुलावा पत्र प्राप्त होने से ही आप अस्थायी प्रवेश के हकदार नहीं होंगे। उपलब्ध सीटों पर योग्य अभ्यर्थियों का प्रवेश केवल यूईटी-2018 की योग्यता सूची के आधार पर ही किया जाएगा। यदि प्रवेश-काउंसलिंग हेतु विचार किए जाने के समय कोई सीट रिक्त नहीं रहती है तो कोई भी योग्य अभ्यर्थी अस्थायी प्रवेश हेतु दावा नहीं करेगा।
- (ii) काउंसलिंग हेतु बुलाई गई तिथि को, अभ्यर्थी, यदि किन्हीं अपरिहार्य कारणों से उपस्थित नहीं होता/होती है तो उसे अवसर प्रदान करने हेतु प्रावधान किया गया है। ऐसे अभ्यर्थियों को संबंधित प्रवेश समिति के विवेकानुसार काउंसलिंग के लिए बुलाया जा सकता है बशर्ते कि वे संबंधित पाठ्यक्रम की काउंसलिंग अवधि के दौरान आए। किसी भी मामले में, किसी भी आवेदक को काउंसलिंग हेतु निर्धारित तिथि (संबंधित पाठ्यक्रम हेतु) के बाद किसी भी परिस्थिति में काउंसलिंग हेतु विचार नहीं किया जाएगा।
- (iii) केवल मुख्य परिसर की सीट हेतु काउंसलिंग के लिए बुलाए गए अभ्यर्थी संबंधित प्रवेश समिति के पूर्व अनुमोदन से संबद्ध महाविद्यालयों/रा.गां.द.प. की सीटों की काउंसलिंग (जो मुख्य परिसर की काउंसलिंग समाप्त होने के बाद ही की जाएगी) में भी शामिल हो सकते हैं। ऐसी स्थिति में, अभ्यर्थियों को संबद्ध महाविद्यालयों/रा.गां.द.प. के काउंसलिंग कार्यक्रम विवरण देखना चाहिए तथा संबद्ध महाविद्यालयों/रा.गां.द.प. हेतु काउंसलिंग शुरू होने के पहले दिन काउंसलिंग स्थान पर पूर्वाह्न 10.00 बजे रिपोर्ट करना चाहिए।
- (iv) चूंकि प्रवेश प्रक्रिया समयबद्ध है अतएव, अभ्यर्थियों को चाहिए कि वे काउंसलिंग अवधि के दौरान काउंसलिंग कार्यक्रम विवरण, पाठ्यक्रम आवंटन, छात्रावास आवंटन, शुल्क जमा करने की अंतिम तिथि तथा अन्य महत्वपूर्ण अद्यतन जानकारी के लिए प्रतिदिन विश्वविद्यालय के प्रवेश परीक्षा/काउंसलिंग पोर्टल (www.bhuonline.in) का अवलोकन करते रहें। यदि अभ्यर्थी इस पोर्टल का नियमित आधार

पर अवलोकन नहीं करते हैं तथा अद्यतन जानकारियां प्राप्त नहीं करते हैं तो इसके लिए विश्वविद्यालय किसी भी तरह के दावे के लिए जिम्मेदार नहीं होगा।

2. काउंसलिंग के समय आवश्यक दस्तावेजों की सूची

अस्थायी प्रवेश हेतु काउंसलिंग के समय प्रवेश समिति के समक्ष इसके अवलोकन तथा संवीक्षा/सत्यापन के लिए आपको निम्नलिखित मूल दस्तावेजों को प्रस्तुत करना होगा। इनमें से कोई भी दस्तावेज किसी भी स्थिति में प्रस्तुत न कर पाने पर अस्थायी प्रवेश हेतु अभ्यर्थन निरस्त कर दिया जाएगा।

क) अर्हता परीक्षा के अंकपत्र तथा पिछली सभी परीक्षाओं जैसे—हाई-स्कूल, इण्टरमीडिएट, स्नातक, परास्नातक (जैसी स्थिति हो)।

नोट :

(i) सामान्यतः केवल मूल अंकपत्र ही स्वीकार किया जाएगा तथापि, संबंधित परीक्षा लेने वाली संस्था द्वारा काउंसलिंग की तिथि तक यदि अंकपत्र जारी नहीं किया गया है तो अभ्यर्थी को इस आशय का हलफनामा प्रस्तुत करना होगा। परीक्षा लेने वाली संबंधित संस्था की वेबसाइट से डाउनलोड किए गए अंकपत्र (प्रवेश समिति द्वारा सत्यापन के अधीन), गोपनीय अंकपत्र या संबंधित विश्वविद्यालय के कुलसचिव/परीक्षा नियंता अथवा संबंधित बोर्ड के सचिव (यदि अर्हता परीक्षा सीनियर सेकेंडरी स्तर की है) द्वारा जारी अस्थायी परीक्षाफल भी प्रवेश के समय स्वीकार किए जाएंगे।

(ii) अर्हता परीक्षा के अंतिम वर्ष/अंतिम सेमेस्टर में शामिल होने वाले अभ्यर्थी जिन्हें प्रवेश परीक्षा में सशर्त शामिल होने की अनुमति दी गई थी उन्हें प्रवेश लेने के लिए काउंसलिंग के समय अर्हता परीक्षा का मूल अंक पत्र प्रस्तुत करना होगा। फिर भी, यदि इन अभ्यर्थियों को किसी पाठ्यक्रम में अस्थायी प्रवेश के लिए काउंसलिंग हेतु बुलाया गया है किंतु वे काउंसलिंग के समय न्यूनतम योग्यता की पुष्टि करने वाली अर्हता परीक्षा(ओं) (मुख्य या पूरक या पुनर्मूल्यांकन) का अंकपत्र प्रस्तुत नहीं कर पाते हैं तो भी उन्हें सशर्त प्रवेश की अनुमति दी जा सकती है बशर्ते कि :

क) अभ्यर्थी वचन देता/देती है कि वे 31 अक्टूबर, 2018 तक न्यूनतम अर्हता-संबंधी मूल अंकपत्र प्रस्तुत कर देंगे।

ख) अर्हता परीक्षा पाठ्यक्रम से संबंधी पिछली परीक्षा(ओं) के अंकपत्र से यह स्पष्ट हो कि अभ्यर्थी ने कम से कम कुल अंकों का न्यूनतम निर्धारित प्रतिशत अंक (50 प्रतिशत) प्राप्त कर लिए हैं (अर्हता परीक्षा की अंतिम वर्ष की परीक्षा/अंतिम सेमेस्टर की परीक्षा को छोड़कर)। अनुसूचित जाति/जन जाति के अभ्यर्थियों के लिए यह जरूरी नहीं है। फिर भी, आमतौर पर स्नातक पाठ्यक्रमों में प्रवेश के लिए अपेक्षित अर्हता परीक्षा 10+2 (सीनियर सेकेंडरी स्तर की) की स्थिति में यह जांच मानक (पैरा-बी) लागू नहीं होगा।

ग) यदि वे 31 अक्टूबर, 2018 तक अपेक्षित अंकपत्र प्रस्तुत नहीं कर पाते हैं तो उनका सशर्त प्रवेश निरस्त माना जाएगा और वे सशर्त प्रवेश के लिए जमा किए गए शुल्क की वापसी का दावा नहीं करेंगे।

(iii) जन्मतिथि की पुष्टि हेतु मैट्रिकुलेशन अथवा इसका समकक्ष प्रमाण-पत्र

(iv) यदि प्रवेश अनुसूचित जाति/जनजाति/ओबीसी संवर्ग के अंतर्गत लिया गया है तो सक्षम प्राधिकारी द्वारा जारी जाति प्रमाण-पत्र।

नोट : अनुसूचित जाति/जनजाति/ओबीसी संवर्ग के प्रत्येक अभ्यर्थी को जाति/समुदाय प्रमाण-पत्र की एक प्रति प्रस्तुत करनी होगी जिसमें यह उल्लेख हो कि अभ्यर्थी अनुसूचित जाति/जनजाति/ओबीसी समुदाय का है। यह प्रमाण-पत्र संबंधित जिला मजिस्ट्रेट से सत्यापन के अधीन होगा। अभ्यर्थी ध्यान रखें कि यदि वे अनुसूचित जाति/जनजाति/ओबीसी संवर्ग से संबंधित हैं तो उनकी जाति/जनजाति भारत सरकार की निर्दिष्ट अनुसूची में सूचीबद्ध हो। जाति प्रमाण-पत्र सरकार द्वारा अनुमोदित प्रारूप में होना चाहिए तथा उसमें (अ) उसकी जाति/जनजाति (ब) क्या वह अनुसूचित जाति/जनजाति/ओबीसी संवर्ग का है (स) उसके

सामान्य निवास का जिला तथा राज्य या संघ राज्य क्षेत्र (द) भारत सरकार की विनिर्दिष्ट अनुसूची जिसमें उसकी जाति/जनजाति अनुसूचित जाति/जनजाति/ओबीसी के रूप में अनुमोदित है, का स्पष्ट उल्लेख होना चाहिए। इसके अतिरिक्त, ओबीसी प्रमाण-पत्र में स्पष्ट रूप से उल्लिखित होना चाहिए कि अभ्यर्थी भारत सरकार के क्रीमी लेयर मानदंड से संबंधित नहीं है।

- (v) शुल्क माफी हेतु (अनुसूचित जाति/जनजाति के अभ्यर्थियों हेतु) आय सीमा : रु 2.00 लाख तक वार्षिक।
- (vi) ओबीसी प्रमाण-पत्र 01.07.2017 से पहले का जारी किया हुआ नहीं होना चाहिए। आगे, यदि ओबीसी प्रमाण-पत्र उक्त तिथि अर्थात् 01.07.2017 से पहले का जारी किया गया है तो अभ्यर्थी को अद्यतन ओबीसी प्रमाण-पत्र अथवा आय प्रमाण-पत्र जो 01.01.2018 के बाद का जारी किया गया हो, प्रस्तुत करने हेतु एक माह का समय दिया जा सकता है।
- (vi) यदि प्रवेश शारीरिक रूप से अक्षम संवर्ग के अंतर्गत लिया गया है तो सक्षम प्राधिकारी द्वारा जारी चिकित्सा प्रमाण-पत्र। अभ्यर्थी को बीएचयू द्वारा गठित चिकित्सा बोर्ड के समक्ष भी प्रस्तुत होना होगा। चिकित्सा बोर्ड के समक्ष प्रस्तुत होने की तिथि व समय की सूचना अभ्यर्थी को प्रवेश समिति द्वारा दी जाएगी।
- (vii) यदि प्रवेश कर्मचारी कोटा संवर्ग के अंतर्गत लिया गया है तो बी.एच.यू. तथा आई.आई.आई.टी. (बी.एच.यू.) के उन कर्मचारियों को जिनके स्थापना अभिलेख बी.एच.यू. के पास हैं, संयुक्त-कुलसचिव (प्रशासन-एलटीसी प्रकोष्ठ) द्वारा जारी एम्प्लॉई वार्ड सर्टिफिकेट प्रस्तुत करना होगा। आई.आई.आई.टी. (बी.एच.यू.) द्वारा सीधे नियोजित किये गए अन्य कर्मचारियों हेतु एम्प्लॉई वार्ड सर्टिफिकेट प्रस्तुत आई. आई.आई.टी. निदेशालय द्वारा जारी किया जायेगा।
- (viii) संबंधित प्रवेश परीक्षा-2018 में शामिल होने के लिए जारी किया गया मूल प्रवेश-पत्र
- (ix) अंतिम संस्थान जहां अध्ययन किया गया हो, द्वारा जारी चरित्र प्रमाण-पत्र
- (x) अंतिम संस्थान जहां अध्ययन किया गया हो, द्वारा जारी स्थानांतरण प्रमाण-पत्र

नोट : यदि कोई अभ्यर्थी किसी कारणवश स्थानांतरण प्रमाण-पत्र प्रस्तुत नहीं कर पाता है तो प्रवेश समिति अपने विवेक से स्थानांतरण प्रमाण-पत्र प्रस्तुत करने हेतु 31 अक्टूबर, 2018 तक का समय दे सकती है। स्थानांतरण प्रमाण-पत्र प्रस्तुत न कर पाने की स्थिति में प्रवेश निरस्त किया जा सकता है। अस्थायी प्रवेश लेने से पूर्व जिन अभ्यर्थियों ने अपने स्थानांतरण प्रमाण-पत्र प्रस्तुत नहीं किए हैं उन सभी को "यदि मैं अंतिम संस्थान जहां मैंने अध्ययन किया है, द्वारा जारी स्थानांतरण प्रमाण-पत्र 31 अक्टूबर, 2018 तक प्रस्तुत नहीं कर पाता हूँ तो मेरा अस्थायी प्रवेश निरस्त कर दिया जाए", वचन-पत्र देना होगा।

- (xi) अंतिम संस्थान जहाँ से अध्ययन किया गया हो, द्वारा जारी प्रवजन (माइग्रेशन) प्रमाण-पत्र

नोट : आपवादिक स्थिति में अभ्यर्थी को 31 अक्टूबर, 2018 तक प्रवजन (माइग्रेशन) प्रमाण-पत्र प्रस्तुत करने की अनुमति दी जा सकती है। कुछ संस्थान/विश्वविद्यालय/बोर्ड या तो स्थानांतरण प्रमाण-पत्र जारी करते हैं अथवा प्रवजन प्रमाण-पत्र, किंतु दोनों नहीं। ऐसी स्थिति में अभ्यर्थी के लिए जारी किया गया दोनों में से कोई एक प्रमाण-पत्र स्वीकार किया जाएगा तथा अभ्यर्थी को इस आशय का वचन देना होगा कि उनके संस्थान द्वारा स्थानांतरण अथवा प्रवजन प्रमाण-पत्र (जैसी भी स्थिति हो) जारी नहीं किया जाता है।

3 काउंसलिंग प्रक्रिया

विश्वविद्यालय द्वारा शैक्षणिक सत्र 2018-19 के लिए विभिन्न पाठ्यक्रमों में प्रवेश हेतु ऑनलाइन काउंसलिंग प्रक्रिया अपनायी जाएगी। काउंसलिंग के विभिन्न चरणों का निर्धारण निम्नानुसार किया जाएगा :

- i) बी.कॉम. (आनर्स), बी.एड. एवं बी.एससी. (कृषि) पाठ्यक्रमों को छोड़कर सभी स्नातक पाठ्यक्रमों हेतु बहुस्तरीय काउंसलिंग

स्नातक काउंसलिंग के अंतर्गत सम्मिलित पाठ्यक्रमों हेतु काउंसलिंग नीचे दिए गए क्रमिक ढंग से (बहुस्तरीय) की जाएगी। इस प्रक्रिया के अंतर्गत काउंसलिंग के प्रत्येक दिन के पश्चात् प्रवेश प्राप्त अभ्यर्थियों की सूची घोषित की जाएगी।

- **चार स्तरीय काउंसलिंग :** ऐसे नियमित पाठ्यक्रम, जिनमें पेड सीट के प्रावधान हैं तथा वर्तमान समय में मुख्य परिसर, सम्बद्ध महाविद्यालय और/अथवा रा.गां.द.प. द्वारा संचालित किए जा रहे हैं, में प्रवेश तीन चरणों में लिए जाएंगे। प्रथम चरण (पाठ्यक्रम में सीट की उपलब्धता के आधार पर यह 5-6 दिनों का हो सकता है) में नियमित शुल्क वाली मुख्य परिसर की सीटें भरी जाएंगी। नियमित शुल्क वाली सीटों के भर जाने के बाद दूसरे चरण में मुख्य परिसर (जहां उपलब्ध हो) में पेड सीटों पर प्रवेश हेतु काउंसलिंग (1-2 दिन) की जाएगी। तीसरे चरण में, संबद्ध कॉलेजों में नियमित सीटें भरे जाने के पश्चात् चौथे चरण में सम्बद्ध कॉलेजों तथा/अथवा रा.गां.द.प. में पेड सीटें भरी जाएंगी।

काउंसलिंग प्रक्रिया में निम्नलिखित चरण होंगे :

प्रथम चरण – काउंसलिंग हेतु बुलावा पत्र

- बी.कॉम. (आनसी), बी.एड. एवं बी.एससी. (कृषि) पाठ्यक्रमों को छोड़कर सभी स्नातक पाठ्यक्रमों हेतु बहुस्तरीय काउंसलिंग

अभ्यर्थियों ने जिस प्रकार प्रवेश परीक्षा का अपना बुलावा पत्र डाउनलोड किया था उसी तरह काउंसलिंग हेतु बुलावा पत्र डाउनलोड कर सकते हैं। चूंकि, स्नातक पाठ्यक्रमों हेतु काउंसलिंग कई चरणों (प्रत्येक प्रकार की सीट-मुख्य परिसर की नियमित सीट; मुख्य परिसर की पेड सीट; सम्बद्ध कॉलेजों की नियमित सीट; सम्बद्ध कॉलेजों/रा.गां.द.प. की पेड सीट हेतु एक चरण) में की जा रही है इसलिए ऐसे पाठ्यक्रमों हेतु काउंसलिंग के लिए बुलाए गए अभ्यर्थियों को एक से अधिक बुलावा पत्र जारी किए जा सकते हैं। अतएव, अभ्यर्थियों को सलाह दी जाती है कि उनके लिए जारी किए गए सभी बुलावा पत्र डाउनलोड करें तथा उसमें दिए गए काउंसलिंग विवरण के अनुसार शामिल हों।

काउंसलिंग के दौरान अभ्यर्थी तथा सीट के प्रकार (नियमित तथा पेड) हेतु अपनी वरीयता का चयन कर सकते हैं। अतएव, ऐसे पाठ्यक्रमों हेतु प्रवेश परीक्षा पोर्टल के स्टूडेंट साइट तथा प्रवेश समिति साइट पर दो वरीयता प्रविष्टि फार्म (पहला मुख्य परिसर की नियमित तथा पेड सीटों हेतु तथा दूसरा सम्बद्ध कॉलेज/रा.गां.द.प. हेतु) उपलब्ध हैं।

द्वितीय चरण – : ऑनलाइन वरीयता प्रविष्टि (काउंसलिंग की तिथि तक)

किसी पाठ्यक्रम में प्रवेश के लिए बुलाए गए प्रत्येक अभ्यर्थियों को निम्नलिखित आधार पर ऑनलाइन वरीयता प्रविष्टि पत्र भरना होगा :

- ऑनलाइन वरीयता प्रविष्टि हेतु प्रवेश परीक्षा पोर्टल (www.bhuonline.in) के कैंडिडेट्स सेगमेंट के 'प्रेफरेंस इंट्री' आइकन बटन पर क्लिक करें।
- ऑनलाइन वरीयता प्रविष्टि फार्म में दिए गए विभिन्न पाठ्यक्रम(मों) हेतु अपनी वरीयता दें। तथापि, कुछ पाठ्यक्रमों में कोई विकल्प नहीं होगा और पेज पहले से ही भरा हुआ टेक्स्ट बॉक्स सहित केवल एक ही पाठ्यक्रम दर्शाएगा।
- ऑनलाइन वरीयता प्रविष्टि फार्म में अर्हता परीक्षा में प्राप्त अंकों का प्रतिशत (दशमलव के दो स्थान तक) भरें।
- यदि इच्छुक हों तो पेड सीट का विकल्प भरें। फिर भी, पेड सीट वरीयता मेरिट के आधार पर केवल उन्हीं अभ्यर्थियों को आवंटित की जाएगी जो पेड सीट शुल्क (कुलसचिव, काशी हिन्दू विश्वविद्यालय के पक्ष में आहरित डिमांड ड्रॉफ्ट) के साथ पेड सीट के लिए काउंसलिंग की तिथि/समय पर व्यक्तिगत रूप से उपस्थित होंगे।
- भरे गए विवरण को सुरक्षित करें (सेव करें)

(vi) यदि एक से अधिक वरीयता प्रविष्टि फार्म (एक मुख्य परिसर के लिए तथा दूसरा सम्बद्ध महाविद्यालय/रा.गां. द.) हैं तो उपरोक्त तरीके से दोनों को पूरी तरह भरें।

नोट :

- i) अपना वरीयता क्रम सावधानीपूर्वक भरें। ऑनलाइन वरीयता पत्र का कोई भी भाग खाली न छोड़ें। यदि कोई भाग खाली है तो यह माना जाएगा कि अभ्यर्थी उस विकल्प के लिए इच्छुक नहीं है। अभ्यर्थी को काउंसलिंग के दिन (दस्तावेजों के सत्यापन से पूर्व) ऑनलाइन वरीयता प्रविष्टि फार्म में दर्ज की गई प्रविष्टि में परिवर्तन करने का एक दूसरा अवसर प्राप्त होगा।
- (ii) कुछ पाठ्यक्रमों में चयन का विकल्प नहीं होगा। इस स्थिति में केवल अंकों का प्रतिशत और दूसरी आवश्यक सूचनाएं भरें।

तृतीय चरण – : काउंसलिंग के दिन का क्रिया-कलाप

बुलावा पत्र में उपस्थिति तिथि, काउंसलिंग का समय और स्थान का उल्लेख होगा जहां काउंसलिंग के लिए आपको उपस्थित रहना होगा। कृपया निर्धारित तिथि व समय पर अपनी उपस्थिति सुनिश्चित करें। काउंसलिंग स्थान पर पहुंचने के बाद आपको निम्नलिखित कदम उठाने होंगे :

- a) इस बुलावा पत्र में दी गई तिथि व समय पर काउंसलिंग स्थान पर पहुंचें। काउंसलिंग केन्द्र/स्थान के प्रभारी से संपर्क करें और काउंसलिंग केन्द्र के प्रभारी के पास उपलब्ध उपस्थिति पत्रक पर अपने हस्ताक्षर करें।
- b) उपलब्ध आनर्स/पाठ्यक्रम संयोजन, स्थान, शुल्क संरचना, छात्रावासों की उपलब्धता इत्यादि के बारे में काउंसलिंग केन्द्र/स्थान पर मौजूद अध्यापक-काउंसलर से जानकारी प्राप्त करें। यदि आप अपनी वरीयता (आप द्वारा पहले ऑनलाइन भरे गए) में परिवर्तन करना चाहते हैं तो इस चरण में कर सकते हैं। वरीयता प्रविष्टि पत्र पूर्ण हो जाने के बाद इसका मुद्रित रूप निकालें, इस पर हस्ताक्षर करें और जरूरी कागजातों के साथ सत्यापन डेस्क पर जमा करें। काउंसलिंग तिथि पर एक बार अभ्यर्थी द्वारा वरीयता प्रविष्टि पत्र पर हस्ताक्षर करने व इसकी पुष्टि कर दिए जाने पर इसे अंतिम माना जाएगा और बाद में इसमें कोई बदलाव नहीं किया जा सकेगा। प्रवेश परीक्षा में प्राप्त योग्यता क्रम तथा अभ्यर्थी द्वारा भरे गए वरीयता क्रम व सीटों की उपलब्धता के आधार पर सीटों का आवंटन कंप्यूटर द्वारा किया जाएगा।

नोट : यदि आरक्षित संवर्ग के मेधावी अभ्यर्थी को काउंसलिंग के लिए सामान्य श्रेणी के अभ्यर्थियों के साथ बुलाया जाता है तो उसकी अपनी श्रेणी के लिए आरक्षित सीटों पर उसका दावा बरकरार रहेगा।

- c) यदि आपको छात्रावास सुविधा की आवश्यकता है तो कृपया वरीयता प्रविष्टि पत्र में इसका उल्लेख करें। संबंधित प्रवेश समिति काउंसलिंग के समय छात्रावास आवंटन हेतु आपकी योग्यता का निर्धारण करेगी। छात्रावास का आवंटन भी पूरी तरह सीटों की उपलब्धता व योग्यता सूची के आधार पर किया जाएगा।

- d) संबंधित प्रवेश समिति आपके सत्यापित दस्तावेजों (छायाप्रति) का सेट रखेगी।

- e) आपका प्रवेश सुनिश्चित करने हेतु पहले एवं बाद के दौर के परिणाम घोषित किए जाने तथा समयबद्ध अनुवर्ती क्रिया-कलाप की तिथि (ऑनलाइन प्रवेश शुल्क का भुगतान इत्यादि) के बारे में संबंधित प्रवेश समिति से पूछताछ की जरूरत होगी।

- f) आपको इस चरण के बाद जाने की अनुमति होगी। अपना प्रवेश सुनिश्चित करने हेतु आपको निम्नलिखित का पालन करना होगा।

चतुर्थ चरण – : प्रवेश सूची की घोषणा

स्नातक काउंसलिंग संबंधित प्रवेश समिति सामान्यतः प्रत्येक काउंसलिंग के दिन अपराह्न 6.00–8.00 बजे के बीच प्रवेश सूची जारी/प्रकाशित करेगी।

अभ्यर्थी अपनी काउंसलिंग के दिन सायं 6.00 बजे के बाद अपने पोर्टल पर कोर्स एलोकेशन पेज देखें। यदि अभ्यर्थी को अस्थायी प्रवेश मिला है तो एलोकेशन पेज पर दी गई अंतिम समय सीमा (जो सामान्यतः अगले दिन सायं 6.00 बजे तक होगी) से पूर्व प्रवेश शुल्क जमा करें अन्यथा प्रवेश निरस्त मान लिया जायेगा।

महत्वपूर्ण नोट : चूँकि परिणाम काउंसलिंग के प्रत्येक दिन अपराह्न 6.00-8.00 बजे के बीच घोषित किए जाएंगे, अतः सभी अभ्यर्थियों से अपेक्षित है कि वे पाठ्यक्रम आवंटन पेज पर अपने प्रवेश की स्थिति का अवलोकन करें क्योंकि जिन्होंने प्रवेश सूची जारी होने पर पहले दौर के पश्चात प्रवेश ले लिया है, उन्हें उनकी उच्चतर वरीयता का पाठ्यक्रम प्राप्त हो सकता है और जो काउंसलिंग तिथि को प्रतीक्षा सूची में हैं उन्हें पिछले चरण में रिक्त हुई सीटों पर प्रवेश लेने का अवसर प्राप्त हो सकता है। यदि आरंभिक प्रतीक्षा सूची के अभ्यर्थियों को बाद के चरण की प्रवेश सूची घोषित होने पर प्रवेश का अवसर प्राप्त होता है तो उन्हें भी अगले दिन अपराह्न 6 बजे तक निर्धारित शुल्क जमा करना होगा।

नोट : पहले दौर की प्रवेश सूची घोषित होने के बाद जिन्होंने अपना प्रवेश सुरक्षित कर लिया है वे अपनी वरीयता के पाठ्यक्रम में उच्चिकृत हो सकते हैं तथा जो प्रतीक्षा सूची में हैं उन्हें पिछले दौर में छूटी हुई/वापस ली गई सीटों के कारण प्रवेश का प्रस्ताव प्राप्त हो सकता है। इसके लिए वे अद्यतन पाठ्यक्रम आवंटन की स्थिति जानने के लिए प्रतिदिन पोर्टल देखें। यदि बाद की प्रवेश सूची घोषित होने पर शुरुआती प्रतीक्षा सूची के अभ्यर्थियों को प्रवेश के प्रस्ताव प्राप्त होते हैं तो उन्हें भी पाठ्यक्रम आवंटन पृष्ठ पर उल्लिखित शुल्क भुगतान हेतु निर्धारित समय सीमा के भीतर प्रवेश शुल्क जमा करना होगा।

पंचम चरण — : प्रवेश शुल्क के भुगतान की विधि

प्रवेश शुल्क के भुगतान के निम्नलिखित तरीके उपलब्ध होंगे :

1. पोर्टल पर उपलब्ध पेमेंट गेटवे के माध्यम से ऑनलाइन भुगतान (डेबिट कार्ड/क्रेडिट कार्ड/नेट बैंकिंग द्वारा)
2. कैंडीडेट्स पोर्टल के पेमेंट पेज से डाउनलोड चालान के माध्यम से बीएचयू परिसर में स्थापित आईसीआईसीआई/एचडीएफसी बैंक के विस्तार पटल पर प्रवेश शुल्क का नगद भुगतान।

नोट :

अ) ऑनलाइन भुगतान और चालान "कोर्स एलोकेशन" पेज से डाउनलोड किया जा सकता है।

ब) यदि आप प्रस्तावित पाठ्यक्रम में अस्थायी प्रवेश लेने के इच्छुक हैं तो प्रवेश संबंधी प्रस्ताव में दिए गए शुल्क का निर्धारित समय-सीमा के भीतर भुगतान करें (कोर्स एलोकेशन पेज पर दर्शाया गया है)। यदि आपको किसी विशेष अध्ययन पाठ्यक्रम में अथवा पेड सीट पर प्रवेश दिया गया है तो आपको पाठ्यक्रम के नियमित शुल्क के अलावा विशेष पाठ्यक्रम/पेड सीट शुल्क का भी अलग से भुगतान करना होगा।

स) यदि अभ्यर्थी प्रस्तावित पाठ्यक्रम में अस्थायी प्रवेश लेने के इच्छुक हैं तो प्रवेश संबंधी प्रस्ताव में दिए गए शुल्क का निर्धारित समय-सीमा के भीतर भुगतान करें (कोर्स एलोकेशन पेज पर दर्शाया गया है)। यदि अभ्यर्थियों को किसी विशेष अध्ययन पाठ्यक्रम में अथवा पेड सीट पर प्रवेश दिया गया है तो उन्हें पाठ्यक्रम के नियमित शुल्क के अलावा विशेष पाठ्यक्रम/पेड सीट शुल्क (नकद या ऑनलाइन) का भी अलग से भुगतान करना होगा।

द) अभ्यर्थी का किसी पाठ्यक्रम में अस्थायी प्रवेश तभी मान्य होगा जब वह निर्धारित शुल्क का भुगतान कर दिया हो। यदि आप उपरोक्त तरीकों से दी गई समय-सीमा के भीतर निर्धारित शुल्क का भुगतान नहीं करते हैं तो विश्वविद्यालय के पाठ्यक्रम में प्रवेश लेने का आपका दावा समाप्त समझा जायेगा। निर्धारित शुल्क का सफलतापूर्वक भुगतान करने पर अभ्यर्थी के पोर्टल के अप्लीकेशन पेज में पेमेंट आईडी प्रदर्शित होगी। साथ ही यह पोर्टल की प्रवेश समिति साइट पर प्रविष्ट सूची में प्रदर्शित होगी।

छठा चरण — : प्रवेश पत्र डाउनलोड करना

संबंधित पाठ्यक्रम में प्रवेश समाप्त हो जाने के बाद ही अभ्यर्थी अपने पोर्टल से प्रवेश पत्र डाउनलोड कर सकता है। प्रवेश पत्र में विश्वविद्यालय में कक्षाओं में शामिल होने की तिथि और साथ में लाए जाने वाले दस्तावेजों का उल्लेख होगा।

सप्तम चरण - : छात्रावास आवंटन

छात्रावास में सीमित संख्या में सीटें उपलब्ध हैं जो आपके वरीयता क्रम के अनुसार छात्रावास आवंटन हेतु आपकी योग्यता के अनुसार आवंटित की जाएगी। ऑनलाइन वरीयता प्रविष्टि फार्म में आपको छात्रावास सुविधा की आवश्यकता का उल्लेख करना पड़ेगा। प्रवेश समिति आपकी योग्यता के आधार पर पाठ्यक्रम में आपके प्रवेश के पश्चात् छात्रावास आवंटित कर सकती है। आप छात्रावास आवंटन स्टेटस अपने पोर्टल (लाग-इन करने के बाद) पर 'हास्टल एलाटमेंट' आइकन पर क्लिक करके चेक कर सकते हैं। यदि स्टेटस 'हास्टल एलाटेड' दर्शाता है तो ऊपर दिए गए तरीकों में से किसी एक द्वारा छात्रावास शुल्क का यथाशीघ्र निर्धारित समयसीमा के भीतर भुगतान करें (उसी तरह से जिस तरह प्रवेश शुल्क का भुगतान किया गया है)। अन्यथा यह माना जाएगा कि छात्रावास सुविधा लेने हेतु आप इच्छुक नहीं हैं और छात्रावास आवंटन का प्रस्ताव निरस्त समझा जायेगा तथा इस तरह से बची हुई सीट वरीयता क्रम में अगले अभ्यर्थी को दे दी जाएगी।

4 पेड सीट के अंतर्गत प्रवेश

- कुछ पाठ्यक्रमों में कुल सीटों का अधिकतम 15 प्रतिशत तक 'पेड सीट' (अतिरिक्त) का प्रावधान है। पेड सीट पर प्रवेश नियमित शुल्क की सीट भर जाने के बाद ही होगा।
- अभ्यर्थी द्वारा पेड सीट के विकल्प का चयन वरीयता प्रविष्टि के दौरान अथवा बाद में बुलावा पत्र में दी गई पेड सीट काउंसलिंग तिथि पर स्वयं की उपस्थिति द्वारा किया जाएगा।
- पेड सीट में प्रवेश लेने के इच्छुक सभी अभ्यर्थियों को बुलावा पत्र में दी गई पेड सीट हेतु निर्धारित काउंसलिंग तिथि को अपराह्न 4.00 बजे तक स्वयं उपस्थित होना होगा। पेड सीट का आवंटन मेरिट के आधार पर उन अभ्यर्थियों के बीच किया जाएगा जो पेड सीट हेतु निर्धारित काउंसलिंग तिथि पर पेड सीट शुल्क के साथ व्यक्तिगत रूप से उपस्थित होंगे।

5 अपग्रेडेशन एवं लॉकिंग नियम :

द्वितीय और/अथवा आगामी प्रवेश सूची(सूचियों) में पुनः व्यवस्था : अभ्यर्थी वरीयता प्रविष्टि चरण में अपने पाठ्यक्रम की वरीयता (जहां विकल्प उपलब्ध हैं) प्रविष्टि किये होंगे। यदि शुल्क भुगतान की समय सीमा समाप्त होने पर (पहले चरण का परिणाम घोषित होने पर उच्चतर मेरिट धारण करने वाले अभ्यर्थियों द्वारा प्रवेश न लेने के कारण, इत्यादि) पहले चरण में सीटें खाली रह जाती हैं तो यह सुनिश्चित करने के लिए कि आरम्भ में किसी अभ्यर्थी को उसके निम्नतर वरीयता का आवंटित पाठ्यक्रम की जगह पर उच्चतर वरीयता का पाठ्यक्रम आवंटित होने का अवसर प्राप्त हो सके, मॉड्यूल विकसित किया गया है। तदनुसार, आरम्भिक आवंटन के पश्चात् अभ्यर्थी द्वारा काउंसलिंग के समय दिये गये वरीयता के आधार पर पाठ्यक्रम विकल्प में परिवर्तन किया जा सकता है। पुनः व्यवस्था प्रक्रिया अभ्यर्थी को उनके द्वारा भरे गये वरीयता क्रम में उच्चतर पाठ्यक्रम के लिए केवल तभी उपलब्ध होगी, जब उसने अपने मेरिट के अनुसार प्रवेश शुल्क का भुगतान अन्तिम समय सीमा के भीतर प्रारम्भिक आवंटन के लिए कर दिया हो।

पाठ्यक्रम आवंटन लॉक करना : यदि अभ्यर्थी प्रारम्भ में आवंटित पाठ्यक्रम (पहले चरण की काउंसलिंग के बाद) में कोई परिवर्तन नहीं चाहता/चाहती है तो इसका तात्पर्य यह है कि वे उपरोक्त पुनः व्यवस्था प्रक्रिया से पृथक् रहना चाहते हैं। यदि अभ्यर्थी किसी चरण की प्रवेश सूची घोषित होने के बाद पाठ्यक्रम आवंटन से संतुष्ट है तो वह तत्काल रजिस्टर्ड ई-मेल आई.डी. द्वारा संबंधित प्रवेश समिति के संयोजक को पाठ्यक्रम आवंटन लॉक करने

हेतु ई-मेल करेगा/करेगी। यदि कोई अभ्यर्थी उक्त तरीके से आवंटन लॉक करता/करती है तो उसे पुनः व्यवस्था प्रक्रिया से अलग कर दिया जायेगा।

तथापि, किसी पाठ्यक्रम आवंटन के लॉकिंग का विकल्प उस दिन अपराह्न 2.00 बजे तक उपलब्ध होगा जब उसके ठीक अगले चरण की प्रवेश सूची जारी होने वाली होगी। किसी पाठ्यक्रम आवंटन की लॉकिंग उस पाठ्यक्रम में प्रवेश के बाद केवल तभी की जा सकती है जब उस पाठ्यक्रम के लिए प्रवेश शुल्क का भुगतान निर्धारित समय सीमा के भीतर कर दिया गया हो।

नोट :

- (i) यदि अभ्यर्थी उपरोक्त निर्धारित समय सीमा के भीतर संबंधित प्रवेश समिति को ई-मेल नहीं करता है तो पाठ्यक्रम आवंटन की लॉकिंग हेतु अनुरोध स्वीकार नहीं किया जाएगा।
- (ii) किसी पाठ्यक्रम आवंटन के लॉकिंग का विकल्प उस दिन अपराह्न 2.00 बजे तक उपलब्ध होगा जब उसके ठीक अगले चरण की प्रवेश सूची जारी होने वाली होगी। किसी पाठ्यक्रम आवंटन की लॉकिंग उस पाठ्यक्रम में प्रवेश के बाद केवल तभी की जा सकती है जब उस पाठ्यक्रम के लिए प्रवेश शुल्क का भुगतान निर्धारित समय सीमा के भीतर कर दिया गया हो।
- (iii) प्रत्येक अभ्यर्थी को यह सलाह दी जाती है कि वरीयता प्रविष्टि प्रपत्र में पाठ्यक्रम की वरीयता भरते समय सावधानी बरतें क्योंकि प्रवेश समिति के संयोजक को विधिवत हस्ताक्षरित वरीयता प्रविष्टि प्रपत्र प्रस्तुत करने के बाद पाठ्यक्रम आवंटन लॉक करने पर और उसके बाद कम्प्यूटरीकृत ऑनलाइन प्रवेश मॉड्यूल द्वारा ऑनर्स विषय के साथ विषय समूह आवंटित हो जाने पर पाठ्यक्रम के अवधि के दौरान इन्हे किसी भी परिस्थिति में नहीं बदला जायेगा।

6 महत्वपूर्ण सामान्य सूचनाएं

अभ्यर्थियों को अस्थायी प्रवेश हेतु नीचे दी गई सामान्य सूचनाओं और शर्तों को ध्यानपूर्वक पढ़ना चाहिए जिनका अनुपालन न करने पर उनका प्रवेश निरस्त समझा जायेगा।

1. अभ्यर्थी ध्यान दें :

- i) काउंसलिंग हेतु बुलावा पत्र में रिपोर्टिंग स्थान का उल्लेख किया गया है। अभ्यर्थी को उल्लिखित तिथि व समय पर संबंधित कार्यालय में पहुंचना चाहिए।
 - ii) संकायों/महिला महाविद्यालय/सम्बद्ध महाविद्यालयों/राजीव गांधी दक्षिणी परिसर, बरकछा, मिर्जापुर में किसी पाठ्यक्रम में प्रवेश मेरिट तथा अभ्यर्थी के चयन के आधार पर किया जाएगा।
2. काउंसलिंग के लिए बुलाए गए महिला अभ्यर्थियों के माता-पिता/अभिभावक की उपस्थिति वांछनीय है।
 3. अस्थायी प्रवेश की जरूरी औपचारिकताओं के पूरा होने में 2-3 दिन लग सकता है। तदनुसार, बाहर के अभ्यर्थियों से अपेक्षित है कि वे उक्त अवधि तक वाराणसी में ठहरने की अपनी व्यवस्था के साथ आएँ।
 4. बीएचयू कर्मचारी कोटा संवर्ग के अभ्यर्थियों से अपेक्षित है कि वे संयुक्त कुलसचिव (प्रशासन-एलटीसी प्रकोष्ठ) द्वारा विधिवत हस्ताक्षरित व निर्धारित प्रारूप में जारी 'एम्प्लॉई वार्ड सर्टिफिकेट' प्रस्तुत करें। इसके लिए अभ्यर्थियों को चाहिए कि बुलावा पत्र प्राप्त होने के तत्काल बाद वे संयुक्त कुलसचिव (प्रशासन-एलटीसी प्रकोष्ठ) के यहां आवेदन करें।

5. किसी अभ्यर्थी का संबंधित अध्ययन पाठ्यक्रम में अस्थायी प्रवेश विश्वविद्यालय द्वारा समय-समय पर निर्धारित अध्यादेशों, नियमों व विनियमों के अधीन होगा।
6. छात्रावास सुविधा की गारंटी नहीं है। फिर भी, उपलब्ध होने पर यह पूरी तरह से संबंधित प्रवेश परीक्षा-2018 की वरीयता सूची के आधार पर उन छात्रों को छोड़कर जो वाराणसी शहर में अथवा इसके आस-पास निवास करते हैं, आवंटित की जाएगी। केवल अस्थायी प्रवेश पा लेने मात्र से ही कोई विद्यार्थी विश्वविद्यालय के छात्रावास में सीट पा लेने का हकदार नहीं होगा।
7. संबंधित अध्ययन पाठ्यक्रमों की कक्षाओं के प्रारंभ होने की तिथि विश्वविद्यालय द्वारा निर्धारित समय सारिणी के अनुसार होगी। इसके बारे में जब आप काउंसलिंग के लिए आएंगे तो संकाय/विभाग/विद्यालय से सुनिश्चित करें।
8. प्रवेश हेतु अस्थायी रूप से चयनित अभ्यर्थियों को दी गई समय सीमा के भीतर निर्धारित शुल्क जमा करना होगा। अन्यथा अस्थायी प्रवेश हेतु उनका दावा समाप्त मान लिया जायेगा। अनुसूचित जाति/जनजाति संवर्ग के अभ्यर्थी (जिनके माता-पिता/अविभाजक की वार्षिक आय 2 लाख से अधिक न हो) दशमोत्तर छात्रवृत्ति/उच्च श्रेणी छात्रवृत्ति के लिए अर्ह हैं और उन्हें निर्धारित नियमित शुल्क घटक के अप्रतिदेय (नान-रिफंडेबल) शुल्क का भुगतान करने की आवश्यकता नहीं है। उन्हें केवल अप्रतिदेय संघटक (जमानत राशि) का भुगतान करने की आवश्यकता है। तथापि, ऐसे अर्ह अभ्यर्थियों को **अनुलग्नक-ए** के अनुसार इस आशय का एक अंडरटेकिंग/कांट्रैक्ट बांड प्रस्तुत करना होगा कि जैसे ही उनके खाते में छात्रवृत्ति की राशि आ जाएगी वे विश्वविद्यालय में शुल्क जमा कर देंगे। तदनुसार, उक्त संवर्ग के भावी अभ्यर्थी जो यह सुविधा प्राप्त करना चाहते हैं, उनसे अपेक्षित है कि वे प्रवेश के समय सक्षम प्राधिकारी द्वारा जारी इस आशय का जाति प्रमाण-पत्र तथा आय प्रमाण-पत्र प्रस्तुत करें।
9. कुष्ठ प्रभावित व्यक्तियों पर आश्रित अभ्यर्थियों को नियमित शुल्क के अप्रतिदेय (नान-रिफंडेबल) अंश में छूट दी जायेगी। तदनुसार, अस्थायी प्रवेश के लिए उक्त सुविधा प्राप्त करने के इच्छुक अभ्यर्थियों से अपेक्षित है कि वे काउंसलिंग के समय सरकारी जिला चिकित्सालय द्वारा जारी इस आशय का प्रमाण-पत्र प्रस्तुत करें कि उनके माता/पिता (यूईटी फार्म में दिए गए विवरण के अनुसार) कुष्ठ प्रभावित व्यक्ति हैं।
10. **पंजीयन :** सभी नवप्रवेशी छात्रों को 31 अक्टूबर, 2018 तक स्वयं का पंजीयन अवश्य करा लेना चाहिए। पंजीयन के लिए केवल मूल दस्तावेज (अर्हता परीक्षा का अंकपत्र, हाई स्कूल का अंक पत्र/प्रमाण-पत्र, स्थानांतरण प्रमाण-पत्र और/अथवा प्रवजन प्रमाण-पत्र) स्वीकार किए जाएंगे। यदि अस्थायी रूप से प्रवेश लिया अभ्यर्थी 31 अक्टूबर, 2018 तक उक्त दस्तावेज प्रस्तुत नहीं कर पाता है तो उसका प्रवेश तत्काल निरस्त मान लिया जायेगा।

11. **शुल्क वापसी:**

यह एक प्रक्रिया है जिसके द्वारा उन पात्र अभ्यर्थियों को जिन्होंने प्रवेश के दौरान अत्यधिक राशि जमा कर दी है, को अतिरिक्त धनराशि वापस की जाती है।

(अ) **शुल्क वापसी के मामले:**

1. अभ्यर्थी द्वारा प्रवेश वापस लेने पर।
2. अभ्यर्थी का प्रवेश निरस्त होने पर।

3. अभ्यर्थी की छात्रावास सुविधा निरस्त होने पर।
4. पेड सीट से नियमित सीट पर अपग्रेडेशन के कारण प्रवेश होने पर, एक पाठ्यक्रम से दूसरे पाठ्यक्रम (कमतर शुल्क के) में प्रवेश होने पर अथवा अभ्यर्थी का सम्बद्ध महाविद्यालयों/रा.गा.द.प. से मुख्य परिसर (कमतर शुल्क के) में प्रवजन।
5. शुल्क अदायगी के समय एक बार से अधिक की अदायगी होने जाने पर।
6. ऐसे अनुसूचित जाति/जनजाति के अभ्यर्थी जो शुल्क माफी के लिए अर्ह थे परन्तु आयकर प्रमाण पत्र प्रस्तुत न कर पाने के कारण प्रवेश के लिए पूरी फीस जमा कर दिये।

(ब) शुल्क वापसी नीति:

अभ्यर्थी/अभ्यर्थियों द्वारा प्रवेश प्रक्रिया के दौरान जमा की गयी अतिरिक्त धनराशि की वापसी हेतु दिनांक 27 मार्च, 2010 के पत्रांक— आर.ए.सी./ए.डी.एम./॥/2009-10/4560 द्वारा जारी परिपत्र के माध्यम से विश्वविद्यालय ने शुल्क वापसी नीति पहले से ही सभी संबंधितों को परिचालित किया किया है जो निम्नवत् है—

- a) यदि प्रवेश प्राप्त छात्र विश्वविद्यालय द्वारा निर्धारित प्रवेश/शुल्क जमा करने की अन्तिम तिथि से पूर्व पाठ्यक्रम से अपना नाम वापस लेने का अनुरोध करता है तो उस पाठ्यक्रम की कक्षाये शुरू होने तथा प्रतिक्षा सूची में अभ्यर्थियों की उपलब्धता के होते हुए भी अभ्यर्थी को उसके द्वारा जमा किये गए शुल्क में से रु. 1000 प्रक्रिया शुल्क के तौर पर कटौती कर उसे वापस किया जायेगा।
- b) यदि छात्र प्रवेश की अंतिम तिथि के पश्चात् पाठ्यक्रम से अपना नाम वापस लेना चाहता है तो उसे कोई शुल्क वापस नहीं किया जायेगा।
- c) उपरोक्त दिशा निर्देश नियमित शुल्क/विशेष पाठ्यक्रम शुल्क और पेड सीट शुल्क के मामलों में समान रूप से लागू होंगे।
- d) अभ्यर्थी द्वारा अपने प्रवेश के समय शुल्क के रूप में ऑनलाइन प्रवेश/भुगतान प्रक्रिया के अन्तर्गत भुगतान की गयी किसी भी अत्यधिक राशि निम्नलिखित में किसी भी एक कारणवश वापस की जा सकती है।

प्रवेश के समय अभ्यर्थी द्वारा ऑनलाइन प्रवेश/भुगतान प्रक्रिया के माध्यम से किसी भी अत्यधिक राशि का भुगतान किए जाने पर उसकी वापसी निम्नलिखित में से किसी एक कारण होने पर की जायेगी:

1 शुल्क जमा करने के समय एकाधिक बार भुगतान:

जहां अभ्यर्थी द्वारा भुगतान किया गया शुल्क की कटौती अभ्यर्थी के खाते से हो गयी हो और वह विश्वविद्यालय के खाते में जमा हो चुके हो किन्तु अभ्यर्थी के पोर्टल पर इसकी पुष्टि न हुई हो (अर्थात् शुल्क भुगतान करते समय संप्रेषण त्रुटि/तकनीकी त्रुटि/नेटवर्क फेल होने के कारण) तो ऐसी दशा में अभ्यर्थी द्वारा भुगतान की गयी शुल्क की अत्यधिक/अतिरिक्त राशि उसे वापस की जायेगी।

2 पेड सीट से नियमित सीट हेतु उच्चीकरण, एक पाठ्यक्रम से दूसरे पाठ्यक्रम (कमतर शुल्क) में परिवर्तन, संबंध महाविद्यालय/रा.गा.द.प. से मुख्य परिसर में स्थानान्तरण तथा अन्य कारण से अत्यधिक/अतिरिक्त शुल्क की कटौती हो जाने पर इसकी वापसी।

3 अनुसूचित जाति/जन जाति के विद्यार्थी के मामले में जो शुल्क माफी के लिए अर्ह था किन्तु प्रवेश के समय अपने माता-पिता की आय का प्रमाण पत्र प्रस्तुत नहीं कर पाया था। यदि ऐसा अनुसूचित जाति/जन जाति का विद्यार्थी शैक्षिक सत्र जिसमें वह प्रविष्ट हुआ था की समाप्ती से पूर्व सक्षम प्राधिकारी द्वारा जारी वैध आय प्रमाण पत्र प्रस्तुत कर देता है तो संबंधित संकाय प्रमुख/विभागाध्यक्ष/महाविद्यालयों के प्राचार्य/स्कूल/केन्द्रों के समन्वयक उसके शुल्क के अप्रतिदेय संघटक (ए.आर. 37 प्रपत्र द्वारा) की वापसी हेतु बिल आर्हण द्वारा दावा प्रपत्र की प्रोसेसिंग करेंगे और इसे आर.ओ. वित्त/लेख अनुभाग को सीधे भेजेंगे।

4 किसी अभ्यर्थी(अभ्यर्थियों) के छात्रावास आवंटन रद्द होने की स्थिति उसके छात्रावास शुल्क की वापसी का मामला संबंधित छात्रावास के प्रशासनिक संरक्षक के माध्यम से संबंधित संकाय प्रमुख/विभागाध्यक्ष/प्राचार्य/समन्वयक देखेंगे। संबंधित संकाय प्रमुख/विभागाध्यक्ष/ महाविद्यालयों के प्राचार्य/स्कूलों/केन्द्रों के समन्वयक उसके शुल्क के अप्रतिदेय संघटक की वापसी हेतु (ए.आर. 37 प्रपत्र के माध्यम से) बिल आहरण के द्वारा प्रपत्र की प्रोसेसिंग करेंगे और इसे आर.ओ. वित्त/लेख अनुभाग को सीधे भेजेंगे।

(स) शुल्क वापसी की प्रक्रिया:

1. शुल्क वापसी संबंधी समस्त मामले कुलसचिव कार्यालय (वित्त), लेख अनुभाग द्वारा मे. एल. एस. पी. एल. के साथ मिलकर 30 नवम्बर, 2018 तक सुलझाने हैं।
2. अभ्यर्थी दावा प्रपत्र विश्वविद्यालय द्वारा प्रवेश की अंतिम तिथि घोषित किये जाने के बाद ही www.bhuonline.in से डाउनलोड कर सकते हैं।
3. अभ्यर्थी दावा प्रपत्र में अपना विवरण, शुल्क वापस पाने का माध्यम, बैंक संबंधी विवरण आदि भरकर संबंधित विभाग/संकाय/रा.गां.द.प./महाविद्यालय को प्रस्तुत करेगा जहां वह अध्ययनरत है।
4. जहां पर अभ्यर्थी को प्रवेश दिया गया है, वहां के विभागाध्यक्ष/संकाय प्रमुख/रा.गां.द.प. विभिन्न महाविद्यालयों के प्राचार्य सभी दावा प्रपत्रों को एकत्र कर संबंधित प्रवेश समिति के साथ परामर्श कर उनका सत्यापन करेंगे।
5. संबंधित विभागाध्यक्ष/संकाय प्रमुख/विभिन्न महाविद्यालयों के प्राचार्य/केन्द्रों के समन्वयक अपने कार्यालय में अभ्यर्थियों द्वारा प्रस्तुत किये गए तथाकथित समस्त दावा प्रपत्रों का बिल आहरण (ए. आर. 37 के माध्यम से) द्वारा प्रक्रियागत करेंगे और इसे शुल्क वापसी प्रोसेसिंग के लिए सीधे आर. ओ. (वित्त) के लेखा अनुभाग को भेजेंगे।
6. आर.ओ. वित्त/लेखा अनुभाग अभ्यर्थियों की पात्रता आरै उनके द्वारा किये गए दावे की राशि वापसी हेतु मे. एल.एस.पी.एल. द्वारा प्रदत्त आंकड़ा (बैंक विवरण या जमा विवरण) के साथ मिलान कर उसका सत्यापन करेगा तथा अभ्यर्थियों को उनकी पात्रता के अनुसार उनके दावा प्रपत्र के अनुरूप शुल्क वापसी की उपरोक्त तरीके से प्रोसेसिंग करेगा।
12. प्रवेश से संबंधित किसी भी विवाद के मामले में न्यायाधिकार क्षेत्र केवल वाराणसी स्थित स्थानीय अदालत, माननीय उच्च न्यायालय, इलाहाबाद/उच्चतम न्यायालय का होगा।

(रु0 100/- के नान जूडिशियल स्टाम्प पेपर पर)

छात्र/छात्रा एवं संस्था के मध्य अनुबंध पत्र

यह अनुबंध पत्र आज दिनांक.....को (1) कु0/श्रीमती/श्री..... आयुवर्ष
पुत्री/पत्नी/पुत्र श्रीजाति..... निवासी ग्राम/गु0
..... डाकखाना तहसील जिला
..... जिसे एतत्पश्चात प्रथम पक्ष कहा गया है।

एवं

(2) (संस्थाध्यक्ष) पता
जनपद.....(जहां छात्र/छात्रा अध्ययनरत है) जो केन्द्र/राज्य सरकार के द्वारा प्राधिकृत
विश्वविद्यालय/बोर्ड द्वारा मान्यता प्राप्त है, जिसे एतत्पश्चात द्वितीय पक्ष कहा गया है, उसके मध्य निष्पादित किया जाता है।
चूंकि उत्तर प्रदेश सरकार द्वारा दशमोत्तर अनुसूचित जाति एवं अनुसूचित जनजाति छात्रवृत्ति सम्बंधी योजना संचालित है, जिसकी
पात्रता सम्बंधी शर्तें आदि दशमोत्तर अनुसूचित जाति/अनुसूचित जनजाति योजना (तृतीय संशोधन) नियमावली 2014 में उल्लिखित
है। उक्त नियमावली के आलोक में दोनों पक्ष निम्नलिखित शर्तों को स्वीकार करते हैं:-

1. द्वितीय पक्ष प्रथम पक्ष को अपनी शैक्षिक संस्थान में निःशुल्क प्रवेश उत्तर प्रदेश दशमोत्तर अनुसूचित जाति/अनुसूचित जनजाति छात्रवृत्ति (अनुस्क्षण भत्ता एवं शुल्क प्रतिपूर्ति) विषयक नियमावली, 2014 के अनुपालन में देगा।
2. प्रथम पक्ष, संदर्भित संस्था में प्रवेश पाने पर निर्धारित समयावधि के अन्तर्गत उक्त छात्रवृत्ति (अनुस्क्षण भत्ता एवं शुल्क प्रतिपूर्ति) के निर्धारित आवेदन पत्र पर समस्त वांछित अभिलेखों सहित संस्था में जमा करेगा एवं द्वितीय पक्ष द्वारा नामित अधिकारी प्रथम पक्ष को निर्धारित प्रारूप पर प्राप्ति रसीद देगा।
3. द्वितीय पक्ष उपर्युक्त नियमावली के प्राविधानों के अन्तर्गत प्रथम पक्ष की छात्रवृत्ति स्वीकृति हेतु वांछित कार्यवाही सम्पन्न करायेगा।
4. प्रथम पक्ष के बैंक खाते में नियमावली के अनुसार देय छात्रवृत्ति (अनुस्क्षण भत्ता एवं शुल्क प्रतिपूर्ति), की धनराशि जमा हो जाने पर प्रथम पक्ष विलम्बतम 15 दिन के अंदर द्वितीय पक्ष द्वारा निर्धारित व्यवस्थानुसार शुल्क प्रतिपूर्ति की धनराशि द्वितीय पक्ष के पक्ष में अन्तरित कर देगा।
5. प्रथम पक्ष संस्था में उत्तम कार्य व्यवहार एवं द्वितीय पक्ष द्वारा निर्धारित उपस्थिति के निर्देशों का कड़ाई से अनुपालन करेगा।
6. प्रथम पक्ष अपरिहार्य कारणों को छोड़कर द्वितीय पक्ष द्वारा आयोजित सेमेस्टर परीक्षा अथवा अर्द्धवार्षिक परीक्षा, जो भी हो, में प्रतिभाग करेगा।
7. उत्तर प्रदेश दशमोत्तर अनुसूचित जाति/अनुसूचित जनजाति छात्रवृत्ति (अनुस्क्षण भत्ता एवं शुल्क प्रतिपूर्ति) विषयक नियमावली, 2014 की व्यवस्थानुसार यदि प्रथम पक्ष का आवेदन पत्र निरस्त कर दिया जाता है तो ऐसी स्थिति में प्रथम पक्ष, द्वितीय पक्ष की संस्था को देय समस्त शुल्क वहन करने का दायित्व प्रथम पक्ष का होगा।

प्रथम पक्ष: हस्ताक्षर

द्वितीय पक्ष: हस्ताक्षर

नाम

नाम व पदनाम

पिता/पति का नाम

पिता/पति का नाम

पता

पता

साक्षी सं0-1 हस्ताक्षर

साक्षी सं0-2 हस्ताक्षर

नाम

नाम व पदनाम

पिता/पति का नाम

पिता/पति का नाम

पता

पता

PG CALL LETTER

Sub: Counselling for Provisional admission to [COURSENAME], [CODE] subject to availability of seats at your rank.

Dear Applicant,

I am pleased to inform you that on the basis of the merit index of the PET-2018, you are **required to report for counselling for possible provisional admission to the [COURSENAME],[CODE]** for the academic session 2018-19, subject to availability of seats at your rank. Please **report personally** to the Chairman/Convenor, Admission Committee, [VENUE], BHU Varanasi along with **all required documents** (listed in para 2 below) as per following counselling schedule:

1.	Counselling for admission to [course name]	
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Please note that for consideration of admission, you must be present in person on the above date and time for counselling alongwith required documents. In case you fail either to report for counselling along with all the original documents or to complete the necessary formalities by 4.00 p.m. of the above date, claim for consideration or provisional admission shall stand forfeited.

NOTE:

- (i) Please bear in mind that the number of eligible candidates called for Counselling is much larger than the seats available in the course to which you are seeking admission. Therefore, mere receipt of the Call Letter does not entitle you for provisional admission. The admission of the eligible candidates shall be made strictly on the basis of merit index of PET – 2018 against the available seats. No eligible candidate shall advance any claim, whatsoever, for the provisional admission if seats are not vacant at the time of consideration of his/her candidature for admission-counselling.
- (ii) There is a provision to provide opportunity to a candidate who has failed to report for counselling on the day he/she has been called, due to certain unavoidable reasons. At the discretion of the concerned Admission Committee, such candidates may be entertained for counselling provided they come during the Counselling period of the concerned course. **In any case, "NO applicant after the last date fixed for counselling (of the concerned course) shall be entertained under any circumstances."**
- (iii) A candidate who has been called for counselling for the seats on the main campus only, may also attend the Counselling for affiliated Colleges/RGSC (which would be held only after the counselling for main campus is over) with the prior approval of the concerned Admission Committee. In that case, he/she should see the counselling schedule of the affiliated College/RGSC and report the counselling venue at 10.00 a.m. on the 1st day of commencement of Counselling for affiliated colleges/ RGSC.
- (iv) As the admission process is time-bound exercise, **it shall be responsibility of the candidates to visit the Entrance Test/ Counselling Portal of the University (www.bhonline.in) every day during the entire counselling period of the concerned course** to remain updated with the information regarding counselling schedule, offer of course allotment, offer of hostel allotment, fee payment deadlines and other important communications. The University will not be responsible for claim of any kind if the candidate fails to visit the portal on daily basis to keep himself/herself updated with the information.

2. List of Essential Documents required at the time of Counselling:

You must produce the under mentioned documents/certificates in ORIGINAL at the time of counselling for provisional admission before the Admission Committee for scrutiny/verification. Failure to produce any of these documents on any ground may disqualify the candidate from the provisional admission.

- a) **Mark-Sheets** of the **QUALIFYING EXAMINATION** and **all other previous examinations** such as High School, Intermediate, Graduation, Post-graduation (as the case may be).

NOTE:

- I. Ordinarily only the original mark-sheet shall be accepted. However, in case the marksheets have not been issued by the concerned Examining Body/Board/Institution/University by the date of counselling (candidate is required to give an affidavit to this effect), Marksheets downloaded from the Website of the concerned examining body (subject to verification by the Admission Committee), CONFIDENTIAL MARKSHEETS or PROVISIONAL RESULTS issued by the Registrar/ Controller of Examinations of the concerned University or Secretary of the concerned Board (in case qualifying examination is of Senior Secondary level) shall also be entertained at the time of admission.
- II. Candidates who were appearing in their final year/ final semester of the qualifying examination were allowed to appear in the Entrance Test with the condition that they will be required to produce the original marksheet of the qualifying examination at the time of counselling for getting admission. However, if such candidates are called for counselling towards provisional admission in a course, but they are not able to produce the mark sheet of the qualifying examination(s) (main or supplementary or revaluation) with minimum eligibility requirements at the time of counselling may also be allowed to take conditional admission provided:
 - a) Candidate gives an undertaking that he/she will produce the original mark sheet of the qualifying examination for minimum eligibility requirement latest by **31st October, 2018**.
 - b) It is evident from the mark sheet(s) of the previous examination(s) relating to the course of qualifying degree that the candidate has secured at least stipulated minimum percentage of aggregate marks (viz. 50%) in the previous examination(s) (except final year examination/final semester examination(s) of the qualifying marksheet/certificate degree. This will not be applicable for SC/ST/OBC candidates). However, this test/check [para (II)] would not apply in case where the qualifying examination is of 10+2 standard (Sr. Secondary level) largely required for admission to UG programmes.
 - c) If they fail to produce the requisite mark sheet by **31st October, 2018** their conditional admission will be treated as cancelled and they will not be entitled for to claim for refund of fee paid for conditional admission.
- III. **Matriculation** or its **equivalent certificate** to ascertain the date of birth.
- IV. **Caste Certificate** issued by the appropriate authority, if admission is sought under SC/ST/OBC Category.

NOTE: Each SC/ST/OBC candidate shall have to submit a copy of the caste/class certificate mentioning that the candidate belongs to SC/ST/OBC community. Such certificate shall be subject to verification from the concerned District Magistrate. Candidate must note that if he/she belongs to SC, ST or OBC category, his/her caste/tribe must be listed in the appropriate Govt. of India schedule. The caste certificate should be in the Governments' approved format and should clearly state (a) name of his/her caste/tribe (b) whether he/she belongs to SC/ST/OBC category (c) District and State or Union Territory of his/her ordinary residence and (d) the appropriate Govt. of India schedule under which his/her caste/tribe is approved as SC, ST or OBC. Further, the OBC certificate should clearly mention that the candidate does not belong to **Creamy Layer** under **Govt. of India criteria**.

a). **Income limit for fee waiver (for SC/ST candidates): upto Rs.2.00 Lakhs per annum.**

- I. The OBC certificate should not have been issued earlier than **01.07.2017**. Further, if the OBC Certificate is issued earlier than the aforesaid date i.e. **01.07.2017** the candidate may be given one month time to produce a recent OBC Certificate OR recent Income Certificate issued not earlier than **01.01.2018**.
- II. **Medical Certificate** issued by the appropriate authority, if admission is sought under Physically Challenged Category. The candidates will also be required to present themselves before a Medical Board constituted by B.H.U. The date and time for

appearing before the Medical Board will be communicated to the candidate by the concerned Admission Committee.

- III. **If admissions under Employee Ward Quota is sought, a Employee's Ward certificate** issued only by the Joint Registrar (Admin-LTC Cell), BHU has to be submitted by the employees of the BHU as well as IIT (BHU) who's establishment records are with the Banaras Hindu University. The employee ward certificate of other employees directly employed by the IIT (BHU) shall be issued at the end of IIT Directorate.
- IV. **Admit Card** issued for appearing in the concerned Entrance Test – 2018.
- V. **Character Certificate** issued by the institution last attended.
- VI. **Transfer Certificate (TC)** issued by the institution last attended.

NOTE: If due to certain reasons a candidate is unable to produce T.C., the Admission Committee may, at its discretion, **allow a period up to 31st October' 18 for submission of the Transfer Certificate, failing which the admission may be cancelled.** An undertaking that **"My provisional admission be cancelled in case I fail to produce the Transfer Certificate from the institution which I last attended by 31st October, 2018"** shall be taken from each such candidate who has not submitted his/her Transfer Certificate before he/she is provisionally admitted.

- VII. **Migration Certificate** issued by the Institution/ University/ Board last attended.

NOTE: Under exceptional situation a candidate may be allowed to submit the Migration Certificate latest by **31st October' 2018.** Certain Institutions/ Universities/Board issue either Transfer Certificate or Migration Certificate but not both. In such cases, the certificate issued to the candidate shall be accepted and the candidate shall be asked to give an **undertaking** to the effect that the Institution does not issue Transfer (or Migration) certificate as the case may be.

3. COUNSELLING PROCEDURE

The University will follow **Online counselling** procedure for admissions to various courses during the academic session 2018-19. The scheduling of different phases of Counselling would be done in the following manner:

- (1) **Single Phase Counselling for all PG programs and Undergraduate courses: B.Com. (Hons), B.Ed. and B.Sc. [Ag.]:**

The Counselling for courses covered in PG Counselling would be done in a single stretch (single phase) without declaration of admission list after each day of counselling. After the counselling of all the candidates called (in each category) is over, the admission list(s) would be declared in different rounds for different types of seats. In the first round, admission list for regular fee seats on the main Campus would be declared and filled up. If the seats remain vacant after first round, subsequent rounds of admission lists would be declared till all regular seats on main campus of the concerned course are filled up. Only after regular fee seats are full, admission list(s) for paid seats on the main campus (wherever available) would be declared and filled up. Thereafter, admission list(s) for regular seats in the affiliated Colleges would be declared and filled up followed by paid seats in affiliated colleges and/or RGSC.

The counselling procedure will involve following steps:

STEP 1: CALL LETTER FOR COUNSELLING

- i). **Single Phase Counselling for the Courses covered under PG Counselling (All PG Programs and B.Com. (Hons), B.Ed., B.Sc. (Ag):**

The candidates can download the call Letter in the same manner as they downloaded their admit card for the entrance test. The candidates called for counselling of courses covered under PG Counselling would be issued only one call letter. During counselling, the candidates can exercise their preference of course, course location (main campus, affiliated colleges, RGSC) and seat type (regular or paid) in the single preference entry

form available on the student site as well as the admission committee site of the entrance test portal. In these courses, the candidate is required to come only once for counselling during which he/she exercises all options available to him/her.

During counselling, the candidates can exercise their preference of course and seat type (regular or paid). Therefore, for such courses two preference entry forms (one for regular and paid seats of main campus and other for affiliated college/RGSC) are available on the student site as well as the admission committee site of the entrance test portal.

STEP 2: ONLINE PREFERENCE ENTRY (UPTO THE COUNSELLING DATE)

Every candidate called for counselling for admission to a Course shall be required to fill up an online **Preference Entry Form as follows:**

- Click on the Button 'Preference Entry' icon on the Candidates' segment of the Entrance Test Portal [www.bhuonline.in] for online preference entry.
- Give your preference of various Course(s) given in the Preference Entry Form. However, in certain courses, there may not be any choice and the page will show only one course with prefilled text box.
- Enter the percentage of marks (upto 02 decimal points) obtained in Qualifying Examination in the box given for the purpose in the online Preference Entry Form.
- If interested, give your paid seat option. **However, paid seats would be allotted to only such candidates, in order of merit, who are present in person on the Paid Seat Counselling Date/Time along with prescribed Paid Seat Fee**
- Save the details entered.
- If there are more than one preference entry form (one for the main campus and other for the affiliated college/ RGSC), fill up both forms completely in the aforesaid manner.

Note:

- Give your order of preference carefully. No section of the online preference form should be left blank. If any section is left blank, it will be presumed that candidate is not interested in that option. Candidates will get another opportunity of making changes in the entries made in the Online Preference Entry Form on the day of counselling also (prior to verification of documents).
- In some courses, there may not be any choice of course/subject combinations. In that case, fill up the percentage of marks and other required fields only.

STEP 3: ACTIVITY ON THE DAY OF COUNSELLING

The call letter contains the reporting date(s), time and the venue of counselling where you are required to report for counselling. Please ensure that you reach the counselling venue on the prescribed date and time. After reaching the counselling venue following steps need to be followed:

- Reach the counselling venue at the prescribed time/date(s) given in the Call letter. Contact the Counselling Centre/Venue Incharge and mark your attendance by signing the attendance sheet available with the Counselling Centre Incharge.
- Discuss with the teachers-counsellors available at the Counselling Centre/Venue about the available Honours/Course Combinations, locations and fee structures, availability of hostels, etc. In case any candidate wants to change his/her preference [earlier filled up ONLINE], he/she may be allowed to make changes at this stage. Thereafter, a printout of the duly filled in preference entry form will be provided to the candidate by the concerned admission committee on which the concern candidate have to put his/her signature and then to submit it to the concerned admission committee alongwith other required original documents at the Verification Desk. **No change shall be allowed in the Preference Entry Form once signed and confirmed by a Candidate on the Counselling Date.** The online admission module will allot seats strictly in order of merit in the entrance test taking into account the order of preference filled up by the candidate and availability of seats in respective course.

NOTE: If a Reserved Meritorious candidate is called for counselling alongwith General category candidates his/her claim on seats reserved for his/her category shall remain intact.

- c. In case you need Hostel facility, please submit your requirement in the preference entry form. The concerned Admission Committee will ascertain your eligibility for hostel allotment during counselling.
- d. The concerned Admission Committee will also retain your set of verified documents (photocopy).
- e. Check up from the concerned Admission Committee about the date of declaration of 1st and subsequent round(s) of results and time-bound follow up actions (payment of online admission fee, etc.) that you need to take for securing admissions.
- f. **YOU WILL BE ALLOWED TO LEAVE AT THIS STAGE. YOU MAY FOLLOW THE STEPS MENTIONED BELOW TO CONFIRM YOUR ADMISSION.**

STEP 4: DECLARATION OF ADMISSION LIST

PG Counselling including B.Com (Hons), B.Ed, B.Sc (Ag):

The concerned Admission Committee would release/ publish the first admission list (for regular seats on main campus) between 06:00 p.m.- 08:00 p.m on the last day of Counselling. Thereafter, successive admission lists would be declared ordinarily after 24 hours of declaration of first admission list for different types of seats in the concerned course in the following order (Regular Seats on Main Campus- Paid Seat on Main Campus-Regular Seats of affiliated colleges- Paid Seats of Affiliated Colleges/RGSC). The candidates offered admission can deposit the prescribed admission fee within the deadline for fee payment given on the course allocation page (which will be ordinarily upto 06:00 pm of the day following the date of declaration of any round of result).

IMPORTANT NOTE:

As those who have secured their admission after initial rounds of declaration of admission lists the candidature of the candidate may be upgraded e.g. from paid seat to regular seat, from affiliated colleges to main campus, from RGSC to main campus and RGSC to affiliated colleges, etc. or to a place more preferred by them and those in waitlist may receive offer of admission due to dropouts/withdrawal in previous rounds. The candidates are advised to visit the portal every day for updated course allocation status. In case initially waitlisted candidates receive offer in subsequent rounds of declaration of admission lists, they will be required to pay the admission fee within the deadline for fee payment mentioned on the course allocation page.

STEP 5: MODE OF PAYMENT OF ADMISSION FEE:

Following modes for payment of admission fee will be available:

- 1) **Online payment** (through Debit Card/Credit Card/Net banking) through the payment gateway available on the Portal.
- 2) **Cash payment** can be made only at the Extension Counters of ICICI/HDFC Bank opened on the BHU Campus through Challan downloaded from the payment page of the candidate's portal.

NOTE

- a). For online payment the candidate must visit Course Allocation page and make the payment through debit/credit card.
- b). Any candidate who wants to make payment in cash through the extension counters of ICICI/HDFC Bank opened on the BHU Campus can download challan from their respective Course Allocation page.
- c). To secure admission in the course for which the candidate is provisionally offered he/she should pay the prescribed Admission Fee within the deadline for payment of fee as mentioned in the offer of admission (shown on the Course Allocation page). In case he/she is provisionally admitted to a special course of

study or on paid seat, he/she shall be required to pay the Special Course/Paid Seat fee (in cash or online) in addition to the regular Fee of the Course.

- d). **A candidate will be treated as provisionally admitted in the course offered only after the prescribed fee has been paid by him/her.** In case they do not make payment of fee through either of the above modes within the prescribed deadline, they will forfeit their claim for admission in the University. **On successful payment of prescribed admission fee, the payment ID will appear in the 'Application' page of the candidate's portal as well as in the admitted list available on the admission committee site of the portal.**

STEP 6: DOWNLOADING ADMIT CARD:

Candidates can download the Admit Cards from their portals only after the admissions are over in the concerned course or they have locked their allotment after any round of declaration of admission list (please see the Locking Rule given below). The Admit Card will contain the date on which they have to report to the University for attending classes and the documents that they are required to bring.

STEP 7: HOSTEL ALLOTMENT:

Only limited number of hostel seats is available which will be allotted strictly in order of the merit subject to your eligibility for hostel allotment. You will be required to give the requirement of hostel facility in the online preference entry form. Based on your eligibility, the Admission Committee may allot you hostel after admission in the course. You are required to check on your portal (after logging in) regarding hostel allotment status by clicking "HOSTEL ALLOCATION" icon. In case the status shows as "HOSTEL ALLOTTED", make payment of Hostel Fee also in the same manner as given for payment of Admission Fee through either of the modes of fee payment given above within the prescribed deadline for payment, else it will be considered that you are not interested in seeking hostel facility and the provisional offer of allotment of hostel will be treated as withdrawn and the seat so spared may be offered to next candidate in the merit.

4. ADMISSION UNDER PAID SEATS:

- i). There is a provision of 'Paid Seats' (supernumerary) in some courses, up to a maximum of 15% of total seats. Admission on Paid Seats will be done only after the regular fee seats are full.
- ii). Paid seats options may be exercised by the candidates during preference entry or later by presenting themselves on the Paid Seat Counselling date.
- iii). All those candidates who are interested in Paid Seats must present themselves in person by **4.00 p.m.** on the Paid Seat Counselling Date. Allotment of Paid Seats **would be done amongst those candidates, in order of merit, who are present in person on the Paid Seat Counselling Date/Time along with prescribed Paid Seat Fee.**

5. UPGRADATION AND LOCKING RULE:

Rearrangement in 2nd and/or subsequent Admission List(s): The candidates have to enter their preference of course (where choice is available) in the preference entry form. The module has been developed in a manner to ensure that if the seats fall vacant on expiry of deadline of fee payment (after declaration of any Round of results due to candidates holding higher merit do not take admission etc.), there are chances that the candidate who was initially allotted a course of his/her lower order of preference may get upgraded to a more preferred course as per his/her preference order. Accordingly, based on the preference given by the candidate at the time of counselling, there could be change in course allocation after its initial allotment. Rearrangement process will enable only upward mobility of a candidate in the order of preference filled up by him/her, vacancy being created and his/her merit order provided payment of admission fee has already been done for the initial allotment within the prescribed deadline.

Locking of Course Allotment: At times, if the candidates do not want any change in the Course allotted initially to him/her (say after 1st or subsequent round of result) thereby meaning that they want to be excluded from the aforesaid rearrangement process in the

subsequent round. If he/she is satisfied with the course allocation after any round of declaration of admission list, in such cases candidate will immediately email only through the Registered email ID of candidate to the Convenor of the concerned Admission Committee to lock his/her course allotment. For this purpose each Admission Committee will create a dedicated email ID. If a candidate asks for lock option in the manner aforesaid, he/she will be excluded from the aforesaid rearrangement exercise in the succeeding rounds.

NOTE:

- a) No request for locking the initial allotment of course would be entertained, if the candidate fails to give a formal email request to the concerned admission Committee(s) within the deadline indicated above.
- b) The choice of locking a course allotment should be entertained by 02:00 pm on the day succeeding day of course allotment. Locking the course allotment can be done only after admission in that course has been secured by making payment of prescribed fee within the prescribed deadline in the manner given above.
- c) It is advised to every candidate to be very clear and careful while filling up their preferences of the subject in Preference Entry Form as after locking the course allotment after submission of duly signed Preference Entry Form to the Convenor of the Admission Committee and subsequently allotted subject combination with Honours subject by the computerized Online Admission Module shall not be changed under any circumstances during their programme period.

6. IMPORTANT GENERAL INFORMATION

Candidates must read carefully the under mentioned general information and conditions for the provisional admission. Non-compliance of any of the given conditions shall disqualify a candidate from provisional admission

1. The candidates must note:

- i) The candidate should report to the concerned venue on the date(s) and time as mentioned in his/her call letter.
- ii) The admission to a particular Course in the Faculty/Mahila Mahavidyalaya/Affiliated Colleges/ Rajeev Gandhi South Campus, Barkachha, Mirzapur as the case may be, shall be done strictly as per order of the merit and choice of the preference of location of the candidate.

2. Presence of parents/guardians of female candidates called for counselling is desirable.

3. The completion of necessary formalities for provisional admission may take generally 2-3 days. Accordingly, the outstation candidates are advised to come prepared to stay at Varanasi for the aforesaid period.

4. **BHU Employee's Ward category** candidates are required to submit a certificate of the Employee's Ward in the prescribed format duly signed and issued by the Joint Registrar (Admin-LTC Cell) only. For this purpose, the candidate is required to apply to the Joint Registrar (Admin-LTC Cell), immediately after the receipt of the Call Letter and submit an application on the prescribed format obtainable from the concerned office.

5. The provisional admission of the candidate to the concerned Course of Study shall be subject to such ordinances, rules and regulations as may be framed from time to time by the University.

6. **Hostel accommodation is not guaranteed.** However, if it is available, it shall be allotted strictly on the basis of the merit index of the concerned Entrance Test 2018 as per Hostel Allotment rules as per Hostel Manual of the University. **Mere provisional admission shall not entitle any student to get a seat in the University Hostel.**

7. The date of commencement of classes of the concerned Course of Study shall be as per the time schedule prescribed by the University. Ascertain the date of reporting from the Faculty/ Department/ College when you come for counselling.

8. Candidate provisionally selected for admission shall be required to deposit the prescribed fee before the deadline of fee payment failing which he/she shall forfeit his/her claim for the

provisional admission. The candidates belonging to SC/ST category and are eligible for post-matric Scholarships/Top-class Scholarships (whose parent/guardian annual income is not more than 2.00 lakhs) are not required to pay the non-refundable component of the prescribed regular fee. They are required to pay the Refundable Component (Caution Money) only. However, such eligible candidates will be required to submit an undertaking/contract bond as per **Annexure - A** to the effect that they will deposit the fee with the University as soon as they receive the scholarship amount in their bank accounts. Accordingly, prospective candidates belonging to the said category desirous of availing this facility are required to furnish a caste and income certificate to this effect from the competent authority at the time of admission.

9. The dependents of Leprosy Affected Persons (LAPs) shall be exempted from paying non-refundable component of regular fee. Accordingly, candidates desirous of availing the aforesaid facility (on provisional admission) should produce/bring (at the time of Counselling) a certificate issued by the Government District Hospital to the effect that their parent(s) (as per the details furnished in the PET form) are Leprosy Affected Persons (LAPs).

10. Enrolment: All newly admitted students must get themselves enrolled by 31st October, 2018. Only original documents (marksheets of the qualifying examination, marksheet/certificate of high school, TC and/or Migration Certificate) shall be entertained for the purposes of enrolment. In case a provisionally admitted candidate fails to produce the said documents by 31st October, 2018, his/her admission shall be cancelled forthwith.

11. REFUND: Refund is a process to make payment to the entitled candidate(s) who have deposited an excess amount due to one of the reasons given below, at the time of their admission.

A. Cases of refund of Fee:

1. Due to withdrawal of admission of the candidate.
2. Due to cancellation of admission of the candidate.
3. Due to cancellation of Hostel of the candidate.
4. Due to upgradation from paid seat to regular seat, shift from one course to another course (carrying lower fee), migration of candidate from affiliated colleges/RGSC to Main campus (carrying lower fee).
5. Due to multiple payments at the time of fee deposition.
6. Any SC/ST student who was eligible for availing the facility of fee waiver but Failed to Produce the income certificate of his/her parents and submitted full fee of the course at time of his/her admission.

B. Refund Policy:

The refund policy of the University which has already been circulated to the concerned vide letter no RAc/Adm/II/2009-10/4560 dated 27 March, 2010 for making payment of any excess amount paid by the candidate(s) as fee at the time of their admission is as under:

- a) If the admitted student requests for withdrawal from the programme before the last date for admission/ fee deposit prescribed by the University, irrespective of commencement of classes of the course as also availability of candidates in the waitlist, the fee paid by the student may be refunded after deduction of a processing charge of Rs. 1000.00 only.
- b) However, if the student withdraws from the course/programme after the last date of admission, no fee shall be refunded.
- c) The aforesaid guidelines may be applied on regular fee, special course fee and paid seat fee component(s) uniformly.
- d) For Refund of any excess amount paid by the candidate(s) as fee through online admission/payment process at the time of their admission due to any one of the reasons is as under:

1. **Multiple payments at the time of fee deposit:** The refund of amount equal to the excess/extra fee paid by the candidate(s) may be made, where the fee paid by the candidates is deducted from the account of the candidate(s) and same has been

deposited into account of the University but the confirmation could not be generated (i.e. during attempts for making payments of fee but failed due to communication error/technical error/network failure) at the candidates admission portal.

2. The refund of additional or excess amounts, if any, which has been generated due to upgradation from paid seat to regular seat, shift from one course to another course (carrying lower fee), migration of candidate from affiliated colleges/RGSC to Main campus (carrying lower fee) and so on.

3. In case any SC/ST student who was eligible for availing the facility of fee waiver but Failed to Produce the income certificate of his/her parents and submitted full fee of the course at time of his/her admission. If, such SC/ST Students produces/submitted a valid income certificate issued by the appropriate competent authority prior to end of the academic session in which he/she was admitted, the concerned Dean of the Faculties/ Head of the Departments/ Principal of colleges/ Coordinators of Schools/Centres shall process the claim form by the way of drawing a bill for refund of nonrefundable component of his/her fee (through A.R. 37 Form) and submit it directly to the R.O. Finance/Account Section.

4. In case of cancellation of hostel allotment of any candidate(s), the process of refund of his/her hostel fee will be looked after the concerned Deans/HoDs/Principal/Coordinators through concerned Administrative Wardens of the Hostel. The concerned Dean of the Faculties/ Head of the Departments/ Principal of colleges/ Coordinators of Schools/Centres shall process the claim form by the way of drawing a bill for refund of nonrefundable component of his/her fee (through A.R. 37 Form) and submit it directly to the R.O. Finance/Account Section.

C. PROCESS OF REFUND

- a) All the refund related issues have to be resolved by 30 November 2016 by R.O. (Finance) Account Section in coordination with M/s. LSPL.
- b) The candidate can download Claim-form from www.bhuonline.in only after the last date of admission declared by the University.
- c) The candidate will submit filled in Claim-form to the concerned Department/Faculty/RGSC /College, where he/she is admitted, mentioning his/her particulars and mode to receive the refund, including Bank Details as per Claim Form.
- d) The Head of the Departments/Dean of the Faculties/RGSC/ Principal of different Colleges where the concerned candidate is admitted, will collect and verify all the Claim-forms in concern with the respective admission committees.
- e) All the so collected Claim-forms submitted by candidates in their offices, the concerned Deans of the Faculties/Head of the Departments/Principal of different colleges/Coordinators of Schools/Centres shall process the claim form by the way of drawing a bill (through A.R. 37 Form) and submit it directly to the R.O. Finance/Account Section for further processing for making the refunds.
- f) The R.O. Finance/Account Section will verify the entitlement of the candidate and amount claimed by a candidate for refund with the data (Bank statement or deposit statement) provided by M/s. LSPL and process and make the refund to the candidate as per his/her entitlement in the manner stated above as per details in Claim-form submitted by the respective candidate.

12. Only the local Court of Varanasi/Honorable High Court of Judicature at Allahabad/ Honorable Supreme Court of India shall have jurisdiction in case of any dispute relating to the provisional admission.

परास्नातक में प्रवेश हेतु बुलावा पत्र

विषय : आपके रैंक के अनुसार उपलब्ध सीटों के अधीन (पाठ्यक्रम का नाम), (कोड) में अस्थायी प्रवेश हेतु बुलावा-पत्र

प्रिय आवेदक

सहर्ष सूचित करना है कि पीईटी-2018 की योग्यता सूची के आधार पर आपके रैंक के अनुसार उपलब्ध सीट के अधीन शैक्षणिक सत्र 2018-19 हेतु (पाठ्यक्रम का नाम), (कोड) में सम्भाव्य अस्थायी प्रवेश हेतु काउंसलिंग के लिए आप उपस्थित हों। कृपया निम्नलिखित काउंसलिंग कार्यक्रम विवरण के अनुसार अध्यक्ष/संयोजक, प्रवेश समिति, (स्थान का नाम), काशी हिन्दू विश्वविद्यालय, वाराणसी के यहां सभी आवश्यक दस्तावेजों के साथ (नीचे पैरा-2 में सूचीबद्ध) व्यक्तिगत रूप से उपस्थित हों :

1	[पाठ्यक्रम का नाम] में प्रवेश हेतु काउंसलिंग	
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कृपया यह ध्यान रखें कि प्रवेश हेतु विचार किए जाने के लिए सभी आवश्यक दस्तावेजों के साथ उपरोक्त तिथि(यों) पर व्यक्तिगत रूप से आपको उपस्थित रहना आवश्यक है। यदि आप काउंसलिंग के लिए उपरोक्त तिथि(यों) को अपराह्न 4.00 बजे तक सभी आवश्यक दस्तावेजों के साथ व्यक्तिगत रूप से उपस्थित नहीं होते/होती हैं तथा जरूरी औपचारिकताएं पूरी नहीं करते/करती हैं तो अस्थायी प्रवेश हेतु आपका दावा निरस्त समझा जायेगा।

नोट :

- I. कृपया ध्यान रहे कि जिस पाठ्यक्रम में आप प्रवेश लेना चाहते हैं उसके लिए काउंसलिंग हेतु बुलाए गए योग्य अभ्यर्थियों की संख्या उपलब्ध सीटों की तुलना में काफी अधिक है। अतएव, केवल बुलावा पत्र प्राप्त होने से ही आप अस्थायी प्रवेश के हकदार नहीं होंगे। उपलब्ध सीटों पर योग्य अभ्यर्थियों का प्रवेश केवल पीईटी-2018 की योग्यता सूची के आधार पर ही किया जाएगा। यदि प्रवेश-काउंसलिंग हेतु विचार किए जाने के समय कोई सीट रिक्त नहीं रहती है तो कोई भी योग्य अभ्यर्थी अस्थायी प्रवेश हेतु दावा नहीं करेगा।
- II. काउंसलिंग हेतु बुलाई गई तिथि को, अभ्यर्थी, यदि किन्हीं अपरिहार्य कारणों से उपस्थित नहीं होता/होती है तो उसे अवसर प्रदान करने हेतु प्रावधान किया गया है। ऐसे अभ्यर्थियों को संबंधित प्रवेश समिति के विवेकानुसार काउंसलिंग के लिए बुलाया जा सकता है बशर्ते कि वे संबंधित पाठ्यक्रम की काउंसलिंग अवधि के दौरान आएँ। "किसी भी मामले में, किसी भी आवेदक को काउंसलिंग हेतु निर्धारित तिथि (संबंधित पाठ्यक्रम हेतु) के बाद किसी भी परिस्थिति में काउंसलिंग हेतु विचार नहीं किया जाएगा।"
- III. केवल मुख्य परिसर की सीट हेतु काउंसलिंग के लिए बुलाए गए अभ्यर्थी संबंधित प्रवेश समिति के पूर्व अनुमोदन से संबद्ध महाविद्यालयों/रा.गां.द.प. की सीटों की काउंसलिंग (जो मुख्य परिसर की काउंसलिंग समाप्त होने के बाद ही की जाएगी) में भी शामिल हो सकते हैं। ऐसी स्थिति में, अभ्यर्थियों को संबद्ध महाविद्यालयों/रा.गां.द.प. के काउंसलिंग कार्यक्रम विवरण देखना चाहिए तथा संबद्ध महाविद्यालयों/रा.गां.द.प. हेतु काउंसलिंग शुरू होने के पहले दिन काउंसलिंग स्थान पर पूर्वाह्न 10.00 बजे रिपोर्ट करना चाहिए।
- IV. चूंकि प्रवेश प्रक्रिया समयबद्ध है अतएव, अभ्यर्थियों को चाहिए कि वे काउंसलिंग अवधि के दौरान काउंसलिंग कार्यक्रम विवरण, पाठ्यक्रम आवंटन, छात्रावास आवंटन, शुल्क जमा करने की अंतिम तिथि तथा अन्य महत्वपूर्ण अद्यतन जानकारियों के लिए प्रतिदिन विश्वविद्यालय के प्रवेश परीक्षा/काउंसलिंग पोर्टल (www.bhuonline.in) का अवलोकन करते रहें। यदि अभ्यर्थी इस पोर्टल का नियमित आधार

पर अवलोकन नहीं करते हैं तथा अद्यतन जानकारीयां प्राप्त नहीं करते हैं तो इसके लिए विश्वविद्यालय किसी भी तरह के दावे के लिए जिम्मेदार नहीं होगा।

2. काउंसलिंग के समय आवश्यक दस्तावेजों की सूची

अस्थायी प्रवेश हेतु काउंसलिंग के समय प्रवेश समिति के समक्ष इसके अवलोकन तथा संवीक्षा/सत्यापन के लिए आपको निम्नलिखित मूल दस्तावेजों को प्रस्तुत करना होगा। इनमें से कोई भी दस्तावेज किसी भी स्थिति में प्रस्तुत न कर पाने पर अस्थायी प्रवेश हेतु अभ्यर्थन निरस्त कर दिया जाएगा।

अ) अर्हता परीक्षा तथा पिछली सभी परीक्षाओं जैसे—हाई स्कूल, इण्टरमीडिएट, स्नातक, परास्नातक (जैसी स्थिति हो) के अंकपत्र।

नोट :

(i) सामान्यतः केवल मूल अंकपत्र ही स्वीकार किया जाएगा तथापि, संबंधित परीक्षा लेने वाली निकाय/बोर्ड/संस्था/विश्वविद्यालय द्वारा काउंसलिंग की तिथि तक यदि अंकपत्र जारी नहीं किया गया है तो अभ्यर्थी को इस आशय का हलफनामा प्रस्तुत करना होगा। परीक्षा लेने वाली संबंधित संस्था की वेबसाइट से डाउनलोड किए गए अंकपत्र (प्रवेश समिति द्वारा सत्यापन के अधीन), गोपनीय अंकपत्र या संबंधित विश्वविद्यालय के कुलसचिव/परीक्षा नियंता अथवा संबंधित बोर्ड के सचिव (यदि अर्हता परीक्षा सीनियर सेकेंडरी स्तर की है) द्वारा जारी अस्थायी परीक्षाफल भी प्रवेश के समय स्वीकार किए जाएंगे।

(ii) अर्हता परीक्षा के अंतिम वर्ष/अंतिम सेमेस्टर में शामिल होने वाले अभ्यर्थी जिन्हें प्रवेश परीक्षा में सशर्त शामिल होने की अनुमति दी गई थी उन्हें प्रवेश लेने के लिए काउंसलिंग के समय अर्हता परीक्षा का मूल अंक पत्र प्रस्तुत करना होगा। फिर भी, यदि इन अभ्यर्थियों को किसी पाठ्यक्रम में अस्थायी प्रवेश के लिए काउंसलिंग हेतु बुलाया गया है किंतु वे काउंसलिंग के समय न्यूनतम योग्यता की पुष्टि करने वाली अर्हता परीक्षा(ओं) (मुख्य या पूरक या पुनर्मूल्यांकन) का अंकपत्र प्रस्तुत नहीं कर पाते हैं तो भी उन्हें सशर्त प्रवेश की अनुमति दी जा सकती है बशर्ते कि :

क) अभ्यर्थी वचन देता/देती है कि वे 31 अक्टूबर, 2018 तक न्यूनतम अर्हता संबंधी मूल अंकपत्र प्रस्तुत कर देंगे।

ख) अर्हता परीक्षा पाठ्यक्रम से संबंधी पिछली परीक्षा(ओं) के अंकपत्र/प्रमाण पत्र/उपाधि से यह स्पष्ट हो कि अभ्यर्थी ने कम से कम कुल अंकों का न्यूनतम निर्धारित प्रतिशत अंक (50 प्रतिशत) प्राप्त कर लिए हैं (अर्हता परीक्षा की अंतिम वर्ष की परीक्षा/अंतिम सेमेस्टर की परीक्षा को छोड़कर)। अनुसूचित जाति/जन जाति/ओ.बी.सी के अभ्यर्थियों के लिए यह जरूरी नहीं है। फिर भी, आमतौर पर स्नातक पाठ्यक्रमों में प्रवेश के लिए अपेक्षित अर्हता परीक्षा 10+2 (सीनियर सेकेंडरी स्तर की) की स्थिति में यह जांच मानक (पैरा-II) लागू नहीं होगा।

ग) यदि वे 31 अक्टूबर, 2018 तक अपेक्षित अंकपत्र प्रस्तुत नहीं कर पाते हैं तो उनका सशर्त प्रवेश निरस्त माना जाएगा और वे सशर्त प्रवेश के लिए जमा किए गए शुल्क की वापसी का दावा नहीं करेंगे।

III- जन्मतिथि की पुष्टि हेतु मैट्रिकुलेशन अथवा इसका समकक्ष प्रमाण-पत्र

IV- यदि प्रवेश अनुसूचित जाति/जनजाति/ओबीसी संवर्ग के अंतर्गत लिया गया है तो सक्षम प्राधिकारी द्वारा जारी जाति प्रमाण-पत्र।

नोट : अनुसूचित जाति/जनजाति/ओबीसी संवर्ग के प्रत्येक अभ्यर्थी को जाति/समुदाय प्रमाण-पत्र की एक प्रति प्रस्तुत करनी होगी जिसमें यह उल्लेख हो कि अभ्यर्थी अनुसूचित जाति/जनजाति/ओबीसी समुदाय का है। यह प्रमाण-पत्र संबंधित जिला मजिस्ट्रेट से सत्यापन के अधीन होगा। अभ्यर्थी ध्यान रखें कि यदि वे अनुसूचित जाति/जनजाति/ओबीसी संवर्ग से संबंधित हैं तो उनकी जाति/जनजाति भारत सरकार की निर्दिष्ट अनुसूची में सूचीबद्ध हो। जाति प्रमाण-पत्र सरकार द्वारा अनुमोदित प्रारूप में होना चाहिए तथा उसमें (अ) उसकी जाति/जनजाति (ब) क्या वह अनुसूचित जाति/जनजाति/ओबीसी संवर्ग का है (स) उसके सामान्य निवास का जिला तथा राज्य या संघ राज्य क्षेत्र (द) भारत सरकार की विनिर्दिष्ट अनुसूची जिसमें उसकी

जाति/जनजाति अनुसूचित जाति/जनजाति/ओबीसी के रूप में अनुमोदित है, का स्पष्ट उल्लेख होना चाहिए। इसके अतिरिक्त, ओबीसी प्रमाण-पत्र में स्पष्ट रूप से उल्लिखित होना चाहिए कि अभ्यर्थी भारत सरकार के क्रीमी लेयर मॉनडंड से संबंधित नहीं है।

(अ) शुल्क माफी हेतु (अनुसूचित जाति/जनजाति के अभ्यर्थियों हेतु) आय सीमा : रु 2.00 लाख तक वार्षिक।

V- ओबीसी प्रमाण-पत्र 01.07.2017 से पहले का जारी किया हुआ नहीं होना चाहिए। आगे, यदि ओबीसी प्रमाण-पत्र उक्त तिथि अर्थात् 01.07.2017 से पहले का जारी किया गया है तो अभ्यर्थी को अद्यतन ओबीसी प्रमाण-पत्र अथवा आय प्रमाण-पत्र जो 01.01.2018 के बाद का जारी किया गया हो, प्रस्तुत करने हेतु एक माह का समय दिया जा सकता है।

VI- यदि प्रवेश शारीरिक रूप से अक्षम संवर्ग के अंतर्गत लिया गया है तो सक्षम प्राधिकारी द्वारा जारी चिकित्सा प्रमाण-पत्र। अभ्यर्थी को बीएचयू द्वारा गठित चिकित्सा बोर्ड के समक्ष भी प्रस्तुत होना होगा। चिकित्सा बोर्ड के समक्ष प्रस्तुत होने की तिथि व समय की सूचना अभ्यर्थी को प्रवेश समिति द्वारा दी जाएगी।

VII- यदि प्रवेश कर्मचारी कोटा संवर्ग के अंतर्गत लिया गया है तो बी.एच.यू. तथा आई.आई.आई.टी. (बी.एच.यू.) के उन कर्मचारियों को जिनके स्थापना अभिलेख बी.एच.यू. के पास हैं, संयुक्त-कुलसचिव (प्रशासन-एलटीसी प्रकोष्ठ) द्वारा जारी एम्प्लॉई वार्ड सर्टिफिकेट प्रस्तुत करना होगा। आई.आई.आई.टी. (बी.एच.यू.) द्वारा सीधे नियोजित किये गए अन्य कर्मचारियों हेतु एम्प्लॉई वार्ड सर्टिफिकेट प्रस्तुत आई.आई.आई.टी. निदेशालय द्वारा जारी किया जायेगा।

VIII- संबंधित प्रवेश परीक्षा-2018 में शामिल होने के लिए जारी किया गया प्रवेश-पत्र।

IX- अंतिम संस्थान जहां अध्ययन किया गया हो, द्वारा जारी चरित्र प्रमाण-पत्र।

X- अंतिम संस्थान जहां अध्ययन किया गया हो, द्वारा जारी स्थानांतरण प्रमाण-पत्र।

नोट : यदि कोई अभ्यर्थी किसी कारणवश स्थानांतरण प्रमाण-पत्र प्रस्तुत नहीं कर पाता है तो प्रवेश समिति अपने विवेक से स्थानांतरण प्रमाण-पत्र प्रस्तुत करने हेतु 31 अक्टूबर, 2018 तक का समय दे सकती है। स्थानांतरण प्रमाण-पत्र प्रस्तुत न कर पाने की स्थिति में प्रवेश निरस्त किया जा सकता है। अस्थायी प्रवेश लेने से पूर्व जिन अभ्यर्थियों ने अपने स्थानांतरण प्रमाण-पत्र प्रस्तुत नहीं किए हैं उन सभी को "यदि मैं अंतिम संस्थान जहां मैंने अध्ययन किया है, द्वारा जारी स्थानांतरण प्रमाण-पत्र 31 अक्टूबर, 2018 तक प्रस्तुत नहीं कर पाता हूँ तो मेरा अस्थायी प्रवेश निरस्त कर दिया जाए", वचन-पत्र देना होगा।

XI- अंतिम संस्थान जहाँ से अध्ययन किया गया हो, द्वारा जारी प्रवजन (माइग्रेशन) प्रमाण-पत्र।

नोट : आपवादिक स्थिति में अभ्यर्थी को 31 अक्टूबर, 2018 तक प्रवजन (माइग्रेशन) प्रमाण-पत्र प्रस्तुत करने की अनुमति दी जा सकती है। कुछ संस्थान/विश्वविद्यालय/बोर्ड या तो स्थानांतरण प्रमाण-पत्र जारी करते हैं अथवा प्रवजन प्रमाण-पत्र, किंतु दोनों नहीं। ऐसी स्थिति में अभ्यर्थी के लिए जारी किया गया दोनों में से कोई एक प्रमाण-पत्र स्वीकार किया जाएगा तथा अभ्यर्थी को इस आशय का वचन देना होगा कि उनके संस्थान द्वारा स्थानांतरण अथवा प्रवजन प्रमाण-पत्र (जैसी भी स्थिति हो) जारी नहीं किया जाता है।

3 काउंसलिंग प्रक्रिया

विश्वविद्यालय द्वारा शैक्षणिक सत्र 2018-19 के लिए विभिन्न पाठ्यक्रमों में प्रवेश हेतु ऑनलाइन काउंसलिंग प्रक्रिया अपनायी जाएगी। काउंसलिंग के विभिन्न चरणों का निर्धारण निम्नानुसार किया जाएगा :

- i) सभी परास्नातक पाठ्यक्रमों तथा स्नातक पाठ्यक्रमों : बी.कॉम.(ऑनर्स), बी.एड. एवं बी.एससी. (कृषि) हेतु एकबारगी/एकल चरण काउंसलिंग

परास्नातक काउंसलिंग के अंतर्गत सम्मिलित पाठ्यक्रमों हेतु काउंसलिंग प्रत्येक दिन की काउंसलिंग के बाद प्रवेश सूची घोषित किए बगैर एकबार में (एकल चरण में) की जाएगी। बुलाए गए सभी अभ्यर्थियों (प्रत्येक संवर्ग में) की काउंसलिंग हो जाने के बाद प्रवेश सूची अलग-अलग तरह की सीटों हेतु अलग-अलग दौर में घोषित की जाएगी। पहले दौर में, मुख्य परिसर की नियमित शुल्क वाली सीटों की प्रवेश सूची घोषित और भरी जाएगी। यदि पहले दौर के बाद सीटें शेष रह जाती हैं तो अगले दौर की प्रवेश सूची मुख्य परिसर में संबंधित पाठ्यक्रमों की नियमित सीटों को भर लिए जाने के बाद ही घोषित

की जाएगी। केवल नियमित शुल्क की सीटें भर जाने पर ही मुख्य परिसर (जहां उपलब्ध हो) में पेड सीटों के लिए प्रवेश सूची घोषित की जाएगी और भरी जाएगी। तत्पश्चात् संबद्ध कालेजों में नियमित सीटों हेतु प्रवेश सूची घोषित की जाएगी और भरी जाएगी इसके पश्चात् सम्बद्ध कॉलेजों तथा/अथवा रा. गां.द.प. में पेड सीटें भरी जाएंगी।

काउंसलिंग प्रक्रिया में निम्नलिखित चरण होंगे :

प्रथम चरण – काउंसलिंग हेतु बुलावा पत्र

- i) परास्नातक काउंसलिंग के अंतर्गत सम्मिलित (सभी परास्नातक पाठ्यक्रम तथा बी.कॉम.(ऑनर्स), बी.एड. एवं बी.एससी. (कृषि)) पाठ्यक्रमों हेतु एकबारगी/एकल चरण काउंसलिंग :

अभ्यर्थियों ने जिस प्रकार प्रवेश परीक्षा का अपना बुलावा पत्र डाउनलोड किया था उसी तरह काउंसलिंग हेतु बुलावा पत्र डाउनलोड कर सकते हैं। परास्नातक काउंसलिंग के अंतर्गत सम्मिलित पाठ्यक्रमों के लिए काउंसलिंग हेतु बुलाए गए अभ्यर्थियों को केवल एक बुलावा पत्र जारी किया जाएगा। काउंसलिंग के दौरान अभ्यर्थी प्रवेश परीक्षा पोर्टल के स्टूडेंट साइट तथा प्रवेश समिति साइट पर उपलब्ध एकल वरीयता प्रविष्टि प्रपत्र में पाठ्यक्रम हेतु अपनी वरीयता, पाठ्यक्रम संचालन का स्थान (मुख्य परिसर, सम्बद्ध कालेजों, रा.गां.द.प.) तथा सीट के प्रकार (नियमित तथा पेड) हेतु अपनी वरीयता का चयन कर सकते हैं। इन पाठ्यक्रमों में काउंसलिंग के लिए अभ्यर्थियों को केवल एक बार आना है जिसके दौरान वे उपलब्ध सभी विकल्पों में से चयन कर सकते हैं।

काउंसलिंग के दौरान अभ्यर्थी तथा सीट के प्रकार (नियमित तथा पेड) हेतु अपनी वरीयता का चयन कर सकते हैं। अतएव, ऐसे पाठ्यक्रमों हेतु प्रवेश परीक्षा पोर्टल के स्टूडेंट साइट तथा प्रवेश समिति साइट पर दो वरीयता प्रविष्टि फार्म (पहला मुख्य परिसर की नियमित तथा पेड सीटों हेतु तथा दूसरा सम्बद्ध कॉलेज/रा.गां.द.प. हेतु) उपलब्ध हैं।

द्वितीय चरण – : ऑनलाइन वरीयता प्रविष्टि (काउंसलिंग की तिथि तक)

किसी पाठ्यक्रम में प्रवेश के लिए बुलाए गए प्रत्येक अभ्यर्थियों को निम्नलिखित आधार पर ऑनलाइन वरीयता प्रविष्टि पत्र भरना होगा :

अ) ऑनलाइन वरीयता प्रविष्टि हेतु प्रवेश परीक्षा पोर्टल (www.bhuonline.in) के कैंडिडेट्स सेगमेंट के 'प्रेफरेंस इंटी' आइकन बटन पर क्लिक करें।

ब) ऑनलाइन वरीयता प्रविष्टि फार्म में दिए गए विभिन्न पाठ्यक्रम(मों) हेतु अपनी वरीयता दें। तथापि, कुछ पाठ्यक्रमों में कोई विकल्प नहीं होगा और पेज पहले से ही भरा हुआ टेक्स्ट बॉक्स सहित केवल एक ही पाठ्यक्रम दर्शाएगा।

स) ऑनलाइन वरीयता प्रविष्टि फार्म में अर्हता परीक्षा में प्राप्त अंकों का प्रतिशत (दशमलव के दो स्थान तक) भरें।

द) यदि इच्छुक हों तो पेड सीट का विकल्प भरें। फिर भी, पेड सीट वरीयता मेरिट के आधार पर केवल उन्हीं अभ्यर्थियों को आवंटित की जाएगी जो पेड सीट शुल्क के साथ पेड सीट के लिए काउंसलिंग की तिथि/समय पर व्यक्तिगत रूप से उपस्थित होंगे।

य) भरे गए विवरण को सुरक्षित करें (सेव करें)

र) यदि एक से अधिक वरीयता प्रविष्टि फार्म (एक मुख्य परिसर के लिए तथा दूसरा सम्बद्ध महाविद्यालय/रा.गां.द.प.) हैं तो उपरोक्त तरीके से दोनों को पूरी तरह भरें।

नोट :

- i. अपना वरीयता क्रम सावधानीपूर्वक भरें। ऑनलाइन वरीयता पत्र का कोई भी भाग खाली न छोड़ें। यदि कोई भाग खाली है तो यह माना जाएगा कि अभ्यर्थी उस विकल्प के लिए इच्छुक नहीं है। अभ्यर्थी को

काउंसलिंग के दिन (दस्तावेजों के सत्यापन से पूर्व) ऑनलाइन वरीयता प्रविष्टि फार्म में दर्ज की गई प्रविष्टि में परिवर्तन करने का एक दूसरा अवसर प्राप्त होगा।

- II. कुछ पाठ्यक्रमों में चयन का विकल्प नहीं होगा। इस स्थिति में केवल अंकों का प्रतिशत और दूसरी आवश्यक सूचनाएं भरें।

तृतीय चरण – : काउंसलिंग के दिन का क्रिया-कलाप

बुलावा पत्र में उपस्थिति तिथि, काउंसलिंग का समय और स्थान का उल्लेख होगा जहां काउंसलिंग के लिए आपको उपस्थित रहना होगा। कृपया निर्धारित तिथि व समय पर अपनी उपस्थिति सुनिश्चित करें। काउंसलिंग स्थान पर पहुंचने के बाद आपको निम्नलिखित कदम उठाने होंगे :

- अ) इस बुलावा पत्र में दी गई तिथि व समय पर काउंसलिंग स्थान पर पहुंचें। काउंसलिंग केन्द्र/स्थान के प्रभारी से संपर्क करें और काउंसलिंग केन्द्र के प्रभारी के पास उपलब्ध उपस्थिति पत्रक पर अपने हस्ताक्षर करें।
- ब) उपलब्ध आनर्स/पाठ्यक्रम संयोजन, स्थान, शुल्क संरचना, छात्रावासों की उपलब्धता इत्यादि के बारे में काउंसलिंग केन्द्र/स्थान पर मौजूद अध्यापक-काउंसलर से जानकारी प्राप्त करें। यदि आप अपनी वरीयता (आप द्वारा पहले ऑनलाइन भरे गए) में परिवर्तन करना चाहते हैं तो इस चरण में कर सकते हैं। वरीयता प्रविष्टि पत्र पूर्ण हो जाने के बाद इसका मुद्रित रूप निकालें, इस पर हस्ताक्षर करें और जरूरी कागजातों के साथ सत्यापन डेस्क पर जमा करें। काउंसलिंग तिथि पर एक बार अभ्यर्थी द्वारा वरीयता प्रविष्टि पत्र पर हस्ताक्षर करने व इसकी पुष्टि कर दिए जाने पर इसे अंतिम माना जाएगा और बाद में इसमें कोई बदलाव नहीं किया जा सकेगा। प्रवेश परीक्षा में प्राप्त योग्यता क्रम तथा अभ्यर्थी द्वारा भरे गए वरीयता क्रम व सीटों की उपलब्धता के आधार पर सीटों का आवंटन कंप्यूटर द्वारा किया जाएगा।

नोट : यदि आरक्षित संवर्ग के मेधावी अभ्यर्थी को काउंसलिंग के लिए सामान्य श्रेणी के अभ्यर्थियों के साथ बुलाया जाता है तो उसकी अपनी श्रेणी के लिए आरक्षित सीटों पर उसका दावा बरकरार रहेगा।

स) यदि आपको छात्रावास सुविधा की आवश्यकता है तो कृपया वरीयता प्रविष्टि पत्र में इसका उल्लेख करें। संबंधित प्रवेश समिति काउंसलिंग के समय छात्रावास आवंटन हेतु आपकी योग्यता का निर्धारण करेगी। छात्रावास का आवंटन भी पूरी तरह सीटों की उपलब्धता व योग्यता सूची के आधार पर किया जाएगा।

द) संबंधित प्रवेश समिति आपके सत्यापित दस्तावेजों (छायाप्रति) का सेट रखेगी।

य) आपका प्रवेश सुनिश्चित करने हेतु पहले एवं बाद के दौर के परिणाम घोषित किए जाने तथा समयबद्ध अनुवर्ती क्रिया-कलाप की तिथि (ऑनलाइन प्रवेश शुल्क का भुगतान इत्यादि) के बारे में संबंधित प्रवेश समिति से पूछताछ की जरूरत होगी।

र) आपको इस चरण के बाद जाने की अनुमति होगी। अपना प्रवेश सुनिश्चित करने हेतु आपको निम्नलिखित का पालन करना होगा।

चतुर्थ चरण – : प्रवेश सूची की घोषणा

बी.कॉम.(ऑनर्स), बी.एड. एवं बी.एससी. (कृषि) समेत परास्नातक काउंसलिंग :

संबंधित प्रवेश समिति काउंसलिंग के अंतिम दिन अपराह्न 6.00-8.00 बजे के बीच प्रथम प्रवेश सूची(मुख्य परिसर के नियमित सीटों हेतु) जारी/प्रकाशित करेगी। तत्पश्चात पहली प्रवेश सूची जारी होने के सामान्यतः 24 घंटे बाद संबंधित पाठ्यक्रमों की विभिन्न सीटों पर प्रवेश हेतु निम्नलिखित क्रम में (मुख्य परिसर की नियमित सीटें-मुख्य परिसर की पेड सीट-सबद्ध महाविद्यालयों की नियमित सीटें- सबद्ध महाविद्यालयों/रा.गां.द.प. की पेड सीट) दूसरी सूची जारी होगी। जिल अभ्यर्थियों को अस्थायी प्रवेश मिला है वे अंतिम समय सीमा (जो किसी भी दौर के परिणाम घोषित होने के अगले दिन सायं 6.00 बजे तक होगी) से पूर्व प्रवेश शुल्क जमा कर सकते हैं।

महत्वपूर्ण नोट : चूंकि परिणाम काउंसलिंग के प्रत्येक दिन अपराह्न 6.00-8.00 बजे के बीच घोषित किए जाएंगे, अतः सभी अभ्यर्थियों से अपेक्षित है कि वे पाठ्यक्रम आवंटन पेज पर अपने प्रवेश की स्थिति का अवलोकन करें क्योंकि जिन्होंने प्रवेश सूची जारी होने पर पहले दौर के पश्चात प्रवेश ले लिया है, उन्हें उनकी उच्चतर वरीयता

का पाठ्यक्रम प्राप्त हो सकता है और जो काउंसलिंग तिथि को प्रतीक्षा सूची में हैं उन्हें पिछले चरण में रिक्त हुई सीटों पर प्रवेश लेने का अवसर प्राप्त हो सकता है। यदि आरंभिक प्रतीक्षा सूची के अभ्यर्थियों को बाद के चरण की प्रवेश सूची घोषित होने पर प्रवेश का अवसर प्राप्त होता है तो उन्हें भी अगले दिन अपराह्न 6 बजे तक निर्धारित शुल्क जमा करना होगा।

नोट : पहले दौर की प्रवेश सूची घोषित होने के बाद जिन्होंने अपना प्रवेश सुरक्षित कर लिया है वे अपनी वरीयता के पाठ्यक्रम में उच्चिकृत हो सकते हैं तथा जो प्रतीक्षा सूची में हैं उन्हें पिछले दौर में छूटी हुई/वापस ली गई सीटों के कारण प्रवेश का प्रस्ताव प्राप्त हो सकता है। इसके लिए वे अद्यतन पाठ्यक्रम आवंटन की स्थिति जानने के लिए प्रतिदिन पोर्टल देखें। यदि बाद की प्रवेश सूची घोषित होने पर शुरुआती प्रतीक्षा सूची के अभ्यर्थियों को प्रवेश के प्रस्ताव प्राप्त होते हैं तो उन्हें भी पाठ्यक्रम आवंटन पृष्ठ पर उल्लिखित शुल्क भुगतान हेतु निर्धारित समय सीमा के भीतर प्रवेश शुल्क जमा करना होगा।

पंचम चरण – : प्रवेश शुल्क के भुगतान की विधि

प्रवेश शुल्क के भुगतान के निम्नलिखित तरीके उपलब्ध होंगे :

1. पोर्टल पर उपलब्ध पेमेंट गेटवे के माध्यम से ऑनलाइन भुगतान (डेबिट कार्ड/क्रेडिट कार्ड/नेट बैंकिंग द्वारा)
2. कैंडीडेट्स पोर्टल के पेमेंट पेज से डाउनलोड चालान के माध्यम से बीएचयू परिसर में स्थापित आईसीआईसीआई/एचडीएफसी बैंक के विस्तार पटल पर प्रवेश शुल्क का नगद भुगतान।

नोट :

अ) ऑनलाइन भुगतान हेतु अभ्यर्थी “कोर्स एलोकेशन” देखें और डेबिट कार्ड/क्रेडिट कार्ड के माध्यम से भुगतान करें।

ब) जो अभ्यर्थी बी.एच.यू. परिसर में स्थापित आई.सी.आई.सी.आई./एचडीएफसी बैंक के विस्तार पटल के माध्यम से शुल्क का नगद भुगतान करना चाहते हैं वे संबंधित कोर्स एलोकेशन पेज से चालान डाउनलोड कर सकते हैं।

स) यदि अभ्यर्थी प्रस्तावित पाठ्यक्रम में अस्थायी प्रवेश लेने के इच्छुक हैं तो प्रवेश संबंधी प्रस्ताव में दिए गए शुल्क का निर्धारित समय-सीमा के भीतर भुगतान करें (कोर्स एलोकेशन पेज पर दर्शाया गया है)। यदि अभ्यर्थियों को किसी विशेष अध्ययन पाठ्यक्रम में अथवा पेड सीट पर प्रवेश दिया गया है तो उन्हें पाठ्यक्रम के नियमित शुल्क के अलावा विशेष पाठ्यक्रम/पेड सीट शुल्क (नगद या ऑनलाइन) का भी अलग से भुगतान करना होगा।

द) अभ्यर्थी का किसी पाठ्यक्रम में अस्थायी प्रवेश तभी मान्य होगा जब वह निर्धारित शुल्क का भुगतान कर दिया हो। यदि आप उपरोक्त तरीकों से दी गई समय-सीमा के भीतर निर्धारित शुल्क का भुगतान नहीं करते हैं तो विश्वविद्यालय के पाठ्यक्रम में प्रवेश लेने का आपका दावा समाप्त समझा जायेगा। निर्धारित शुल्क का सफलतापूर्वक भुगतान करने पर अभ्यर्थी के पोर्टल के अप्लिकेशन पेज में पेमेंट आईडी प्रदर्शित होगी। साथ ही यह पोर्टल की प्रवेश समिति साइट पर प्रविष्ट सूची में प्रदर्शित होगी।

छठा चरण – : प्रवेश पत्र डाउनलोड करना

संबंधित पाठ्यक्रम में प्रवेश समाप्त हो जाने के बाद ही अभ्यर्थी अपने पोर्टल से प्रवेश पत्र डाउनलोड कर सकता है अथवा किसी भी दौर की प्रवेश सूची घोषित होने के बाद वे अपना आवंटन लॉक कर सकते हैं। (कृपया नीचे दिये गये लॉकिंग नियम देखें)। प्रवेश पत्र में विश्वविद्यालय में कक्षाओं में शामिल होने की तिथि और साथ में लाए जाने वाले दस्तावेजों का उल्लेख होगा।

सप्तम चरण - : छात्रावास आवंटन

छात्रावास में सीमित संख्या में सीटें उपलब्ध हैं जो आपके वरीयता क्रम के अनुसार छात्रावास आवंटन हेतु आपकी योग्यता के अनुसार आवंटित की जाएगी। ऑनलाइन वरीयता प्रविष्टि फार्म में आपको छात्रावास सुविधा की आवश्यकता का उल्लेख करना पड़ेगा। प्रवेश समिति आपकी योग्यता के आधार पर पाठ्यक्रम में आपके प्रवेश के पश्चात् छात्रावास आवंटित कर सकती है। आप छात्रावास आवंटन स्टेटस अपने पोर्टल (लाग-इन करने के बाद) पर 'हास्टल एलोकेशन' आइकन पर क्लिक करके चेक कर सकते हैं। यदि स्टेटस 'हास्टल एलाटेड' दर्शाता है तो ऊपर दिए गए तरीकों में से किसी एक द्वारा छात्रावास शुल्क का यथाशीघ्र निर्धारित समयसीमा के भीतर भुगतान करें (उसी तरह से जिस तरह प्रवेश शुल्क का भुगतान किया गया है)। अन्यथा यह माना जाएगा कि छात्रावास सुविधा लेने हेतु आप इच्छुक नहीं हैं और छात्रावास आवंटन का प्रस्ताव निरस्त समझा जायेगा तथा इस तरह से बची हुई सीट वरीयता क्रम में अगले अभ्यर्थी को दे दी जाएगी।

4 पेड सीट के अंतर्गत प्रवेश

- i) कुछ पाठ्यक्रमों में कुल सीटों का अधिकतम 15 प्रतिशत तक 'पेड सीट' (अतिरिक्त) का प्रावधान है। पेड सीट पर प्रवेश नियमित शुल्क की सीट भर जाने के बाद ही होगा।
- ii) अभ्यर्थी द्वारा पेड सीट के विकल्प का चयन वरीयता प्रविष्टि के दौरान अथवा बाद में बुलावा पत्र में दी गई पेड सीट काउंसलिंग तिथि पर स्वयं की उपस्थिति द्वारा किया जाएगा।
- iii) पेड सीट में प्रवेश लेने के इच्छुक सभी अभ्यर्थियों को बुलावा पत्र में दी गई पेड सीट हेतु निर्धारित काउंसलिंग तिथि को अपराह्न 4.00 बजे तक स्वयं उपस्थित होना होगा। पेड सीट का आवंटन मेरिट के आधार पर उन अभ्यर्थियों के बीच किया जाएगा जो पेड सीट हेतु निर्धारित काउंसलिंग तिथि पर पेड सीट शुल्क के साथ व्यक्तिगत रूप से उपस्थित होंगे।

5 अपग्रेडेशन एवं लॉकिंग नियम :

द्वितीय और/अथवा आगामी प्रवेश सूची(सूचियों) में पुनः व्यवस्था : अभ्यर्थी वरीयता प्रवृष्टि चरण में अपने पाठ्यक्रम की वरीयता (जहां विकल्प उपलब्ध हैं) प्रविष्टि किये होंगे। यदि शुल्क भुगतान की समय सीमा समाप्त होने पर (पहले चरण का परिणाम घोषित होने पर उच्चतर मेरिट धारण करने वाले अभ्यर्थियों द्वारा प्रवेश न लेने के कारण इत्यादि) पहले चरण में सीटें खाली रह जाती हैं तो यह सुनिश्चित करने के लिए कि आरम्भ में किसी अभ्यर्थी को उसके निम्नतर वरीयता का आवंटित पाठ्यक्रम की जगह पर उच्चतर वरीयता का पाठ्यक्रम आवंटित होने का अवसर प्राप्त हो सके, मॉड्यूल विकसित किया गया है। तदनुसार, आरम्भिक आवंटन के पश्चात् अभ्यर्थी द्वारा काउंसलिंग के समय दिये गये वरीयता के आधार पर पाठ्यक्रम विकल्प में परिवर्तन किया जा सकता है। पुनः व्यवस्था प्रक्रिया अभ्यर्थी को उनके द्वारा भरे गये वरीयता क्रम में उच्चतर पाठ्यक्रम के लिए केवल तभी उपलब्ध होगी, जब उसने अपने मेरिट के अनुसार प्रवेश शुल्क का भुगतान अन्तिम समय सीमा के भीतर प्रारम्भिक आवंटन के लिए कर दिया हो।

पाठ्यक्रम आवंटन लॉक करना : यदि अभ्यर्थी प्रारम्भ में आवंटित पाठ्यक्रम (पहले चरण की काउंसलिंग के बाद) में कोई परिवर्तन नहीं चाहता/चाहती है तो इसका तात्पर्य यह है कि वे उपरोक्त पुनः व्यवस्था प्रक्रिया से पृथक रहना चाहते हैं। यदि अभ्यर्थी किसी चरण की प्रवेश सूची घोषित होने के बाद पाठ्यक्रम आवंटन से संतुष्ट है तो वह तत्काल रजिस्टर्ड ई-मेल आई.डी. द्वारा संबंधित प्रवेश समिति के संयोजक को पाठ्यक्रम आवंटन लॉक करने

हेतु ई-मेल करेगा/करेगी। यदि कोई अभ्यर्थी उक्त तरीके से आवंटन लॉक करता/करती है तो उसे पुनः व्यवस्था प्रक्रिया से अलग कर दिया जायेगा।

तथापि, किसी पाठ्यक्रम आवंटन के लॉकिंग का विकल्प उस दिन अपराह्न 2.00 बजे तक उपलब्ध होगा जब उसके ठीक अगले चरण की प्रवेश सूची जारी होने वाली होगी। किसी पाठ्यक्रम आवंटन की लॉकिंग उस पाठ्यक्रम में प्रवेश के बाद केवल तभी की जा सकती है जब उस पाठ्यक्रम के लिए प्रवेश शुल्क का भुगतान निर्धारित समय सीमा के भीतर कर दिया गया हो।

नोट :

- (i) यदि अभ्यर्थी उपरोक्त निर्धारित समय सीमा के भीतर संबंधित प्रवेश समिति को ई-मेल नहीं करता है तो पाठ्यक्रम आवंटन की लॉकिंग हेतु अनुरोध स्वीकार नहीं किया जाएगा।
- (ii) किसी पाठ्यक्रम आवंटन के लॉकिंग का विकल्प उस दिन अपराह्न 2.00 बजे तक उपलब्ध होगा जब उसके ठीक अगले चरण की प्रवेश सूची जारी होने वाली होगी। किसी पाठ्यक्रम आवंटन की लॉकिंग उस पाठ्यक्रम में प्रवेश के बाद केवल तभी की जा सकती है जब उस पाठ्यक्रम के लिए प्रवेश शुल्क का भुगतान निर्धारित समय सीमा के भीतर कर दिया गया हो।
- (iii) प्रत्येक अभ्यर्थी को यह सलाह दी जाती है कि वरीयता प्रविष्टि प्रपत्र में पाठ्यक्रम की वरीयता भरते समय सावधानी बरतें क्योंकि प्रवेश समिति के संयोजक को विधिवत हस्ताक्षरित वरीयता प्रविष्टि प्रपत्र प्रस्तुत करने के बाद पाठ्यक्रम आवंटन लॉक करने पर और उसके बाद कम्प्यूटरीकृत ऑनलाइन प्रवेश मॉड्यूल द्वारा ऑनर्स विषय के साथ विषय समूह आवंटित हो जाने पर पाठ्यक्रम के अवधि के दौरान इन्हे किसी भी परिस्थिति में नहीं बदला जायेगा।

6 महत्वपूर्ण सामान्य सूचनाएं

अभ्यर्थियों को अस्थायी प्रवेश हेतु नीचे दी गई सामान्य सूचनाओं और शर्तों को ध्यानपूर्वक पढ़ना चाहिए जिनका अनुपालन न करने पर उनका प्रवेश निरस्त समझा जायेगा।

1. अभ्यर्थी ध्यान दें :

- i) काउंसलिंग हेतु इस बुलावा पत्र में रिपोर्टिंग स्थान का उल्लेख किया गया है। अभ्यर्थी को उल्लिखित तिथि व समय पर संबंधित कार्यालय में पहुंचना चाहिए।
 - ii) संकायों/महिला महाविद्यालय/सम्बद्ध महाविद्यालयों/राजीव गांधी दक्षिणी परिसर, बरकछा, मिर्जापुर में किसी पाठ्यक्रम में प्रवेश मेरिट तथा अभ्यर्थी के चयन के आधार पर किया जाएगा।
2. काउंसलिंग के लिए बुलाए गए महिला अभ्यर्थियों के माता-पिता/अभिभावक की उपस्थिति वांछनीय है।
 3. अस्थायी प्रवेश की जरूरी औपचारिकताओं के पूरा होने में 2-3 दिन लग सकता है। तदनुसार, बाहर के अभ्यर्थियों से अपेक्षित है कि वे उक्त अवधि तक वाराणसी में ठहरने की अपनी व्यवस्था के साथ आएँ।
 4. बीएचयू कर्मचारी कोटा संवर्ग के अभ्यर्थियों से अपेक्षित है कि वे संयुक्त कुलसचिव (प्रशासन-एलटीसी प्रकोष्ठ) द्वारा विधिवत हस्ताक्षरित व निर्धारित प्रारूप में जारी 'एम्प्लॉई वार्ड सर्टिफिकेट' प्रस्तुत करें। इसके लिए अभ्यर्थियों को चाहिए कि बुलावा पत्र प्राप्त होने के तत्काल बाद वे संयुक्त कुलसचिव (प्रशासन-एलटीसी प्रकोष्ठ) के यहां आवेदन करें।

5. किसी अभ्यर्थी का संबंधित अध्ययन पाठ्यक्रम में अस्थायी प्रवेश विश्वविद्यालय द्वारा समय-समय पर निर्धारित अध्यादेशों, नियमों व विनियमों के अधीन होगा।
6. छात्रावास सुविधा की गारंटी नहीं है। फिर भी, उपलब्ध होने पर यह पूरी तरह से संबंधित प्रवेश परीक्षा-2018 की वरीयता सूची के आधार पर उन छात्रों को छोड़कर जो वाराणसी शहर में अथवा इसके आस-पास निवास करते हैं, आवंटित की जाएगी। केवल अस्थायी प्रवेश पा लेने मात्र से ही कोई विद्यार्थी विश्वविद्यालय के छात्रावास में सीट पा लेने का हकदार नहीं होगा।
7. संबंधित अध्ययन पाठ्यक्रमों की कक्षाओं के प्रारंभ होने की तिथि विश्वविद्यालय द्वारा निर्धारित समय सारिणी के अनुसार होगी। इसके बारे में जब आप काउंसलिंग के लिए आएंगे तो संकाय/विभाग/विद्यालय से सुनिश्चित करें।
8. प्रवेश हेतु अस्थायी रूप से चयनित अभ्यर्थियों को दी गई समय सीमा के भीतर निर्धारित शुल्क जमा करना होगा। अन्यथा अस्थायी प्रवेश हेतु उनका दावा समाप्त मान लिया जायेगा। अनुसूचित जाति/जनजाति संवर्ग के अभ्यर्थी (जिनके माता-पिता/अविभावक की वार्षिक आय 2 लाख से अधिक न हो) दशमोत्तर छात्रवृत्ति/उच्च श्रेणी छात्रवृत्ति के लिए अर्ह हैं और उन्हें निर्धारित नियमित शुल्क घटक के अप्रतिदेय (नान-रिफंडेबल) शुल्क का भुगतान करने की आवश्यकता नहीं है। उन्हें केवल अप्रतिदेय संघटक (प्रतिभूति राशि) का भुगतान करने की आवश्यकता है। तथापि, ऐसे अर्ह अभ्यर्थियों को **अनुलग्नक-ए** के अनुसार इस आशय का एक अंडरटेकिंग/कांट्रैक्ट बांड प्रस्तुत करना होगा कि जैसे ही उनके खाते में छात्रवृत्ति की राशि आ जाएगी वे विश्वविद्यालय में शुल्क जमा कर देंगे। तदनुसार, उक्त संवर्ग के भावी-अभ्यर्थी जो यह सुविधा प्राप्त करना चाहते हैं, उनसे अपेक्षित है कि वे प्रवेश के समय सक्षम प्राधिकारी द्वारा जारी इस आशय का जाति प्रमाण-पत्र तथा आय प्रमाण-पत्र प्रस्तुत करें।
9. कुष्ठ प्रभावित व्यक्तियों पर आश्रित अभ्यर्थियों को नियमित शुल्क के अप्रतिदेय (नान-रिफंडेबल) अंश में छूट दी जायेगी। तदनुसार, अस्थायी प्रवेश के लिए उक्त सुविधा प्राप्त करने के इच्छुक अभ्यर्थियों से अपेक्षित है कि वे काउंसलिंग के समय सरकारी जिला चिकित्सालय द्वारा जारी इस आशय का प्रमाण-पत्र प्रस्तुत करें कि उनके माता/पिता (पीईटी फार्म में दिए गए विवरण के अनुसार) कुष्ठ प्रभावित व्यक्ति हैं।
10. **पंजीयन** : सभी नवप्रवेशी छात्रों को 31 अक्टूबर, 2018 तक स्वयं का पंजीयन अवश्य करा लेना चाहिए। पंजीयन के लिए केवल मूल दस्तावेज (अर्हता परीक्षा का अंकपत्र, हाई स्कूल का अंक पत्र/प्रमाण-पत्र, स्थानांतरण प्रमाण-पत्र और/अथवा प्रवजन प्रमाण-पत्र) स्वीकार किए जाएंगे। यदि अस्थायी रूप से प्रवेश लिया अभ्यर्थी 31 अक्टूबर, 2018 तक उक्त दस्तावेज प्रस्तुत नहीं कर पाता है तो उसका प्रवेश तत्काल निरस्त मान लिया जायेगा।

11. **शुल्क वापसी:**

यह एक प्रक्रिया है जिसके द्वारा उन पात्र अभ्यर्थियों को जिन्होंने प्रवेश के दौरान अत्यधिक राशि जमा कर दी है, को अतिरिक्त धनराशि वापस की जाती है।

(अ) **शुल्क वापसी के मामले:**

1. अभ्यर्थी द्वारा प्रवेश वापस लेने पर।
2. अभ्यर्थी का प्रवेश निरस्त होने पर।

3. अभ्यर्थी की छात्रावास सुविधा निरस्त होने पर।
4. पेड सीट से नियमित सीट पर अपग्रेडेशन के कारण प्रवेश होने पर, एक पाठ्यक्रम से दूसरे पाठ्यक्रम (कमतर शुल्क के) में प्रवेश होने पर अथवा अभ्यर्थी का सम्बद्ध महाविद्यालयों/रा.गा.द.प. से मुख्य परिसर (कमतर शुल्क के) में प्रवजन।
5. शुल्क अदायगी के समय एक बार से अधिक की अदायगी होने जाने पर।
6. ऐसे अनुसूचित जाति/जनजाति के अभ्यर्थी जो शुल्क माफी के लिए अर्ह थे परन्तु आयकर प्रमाण पत्र प्रस्तुत न कर पाने के कारण प्रवेश के लिए पूरी फीस जमा कर दिये।

(ब) शुल्क वापसी नीति:

अभ्यर्थी/अभ्यर्थियों द्वारा प्रवेश प्रक्रिया के दौरान जमा की गयी अतिरिक्त धनराशि की वापसी हेतु दिनांक 27 मार्च, 2010 के पत्रांक— आर.ए.सी./ए.डी.एम./II/2009-10/4560 द्वारा जारी परिपत्र के माध्यम से विश्वविद्यालय ने शुल्क वापसी नीति पहले से ही सभी संबंधितों को परिचालित किया 'किया है जो निम्नवत् है—

- a) यदि प्रवेश प्राप्त छात्र विश्वविद्यालय द्वारा निर्धारित प्रवेश/शुल्क जमा करने की अन्तिम तिथि से पूर्व पाठ्यक्रम से अपना नाम वापस लेने का अनुरोध करता है तो उस पाठ्यक्रम की कक्षाये शुरू होने तथा प्रतीक्षा सूची में अभ्यर्थियों की उपलब्धता के होते हुए भी अभ्यर्थी को उसके द्वारा जमा किये गए शुल्क में से रु. 1000 प्रक्रिया शुल्क के तौर पर कटौती कर उसे वापस किया जायेगा।
- b) यदि छात्र प्रवेश की अन्तिम तिथि के पश्चात् पाठ्यक्रम से अपना नाम वापस लेना चाहता है तो उसे कोई शुल्क वापस नहीं किया जायेगा।
- c) उपरोक्त दिशा निर्देश नियमित शुल्क/विशेष पाठ्यक्रम शुल्क और पेड सीट शुल्क के मामलों में समान रूप से लागू होंगे।
- d) अभ्यर्थी द्वारा अपने प्रवेश के समय शुल्क के रूप में ऑनलाइन प्रवेश/भुगतान प्रक्रिया के अन्तर्गत भुगतान की गयी किसी भी अत्यधिक राशि निम्नलिखित में किसी भी एक कारणवश वापस की जा सकती है।

प्रवेश के समय अभ्यर्थी द्वारा ऑनलाइन प्रवेश/भुगतान प्रक्रिया के माध्यम से किसी भी अत्यधिक राशि का भुगतान किए जाने पर उसकी वापसी निम्नलिखित में से किसी एक कारण होने पर की जायेगी:

1. शुल्क जमा करने के समय एकाधिक बार भुगतान:
जहां अभ्यर्थी द्वारा भुगतान किया गया शुल्क की कटौती अभ्यर्थी के खाते से हो गयी हो और वह विश्वविद्यालय के खाते में जमा हो चुके हो किन्तु अभ्यर्थी के पोर्टल पर इसकी पुष्टि न हुई हो (अर्थात् शुल्क भुगतान करते समय संप्रेषण त्रुटि/तकनीकी त्रुटि/नेटवर्क फेल होने के कारण) तो ऐसी दशा में अभ्यर्थी द्वारा भुगतान की गयी शुल्क की अत्यधिक/अतिरिक्त राशि उसे वापस की जायेगी।
2. पेड सीट से नियमित सीट हेतु उच्चीकरण, एक पाठ्यक्रम से दूसरे पाठ्यक्रम (कमतर शुल्क) में परिवर्तन, संबंध महाविद्यालय/रा.गा.द.प. से मुख्य परिसर में स्थानान्तरण तथा अन्य कारण से अत्यधिक/अतिरिक्त शुल्क की कटौती हो जाने पर इसकी वापसी।
3. अनुसूचित जाति/जन जाति के विद्यार्थी के मामले में जो शुल्क माफी के लिए अर्ह था किन्तु प्रवेश के समय अपने माता-पिता की आय का प्रमाण पत्र प्रस्तुत नहीं कर पाया था। यदि ऐसा अनुसूचित

जाति/जन जाति का विद्यार्थी शैक्षिक सत्र जिसमें वह प्रविष्ट हुआ था की समाप्ती से पूर्व सक्षम प्राधिकारी द्वारा जारी वैध आय प्रमाण पत्र प्रस्तुत कर देता है तो संबंधित संकाय प्रमुख/विभागाध्यक्ष/महाविद्यालयों के प्राचार्य/स्कूल/केन्द्रों के समन्वयक उसके शुल्क के अप्रतिदेय संघटक (ए.आर. 37 प्रपत्र द्वारा) की वापसी हेतु बिल आहरण द्वारा दावा प्रपत्र की प्रोसेसिंग करेंगे और इसे आर.ओ. वित्त/लेख अनुभाग को सीधे भेजेंगे।

4. किसी अभ्यर्थी(अभ्यर्थियों) के छात्रावास आवंटन रद्द होने की स्थिति उसके छात्रावास शुल्क की वापसी का मामला संबंधित छात्रावास के प्रशासनिक संरक्षक के माध्यम से संबंधित संकाय प्रमुख/विभागाध्यक्ष/प्राचार्य/समन्वयक देखेंगे। संबंधित संकाय प्रमुख/विभागाध्यक्ष/ महाविद्यालयों के प्राचार्य/स्कूलों/केन्द्रों के समन्वयक उसके शुल्क के अप्रतिदेय संघटक की वापसी हेतु (ए.आर. 37 प्रपत्र के माध्यम से) बिल आहरण के द्वारा प्रपत्र की प्रोसेसिंग करेंगे और इसे आर.ओ. वित्त/लेख अनुभाग को सीधे भेजेंगे।

(स) शुल्क वापसी की प्रक्रिया:

1. शुल्क वापसी संबंधी समस्त मामले कुलसचिव कार्यालय (वित्त), लेख अनुभाग द्वारा मे. एल. एस. पी. एल. के साथ मिलकर 30 नवम्बर, 2018 तक सुलझाने हैं।
 2. अभ्यर्थी दावा प्रपत्र विश्वविद्यालय द्वारा प्रवेश की अंतिम तिथि घोषित किये जाने के बाद ही www.bhuonline.in से डाउनलोड कर सकते हैं।
 3. अभ्यर्थी दावा प्रपत्र में अपना विवरण, शुल्क वापस पाने का माध्यम, बैंक संबंधी विवरण आदि भरकर संबंधित विभाग/संकाय/रा.गां.द.प./महाविद्यालय को प्रस्तुत करेगा जहां वह अध्ययनरत है।
 4. जहां पर अभ्यर्थी को प्रवेश दिया गया है, वहां के विभागाध्यक्ष/संकाय प्रमुख/रा.गां.द.प. विभिन्न महाविद्यालयों के प्राचार्य सभी दावा प्रपत्रों को एकत्र कर संबंधित प्रवेश समिति के साथ परामर्श कर उनका सत्यापन करेंगे।
 5. संबंधित विभागाध्यक्ष/संकाय प्रमुख/विभिन्न महाविद्यालयों के प्राचार्य/केन्द्रों के समन्वयक अपने कार्यालय में अभ्यर्थियों द्वारा प्रस्तुत किये गए तथाकथित समस्त दावा प्रपत्रों का बिल आहरण (ए. आर. 37 के माध्यम से) द्वारा प्रक्रियागत करेंगे और इसे शुल्क वापसी प्रोसेसिंग के लिए सीधे आर. ओ. (वित्त) के लेखा अनुभाग को भेजेंगे।
 6. आर.ओ. वित्त/लेखा अनुभाग अभ्यर्थियों की पात्रता और उनके द्वारा किये गए दावे की राशि वापसी हेतु मे. एल.एस.पी.एल. द्वारा प्रदत्त आंकड़ा (बैंक विवरण या जमा विवरण) के साथ मिलान कर उसका सत्यापन करेगा तथा अभ्यर्थियों को उनकी पात्रता के अनुसार उनके दावा प्रपत्र के अनुरूप शुल्क वापसी की उपरोक्त तरीके से प्रोसेसिंग करेगा।
12. प्रवेश से संबंधित किसी भी विवाद के मामले में न्यायाधिकार क्षेत्र केवल वाराणसी स्थित स्थानीय अदालत, माननीय उच्च न्यायालय, इलाहाबाद/उच्चतम न्यायालय का होगा।

ANNEXURE – 4

THE PRINCIPAL REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS (SECOND AMENDMENT), REGULATIONS, 2013

UNDERTAKING BY THE STUDENT

1. I, _____, UET/PET Roll No. _____, Son/Daughter of
Mr./Mrs./Ms. _____, having been admitted to

_____ course of the Faculty/Department/MMV/Centre/School of the Banaras Hindu University, Varanasi / AMPGC/DAV/VCW/VKM, Colleges admitted to the privilege to the Banaras Hindu University, Varanasi (strikeout whatever is not applicable) have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:

VERIFICATION

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein.

Verified at _____ on this the _____ day of _____ month of _____ year.

Signature of deponent
(full name of the student)

THE PRINCIPAL REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS (SECOND AMENDMENT), REGULATIONS, 2013

UNDERTAKING BY PARENT/GUARDIAN

1) I, _____, UET/PET Roll No. _____, father/mother/
guardian of Mr./Ms.Mr./Mrs./Ms. _____, having been admitted to

_____ course of the Faculty/Department/MMV/Centre/School of the Banaras Hindu University, Varanasi / AMPGC/DAV/VCW/VKM, Colleges admitted to the privilege to the Banaras Hindu University, Varanasi (strikeout whatever is not applicable) have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name: _____

Address: _____

Tel./Mobile No.: _____

VERIFICATION

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein.

Verified at _____ on this the _____ day of _____ month of _____ year.

Signature of deponent

APPLICATION FOR ISSUING A CERTIFICATE FOR ADMISSION
UNDER EMPLOYEE WARD QUOTA (SUPERNUMERARY SEATS IN UET AND PET)
FOR SONS/DAUGHTERS OF EMPLOYEES OF BANARAS HINDU UNIVERSITY

(A)

1. Full Name of the Employee _____
(In English CAPITAL Letters)
2. Full Name of the Employee _____
(In Hindi)
3. Designation and Department _____
4. Nature of Employment : Permanent _____ Probation _____ Temporary _____
Re-engaged/Retired _____ Deceased _____
5. Date of Birth _____
6. Date of retirement, if already retired _____
7. Date of first continuous appointment _____
Date of Confirmation _____
8. Whether in Permanent service during the Period July 1, 2017 - June 30, 2018 : YES/NO

(B)

Particulars of the candidate in respect of whom certificate is required :-

1. Full Name of the Son/Daughter _____
(In English CAPITAL Letters)
2. Full Name of the Son/Daughter _____
(In Hindi)
3. Full Name of the Parent _____
Father _____
Mother _____
4. Date of Birth of Son/Daughter _____
5. Course for which Certificate for admission is required _____
6. UET/PET Roll No. _____
7. Whether the name of the Son/Daughter has been declared in LTC Cell against the permanent employee? Yes/No

Certified that the information furnished by me is correct. In case any information is proved false subsequently, the admission of my son/daughter shall be cancelled and my son/daughter be not allowed to appear in any entrance test in future in Banaras Hindu University. In addition an administrative action as per the BHU employees conduct rules may be taken against me in case of any false information submitted or any information is concealed by me in this respect.

Date: _____

Signature _____

Full Name of the Employee (including on probation) _____

Designation _____ ; Deptt./Office _____

Date: _____

Signature of forwarding officer

with Seal & Date

NOTE:- This application should be submitted to and certificate be collected from the OFFICE OF THE JOINT REGISTRAR (ADMIN.-II, LTC Cell).

Son/Daughter includes married son/daughter also.

OPTION FORM FOR ADMISSION UNDER PAID SEATS CATEGORY*

(Session 2018-2019)

1. Name: _____

2. Parents Name -

(a) Father's Name: _____

(b) Mother's Name: _____

3. Address: _____

Phone No.(with STD Code): _____

Mobile No. _____

Email id. _____

4. Name of the Course applied for : _____

5. UET/PET Roll No. : _____

6. UET/PET Index : _____

I hereby declare that the particulars given above are true to the best of my knowledge and belief and that I opt for admission against PAID SEATS CATEGORY in the above mentioned course if I am eligible for the same.

Date _____

SIGNATURE OF THE CANDIDATE _____

*Admission under this category shall be made (strictly on merit index basis) only after the admission of regular seats in the concerned course is full and within the stipulated date as notified by concerned Dean/Head.

BANARAS HINDU UNIVERSITY

APPLICATION FORM FOR ALLOTMENT OF HOSTEL/CITY DELEGACY - CUM - DOSSIER FORM
(TO BE FILLED IN QUADRUPLICATE BY ALL STUDENTS)

Affix self
attested
passport sized
photo

The Dean, Faculty of _____
The Principal, MMV _____
The Head, Department of _____
The Coordinator, School/Centre _____
Banaras Hindu University

Sir/Madam,

I am seeking admission to: Course _____ Year _____

Subject/Group I request
you to allot me a seat in the Hostel/I seek permission to stay in the city (Tick whichever is applicable).

I promise to abide by all the rules of discipline of the University, failing which any disciplinary action
may be taken against me, including expulsion from the University.

Yours faithfully,

(Signature of the applicant)

Date:

Name:

Residence during previous Session (If a BHU student)

Name of the Hostel (if hosteller) :

Block No. Room No. If

city delegacy student, Name of the Delegacy

FOR OFFICE USE ONLY

Admit Km./Smt./Shri. as

a Hostel-resident/-as a Day scholar in city.

Hostel/City

(Signature with seal)

Dated:

Dean/Head/Principal/Co-ordinator

Residence allotted (Hostel with Room Number / Delegacy) Fee

Receipt No. Dated.....

Hostel Warden / Chief Warden, City Delegacy

NOTE: ADMISSION TO A COURSE OF STUDY DOES NOT GUARANTEE ACCOMMODATION IN THE HOSTEL

PARTICULAR TO BE FILLED BY THE APPLICANT

A. UET/PET Roll No.

B. Enrollment No.

(for First Year students of a course)

(if already enrolled)

1. Name of the Applicant
2. Sex (Male/Female)
3. Date of Birth
4. Whether belongs to SC/ST/OBC/OBC Minority: Yes/No., If yes, Category
5. Blood Group (If known)
6. Identification marks
7. Any specific medical problem (s)
8. Father's Name
9. Mother's Name
10. Husband's Name (in case of married women)
11. Guardian's Name (if other than Father)
12. Relation of candidate with guardian
13. Permanent address (Mention State, District, Town, Village & Post clearly)
.....
.....
14. Police Station
15. Name of the nearest Railway Station
16. Local Address (in the case-city-delegacy students)
17. Mention your interest in extra-curriculum activities, if any
 - (a) In sport activities : (i) Indoor games :
(ii) Outdoor games :
 - (b) In cultural activities :
 - (i) Debating (ii) Singing (iii) dancing
 - (iv) Any other (specify)
 - (c) In social-works: YES No.
18. Whether ever Convicted/Rusticated/ Debarred/ Expelled / Suspended ? YES/NO
If "YES" give details.
19. Name, Address and Telephone Nos. (if any) of person to be contacted in emergency.
 - (a) Outside Varanasi:
.....
.....Phone: Mobile.....
Email id :
 - (b) Inside Varanasi:
.....
.....Phone: Mobile.....
Email id :

Date :

Signature of the Applicant

(रु० 100/- के नान जूडिशियल स्टाम्प पेपर पर)
छात्र/छात्रा एवं संस्था के मध्य अनुबंध पत्र

यह अनुबंध पत्र आज दिनांक.....को (1) कु०/श्रीमती/श्री..... आयुवर्ष
पुत्री/पत्नी/पुत्र श्रीजाति..... निवासी ग्राम/मु०
..... डाकखाना तहसील जिला
जिसे एतत्पश्चात प्रथम पक्ष कहा गया है।

एवं

(2) (संस्थाध्यक्ष) पता
जनपद.....(जहां छात्र/छात्रा अध्ययनरत है) जो केन्द्र/राज्य सरकार के द्वारा प्राधिकृत विश्वविद्यालय/बोर्ड
द्वारा मान्यता प्राप्त है, जिसे एतत्पश्चात द्वितीय पक्ष कहा गया है, उसके मध्य निष्पादित किया जाता है।
चूंकि उत्तर प्रदेश सरकार एवं अन्य राज्यों द्वारा (जिस राज्य का प्रथम पक्ष निवासी है), दशमोत्तर अनुसूचित जाति एवं अनुसूचित जनजाति
छात्रवृत्ति सम्बंधी छात्रवृत्ति संबंधी योजना संचालित है, जिसकी पात्रता सम्बंधी शर्तें आदि दशमोत्तर अनुसूचित जाति/अनुसूचित जनजाति
योजना (तृतीय संशोधन) नियमावली 2014 या अन्य राज्यों की छात्रवृत्ति संबंधी योजना में लागू है। उक्त नियमावली के आलोक में दोनों पक्ष
निम्नलिखित शर्तों को स्वीकार करते हैं:-

1. द्वितीय पक्ष प्रथम पक्ष को अपनी शैक्षिक संस्थान में निःशुल्क प्रवेश उत्तर प्रदेश दशमोत्तर अनुसूचित जाति/अनुसूचित जनजाति छात्रवृत्ति (अनुरक्षण भत्ता एवं शुल्क प्रतिपूर्ति) विषयक नियमावली, 2014 या अन्य राज्यों की छात्रवृत्ति संबंधी योजना, जिस राज्य का प्रथम पक्ष निवासी है, के अनुपालन में देगा।
2. प्रथम पक्ष, संदर्भित संस्था में प्रवेश पाने पर निर्धारित समयावधि के अन्तर्गत उक्त छात्रवृत्ति (अनुरक्षण भत्ता एवं शुल्क प्रतिपूर्ति) के निर्धारित आवेदन पत्र पर समस्त वांछित अभिलेखों सहित संस्था में जमा करेगा एवं द्वितीय पक्ष द्वारा नामित अधिकारी प्रथम पक्ष को निर्धारित प्रारूप पर प्राप्ति रसीद देगा।
3. द्वितीय पक्ष उपर्युक्त नियमावली के प्राविधानों के अन्तर्गत प्रथम पक्ष की छात्रवृत्ति स्वीकृति हेतु वांछित कार्यवाही सम्पन्न करायेगा।
4. प्रथम पक्ष के बैंक खाते में नियमावली के अनुसार देय छात्रवृत्ति (अनुरक्षण भत्ता एवं शुल्क प्रतिपूर्ति), की धनराशि जमा हो जाने पर प्रथम पक्ष विलम्बतम 15 दिन के अंदर द्वितीय पक्ष द्वारा निर्धारित व्यवस्थानुसार शुल्क प्रतिपूर्ति की धनराशि द्वितीय पक्ष के पक्ष में अन्तर्गत कर देगा।
5. प्रथम पक्ष संस्था में उत्तम कार्य व्यवहार एवं द्वितीय पक्ष द्वारा निर्धारित उपस्थिति के निर्देशों का कड़ाई से अनुपालन करेगा।
6. प्रथम पक्ष अपरिहार्य कारणों को छोड़कर द्वितीय पक्ष द्वारा आयोजित सेमेस्टर परीक्षा अथवा अर्द्धवार्षिक परीक्षा, जो भी हो, में प्रतिभाग करेगा।
7. उत्तर प्रदेश दशमोत्तर अनुसूचित जाति/अनुसूचित जनजाति छात्रवृत्ति (अनुरक्षण भत्ता एवं शुल्क प्रतिपूर्ति) विषयक नियमावली, 2016 या अन्य राज्यों की छात्रवृत्ति संबंधी योजना (जिस राज्य का प्रथम पक्ष निवासी है) की व्यवस्थानुसार यदि प्रथम पक्ष का आवेदन पत्र निरस्त कर दिया जाता है तो ऐसी स्थिति में प्रथम पक्ष, द्वितीय पक्ष की संस्था को देय समस्त शुल्क वहन करने का दायित्व प्रथम पक्ष का होगा।

प्रथम पक्ष: हस्ताक्षर

नाम

पिता/पति का नाम

पता

हस्ताक्षर

नाम

पिता/पति का नाम

पता

द्वितीय पक्ष: हस्ताक्षर

नाम व पदनाम

पिता/पति का नाम

पता साक्षी सं०-1

साक्षी सं०-2 हस्ताक्षर

नाम व पदनाम

पिता/पति का नाम

पता

DISTRIBUTION OF SEATS IN VARIOUS CATEGORIES IN UNDER GRADUATE COURSES FOR THE SESSION 2018-19

S.No.	Name of the Faculty	Intake 2017-2018	Gen	SC	ST	OBC=27%	Foreign Nationals	Paid seats	Emp. ward quota	PC=5%
1	FACULTY OF ARTS									
1.	Faculty	614	310	92	46	166	92	93	93	31
2.	MMV	230	116	35	17	62	35	35	35	12
3.	DAVPGC	246	125	37	18	66	37	37	37	12
4.	AMPGC	307	155	46	23	83	46	46	46	15
5.	VCW	330	167	49	25	89	49	50	50	17
6.	VKM	230	116	35	17	62	35	35	35	12
7.	BPED. 2 Year	50	25	7	4	14	8	8	8	0
	Total	2007	1014	301	150	542	302	304	304	99
	Vocational Courses at RGSC									
1.	Bachelor of Vocation in Retail & Logistics Management	50	25	7	4	14	8	0	8	3
2.	Bachelor of Vocation in Hospitality & Tourism Management	50	25	7	4	14	8	0	8	2
3.	Bachelor of Vocation in Food Processing & Management	50	25	7	4	14	8	0	8	2
4.	Bachelor of Vocation in Medical Lab. Technology	50	25	7	4	14	8	0	8	3
5.	Bachelor of Vocation (Fashion Designing & Event Management)	50	25	7	4	14	8	0	8	3
6.	Bachelor of Vocation (Modern Office Management)	50	25	7	4	14	8	0	8	3
	Total	300	150	42	24	84	48	0	48	16
	GRAND TOTAL	2307	1214	343	174	626	350	304	352	115
2	FACULTY OF SOCIAL SCIENCE									
1.	Faculty	480	232	69	35	124	69	69	69	23
2.	MMV	154	78	23	12	41	23	24	24	8
3.	DAVPGC	261	132	39	20	70	39	40	40	13
4.	AMPGC	307	155	46	23	83	46	46	46	15
5.	VCW	169	85	25	13	46	25	26	26	9

DUE CARE HAS BEEN TAKEN IN COMPILATION OF THE ABOVE COURSE-WISE AND CATEGORY WISE BIFURCATION OF SEATS. HOWEVER, THE DEANS/HODS/PRINCIPAL ARE REQUESTED TO VERIFY THE DATA PERTAINING TO THEIR SECTOR AND IF ANY DISCREPANCY IS NOTED THE SAME COULD BE BROUGHT TO THE NOTICE OF THE R.O. (ACADEMIC) FOR TIMELY CORRECTIVE ACTIONS.

PC* SEATS ARE FILLED ON HORIZONTAL RESERVATION

DISTRIBUTION OF SEATS IN VARIOUS CATEGORIES IN UNDER GRADUATE COURSES FOR THE SESSION 2018-19

S.No.	Name of the Faculty	Intake 2017-2018	Gen	SC	ST	OBC=27%	Foreign Nationals	Paid seats	Emp. ward quota	PC=5%
6.	VKM	200	101	30	15	54	30	30	30	10
	Total	1551	783	232	118	418	232	235	235	78
3	FACULTY OF COMMERCE									
	Under Graduate B.Com. 3 Years									
1.	Faculty	230	116	35	17	62	35	35	35	12
2.	VCW	77	39	11	6	21	11	12	12	4
3.	DAVPGC	184	92	28	14	50	28	28	28	9
4.	AMPGC	77	39	11	6	21	11	12	12	4
5.	B.Com. 3 Years (FMM-Spl. Courses-Main Campus)	50	25	7	4	14	8	8	8	2
6.	B.Com. 3 Years (FMM-Spl. Courses-RGSC)	50	25	7	4	14	8	8	8	2
7.	B.Com RGSC	92	46	14	7	25	14	14	14	5
	Total	760	382	113	58	207	115	117	117	38
4	FACULTY OF SVDY									
	Under Graduate									
1	Shastri (H.) 3Yrs	300	152	45	22	81	45	45	45	15
	Total	300	152	45	22	81	45	45	45	15
5	FACULTY OF LAW									
	Under Graduate									
1	LLB - 3Yrs.	230	116	35	17	62	35	35	35	12
2	B.A. LL.B. (Hons)	60	30	9	5	16	9	0	9	3
	Total	290	146	44	22	78	44	35	44	15
6	FACULTY OF VISUAL ARTS									
	Under Graduate									
1	BFA	77	39	11	6	21	11	12	12	4
	Total	77	39	11	6	21	11	12	12	4
7	FACULTY OF PERFORMING ARTS									
	Under Graduate									
1.	Kathak	15	8	2	1	4	2	3	3	1
2.	Bharatnatyam	15	8	2	1	4	2	3	3	1

DUE CARE HAS BEEN TAKEN IN COMPILATION OF THE ABOVE COURSE-WISE AND CATEGORY WISE BIFURCATION OF SEATS. HOWEVER, THE DEANS/HODS/PRINCIPAL ARE REQUESTED TO VERIFY THE DATA PERTAINING TO THEIR SECTOR AND IF ANY DISCREPANCY IS NOTED THE SAME COULD BE BROUGHT TO THE NOTICE OF THE R.O. (ACADEMIC) FOR TIMELY CORRECTIVE ACTIONS.

PC* SEATS ARE FILLED ON HORIZONTAL RESERVATION

DISTRIBUTION OF SEATS IN VARIOUS CATEGORIES IN UNDER GRADUATE COURSES FOR THE SESSION 2018-19

S.No.	Name of the Faculty	Intake 2017-2018	Gen	SC	ST	OBC=27%	Foreign Nationals	Paid seats	Emp. ward quota	PC=5%
	B.P.A. (Instrumental)									
1.	Sitar	15	8	2	1	4	2	3	3	1
2.	Flute	15	8	2	1	4	2	3	3	1
3.	Violin	15	8	2	1	4	2	3	3	1
4.	Tabla	15	8	2	1	4	2	3	3	1
	B.P.A. (Vocal)									
1.	B.P.A. (Vocal)	15	8	2	1	4	2	3	3	1
	B.P.A. (Vocal)	15	8	2	1	4	2	3	3	1
	Total	105	56	14	7	28	14	21	21	7
8	FACULTY OF EDUCATION									
	Under Graduate B.Ed. - 2 years									
1.	B.Ed. Languages- FMC	19	10	3	1	5	3	3	3	1
2.	B.Ed. -Languages- - RGSC	09	5	1	1	2	2	1	1	1
3.	B.Ed. Languages - AMPG	09	5	1	1	2	2	1	1	1
4.	B.Ed. Languages- VCW	09	5	1	1	2	2	1	1	1
5.	B.Ed.-Spl. Edu. (H) - Languages FMC	05	3	1	0	1	1	1	1	0
6.	B.Ed.-Spl. Edu. (V) - Languages FMC	05	3	1	0	1	1	1	1	0
	Total	56	31	8	4	13	11	8	8	4
7.	B.Ed. - Life Sciences -FMC	20	10	3	2	5	3	3	3	1
8.	B.Ed. - Life Sciences -RGSC	10	5	1	1	3	2	2	2	1
9.	B.Ed. - Life Sciences - AMPG	10	5	1	1	3	2	2	2	1
10.	B.Ed. - Life Sciences - VCW	10	5	1	1	3	2	2	2	1
11.	B.Ed.-Spl. Edu. (H) - Life Sciences - FMC	05	3	1	0	1	1	1	1	0
12.	B.Ed.-Spl. Edu. (V) Life Sciences - FMC	05	3	1	0	1	1	1	1	0
	Total	60	31	8	5	16	11	11	11	4
s13.	B.Ed. - Maths - FMC	19	10	3	1	5	3	3	3	1
14.	B.Ed. - Maths - RGSC	9	5	1	1	2	2	1	1	0
15.	B.Ed. - Maths - AMPG	9	5	1	1	2	2	1	1	1

DUE CARE HAS BEEN TAKEN IN COMPILATION OF THE ABOVE COURSE-WISE AND CATEGORY WISE BIFURCATION OF SEATS. HOWEVER, THE DEANS/HODS/PRINCIPAL ARE REQUESTED TO VERIFY THE DATA PERTAINING TO THEIR SECTOR AND IF ANY DISCREPANCY IS NOTED THE SAME COULD BE BROUGHT TO THE NOTICE OF THE R.O. (ACADEMIC) FOR TIMELY CORRECTIVE ACTIONS.

PC* SEATS ARE FILLED ON HORIZONTAL RESERVATION

DISTRIBUTION OF SEATS IN VARIOUS CATEGORIES IN UNDER GRADUATE COURSES FOR THE SESSION 2018-19

S.No.	Name of the Faculty	Intake 2017-2018	Gen	SC	ST	OBC=27%	Foreign Nationals	Paid seats	Emp. ward quota	PC=5%
16.	B.Ed. - Maths - VCW	9	5	1	1	2	2	1	1	0
17.	B.Ed.-Spl. Edu. (HI) - Maths - FMC	3	2	0	0	1	0	0	0	0
18.	B.Ed.-Spl. Edu. (VI) - Maths. - FMC	3	2	0	0	1	0	0	0	0
	Total	52	29	6	4	13	9	6	6	2
19.	B.Ed. Humanities and Social Sciences FMC	20	10	3	2	5	3	3	3	1
20.	B.Ed. - Humanities and Social Sciences - RGSC	10	5	2	1	2	2	2	2	1
21.	B.Ed. - Humanities and Social Sciences AMPG	10	5	2	1	2	2	2	2	0
22.	B.Ed. Humanities and Social Sciences - VCW	10	5	2	1	2	2	2	2	0
23.	B.Ed.-Spl. Edu. (HI) Humanities and Social Sciences- FMC	6	3	1	0	2	1	1	1	0
24.	B.Ed.-Spl. Edu. (VI) Humanities and Social Sciences - FMC	6	3	1	0	2	1	1	1	0
	Total	62	31	11	5	15	11	11	11	2
	Grand total	230	122	33	18	57	42	36	36	12
9	FACULTY OF SCIENCE									
	Under Graduate									
1.	BSc 3 Yrs (Maths)	460	232	69	35	124	69	69	69	23
2.	MMV -do-	77	39	11	6	21	11	12	12	4
3.	BSc 3 Yrs (Bio)	307	155	46	23	83	46	47	47	15
4.	MMV -do-	154	78	23	12	41	23	24	24	8
	Total	998	504	149	76	269	149	152	152	50
10	FACULTY OF AGRICULTURE									
	Under Graduate									
1	B.Sc. (Ag.) 4 years	123	62	19	9	33	19	19	19	6
2.	B.Sc. (Ag.) 4 years-RGSC	40	20	6	3	11	5	6	6	2
	Total	163	82	25	12	44	24	25	25	8
	Grand Total	6781	3430	1009	513	1829	1026	982	1039	342

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DISTRIBUTION OF SEATS IN VARIOUS CATEGORIES IN POST GRADUATE COURSES FOR THE SESSION 2018-19

S. No.	FACULTY	Intake 2018-19	Gen	Non BHU Gen	BHU Gen	SC 15%	Non BHU SC	BHU SC	ST 7.5%	Non BHU ST	BHU ST	OBC 27%	Non BHU OBC	BHU OBC	Foreign National	Paid seats	Employee Ward Quota	PC* 5%	General PC	BHU PC
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	FACULTY OF ARTS																			
	Post Graduate																			
1.	Arabic	17	9	7	2	2	1	1	1	1	0	5	4	1	3	3	3	1	1	0
2.	Chinese	17	9	7	2	2	1	1	1	1	0	5	4	1	3	3	3	1	1	0
3.	English	77	39	29	10	11	8	3	6	4	2	21	16	5	12	12	12	4	3	1
4.	French	17	9	7	2	2	1	1	1	1	0	5	4	1	3	3	3	1	1	0
5.	German	17	9	7	2	2	1	1	1	1	0	5	4	1	3	3	3	1	1	0
6.	Nepali	43	22	16	6	6	4	2	3	2	1	12	9	3	6	7	7	2	1	1
7.	Persian	17	9	7	2	2	1	1	1	1	0	5	4	1	3	3	3	1	1	0
8.	Russian	17	9	7	2	2	1	1	1	1	0	5	4	1	3	3	3	1	1	0
9.	Bengali	77	39	29	10	11	8	3	6	4	2	21	16	5	12	12	12	4	3	1
10.	Hindi	154	78	58	20	23	17	6	11	8	3	42	31	11	23	24	24	8	6	2
11.	Kannada	34	17	13	4	5	4	1	3	2	1	9	7	2	5	6	6	2	1	1
12.	Marathi	34	17	13	4	5	4	1	3	2	1	9	7	2	5	6	6	2	1	1
13.	Telugu	34	17	13	4	5	4	1	3	2	1	9	7	2	5	6	6	2	1	1
14.	Urdu	51	26	19	7	7	5	2	4	3	1	14	10	4	8	8	8	3	2	1
15.	Pali	36	18	13	5	5	4	1	3	2	1	10	7	3	5	6	6	2	1	1
16.	Sanskrit	77	39	29	10	11	8	3	6	4	2	21	16	5	12	12	12	4	3	1
17.	Linguistics	43	22	16	6	6	4	2	3	2	1	12	9	3	6	7	7	2	1	1
18.	AIHC & Arch	77	39	29	10	11	8	3	6	4	2	21	16	5	12	12	12	4	3	1
19.	History of Art	43	22	16	6	6	4	2	3	2	1	12	9	3	6	7	7	2	1	1
20.	IPR	77	39	29	10	11	8	3	6	4	2	21	16	5	12	12	12	4	3	1
21.	Philosophy	77	39	29	10	11	8	3	6	4	2	21	16	5	12	12	12	4	3	1
		1036	527	393	134	146	104	42	78	55	23	285	216	69	159	167	167	55	39	16

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1	2. Professional courses	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22.	M.A. in M. C.	38	19	14	5	6	4	2	3	2	1	10	7	3	6	6	6	2	1	1
23.	M.Lib.I.Sc.	38	19	14	5	6	4	2	3	2	1	10	7	3	6	6	6	2	1	1
24.	M.P.Ed.	40	20	15	5	6	4	2	3	2	1	11	8	3	6	6	6	0	0	0
25.	M.A. Museology	9	5	4	1	1	1	0	1	1	0	2	1	1	1	2	2	0	0	0
26.	M.A.P.Mulak Hindi	23	12	9	3	3	2	1	2	1	1	6	4	2	3	4	4	1	1	0
27.	M.A. in Manuscriptology & Paleography	15	8	6	2	2	1	1	1	1	0	4	3	1	2	2	2	1	1	0
	Total P. Courses	163	83	62	21	24	16	8	13	9	4	43	30	13	24	26	26	6	4	2
	Total PG	1199	610	455	155	170	120	50	91	64	27	328	246	82	183	193	193	61	43	18
	Special Courses of Study																			
1.	M.A. in Tourism & Travel Management	30	16	0	0	4	0	0	2	0	0	8	0	0	5	0	5	2	1	1
2.	M.A. in Tourism & Travel Management (RGSC)	40	20	0	0	6	0	0	3	0	0	11	0	0	6	0	6	2	1	1
3	M.A. in Corporate Management	20	10	0	0	3	0	0	2	0	0	5	0	0	3	0	3	1	1	0
	Total Special Courses of Study	90	46	0	0	13	0	0	7	0	0	24	0	0	14	0	14	5	3	2
	Vocational Courses																			
	Master of Vocation in Retail & Logistic Management	50	25	25	0	7	7	0	4	4	0	14	14	0	8	0	8	3	2	1
2.	Master of Vocation in food processing	50	25	25	0	7	7	0	4	4	0	14	14	0	8	0	8	3	2	1

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	& Management																			
	Master of Vocation in Hospitality & Tourism Management																			
3.	Master of Vocation (Medical Laboratory Technology)	50	25	25	0	7	7	0	4	4	0	14	14	0	8	0	8	3	2	1
4.		50	25	25	0	7	7	0	4	4	0	14	14	0	8	0	8	3	2	1
	Total	200	100	100	0	28	28	0	16	16	0	56	56	0	32	0	32	12	8	4
	Aff. Colleges																			
	AMPGC																			
29.	Sanskrit	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
30.	Philosophy	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
31.	Hindi	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
32.	AHIC	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
33.	English	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
34.	Bengali	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
	VKM																			
35.	Hindi	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
36.	English	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
37.	Home Science	20	10	7	3	3	2	1	2	1	1	5	4	1	2	3	3	1	1	0
	VCW																			
38.	English	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
39.	Geography	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
40.	Hindi	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
	DAV				*															

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
41.	English	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
42.	Hindi	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
43.	AIHC & Arch	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
	Total Aff. Colleges	440	220	161	59	73	58	15	30	15	15	117	88	29	72	73	73	29	15	14
	Arts Grand Total	1929	976	716	214	284	206	65	144	95	42	525	390	111	301	266	312	107	69	38
2.	FACULTY OF SOCIAL SCIENCES																			
	Post Graduate																			
1.	Economics	77	39	29	10	11	8	3	6	4	2	21	16	5	12	12	12	4	3	1
2.	History	77	39	29	10	11	8	3	6	4	2	21	16	5	12	12	12	4	3	1
3.	Political Sc.	77	39	29	10	11	8	3	6	4	2	21	16	5	12	12	12	4	3	1
4.	Psychology	51	26	19	7	7	5	2	4	3	1	14	10	4	4	8	8	2	1	1
5	Sociology	77	39	29	10	11	8	3	6	4	2	21	16	5	12	12	12	4	3	1
	Total	359	182	135	47	51	37	14	28	19	9	98	74	24	52	56	56	18	13	5
	Special Courses of Study																			
1.	MPMIR	46	24	0	0	7	0	0	3	0	0	12	0	0	7	0	7	2	1	1
2.	MA - Social Work	46	24	0	0	7	0	0	3	0	0	12	0	0	7	0	7	2	1	1
3.	MA - Public Admn.	38	19	0	0	6	0	0	3	0	0	10	0	0	6	0	6	2	1	1
4.	MA in C Mgmt & Dev.	46	24	0	0	7	0	0	3	0	0	12	0	0	7	0	7	2	1	1
5.	MA in Integrated Rural Development and Management	30	16	0	0	4	0	0	2	0	0	8	0	0	5	0	5	2	1	1
6.	MA in Anthropology	30	15	0	0	5	0	0	2	0	0	8	0	0	5	0	5	2	1	1
7.	MA in Social Exclusion &	20	10	0	0	3	0	0	2	0	0	5	0	0	3	0	3	1	1	0

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	Inclusive Policy																			
	M.A. in Energy Economics	50	25	0	0	7	0	0	4	0	0	14	0	0	4	0	8	3	2	1
8.	Master in Business Economics & Management	50	25	0	0	7	0	0	4	0	0	14	0	0	4	0	8	3	2	1
9.	Total Special Courses of Study	356	182	0	0	53	0	0	26	0	0	95	0	0	48	0	56	19	11	8
	AFF. COLLEGES																			
	AMPGC																			
6	Psychology	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
7	History	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
8	Political Science	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
9	Sociology	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
10	Economics	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
	DAV																			
11	Pol. Science	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
12	Psychology	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
13	Sociology	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
14	Economics	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
15	History	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
	VCW																			
16	Psychology	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
17	Economics	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
18	History	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
	VKM																			

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
19	Sociology	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
20	Psychology	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
21	Economics	30	15	11	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
	Total Aff. Colleges	480	240	176	64	80	64	16	32	16	16	128	96	32	80	80	80	32	16	16
	Social Sciences Grand Total	1195	604	311	111	184	101	30	86	35	25	321	170	56	180	136	192	69	40	29
3.	FACULTY OF COMMERCE																			
1.	M.COM. Special Courses of Study	154	78	58	20	23	17	6	11	8	3	42	31	11	23	24	24	8	6	2
2.	MBA (Financial Management)	46	24	0	0	7	0	0	3	0	0	12	0	0	7	0	7	2	1	1
3.	MBA (Risk & Insurance)	30	16	0	0	4	0	0	2	0	0	8	0	0	5	0	5	2	1	1
4.	MBA (Foreign Trade)	30	16	0	0	4	0	0	2	0	0	8	0	0	5	0	5	2	1	1
	Total Special Courses of Study	260	134	58	20	38	17	6	18	8	3	70	31	11	40	24	41	14	9	5
	AFF. COLLEGES																			
	DAV																			
5.	M.COM. Commerce Grand Total	30	16	12	4	4	3	1	2	1	1	8	5	3	5	5	5	2	1	1
	290	150	70	24	42	20	7	20	9	4	78	36	14	45	29	46	16	10	6	
4	FACULTY OF SVDV																			
	Post Graduate Acharya																			
1.	Veda	50	25	19	6	7	5	2	4	3	1	14	10	4	4	8	8	3	2	1
2.	Vyakarana	50	25	19	6	7	5	2	4	3	1	14	10	4	4	8	8	3	2	1

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
3.	Sahitya	50	25	19	6	7	5	2	4	3	1	14	10	4	4	8	8	3	2	1
4.	Jyotish	50	25	19	6	7	5	2	4	3	1	14	10	4	4	8	8	3	2	1
5.	Dharmadharma	28	14	11	3	4	3	1	2	1	1	8	6	2	4	4	4	1	1	0
6.	Dharmadharma	28	14	11	3	4	3	1	2	1	1	8	6	2	4	4	4	1	1	0
7.	Darshan	34	17	13	4	5	4	1	3	2	1	9	7	2	5	6	6	2	1	1
8.	Valdic Darshan	62	31	23	8	9	7	2	5	4	1	17	13	4	9	9	9	3	2	1
	SVDP Grand Total	352	176	134	42	50	37	13	28	20	8	98	72	26	38	55	55	19	13	6
5	FACULTY OF LAW																			
	Post Graduate																			
1.	LLM	38	19	14	5	6	4	2	3	2	1	10	7	3	6	6	6	2	1	1
2.	LLM HRDE	15	8	0	0	2	0	0	1	0	0	4	0	0	2	0	3	1	0	0
3.	LL.M. (1-year)	20	10	0	0	3	0	0	2	0	0	5	0	0	3	0	3	1	0	0
	Law Grand Total	73	37	14	5	11	4	2	6	2	1	19	7	3	11	6	12	4	1	1
6	FACULTY OF VISUAL ARTS																			
	Post Graduate (MFA)																			
1.	Painting	22	11	8	3	3	2	1	2	1	1	6	4	2	3	4	4	1	1	0
2.	Applied Arts	26	13	10	3	4	3	1	2	1	1	7	5	2	4	4	4	1	1	0
3.	Plastic Arts	12	6	4	2	2	1	1	1	1	0	3	2	1	2	2	2	1	1	0
4.	Pottery & Ceramics	6	3	2	1	1	1	0	0	0	0	2	1	1	1	1	1	0	0	0
5.	Textile Design	6	3	2	1	1	1	0	0	0	0	2	1	1	1	1	1	0	0	0
	VA Grand Total	72	36	26	10	11	8	3	5	3	2	20	13	7	11	12	12	3	3	0

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DISTRIBUTION OF SEATS IN VARIOUS CATEGORIES IN POST GRADUATE COURSES FOR THE SESSION 2018-19

S. No.	FACULTY	Intake 2018-19	Gen	Non BHU Gen	BHU Gen	SC 15%	Non BHU SC	BHU SC	ST 7.5%	Non BHU ST	BHU ST	OBC 27%	Non BHU OBC	BHU OBC	Foreign National	Paid seats	Employee Ward Quota	PC* 5%	General PC	BHU PC
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
7	FACULTY OF PERFORMING ARTS Post Graduate (M.P.A.)																			
1.	M.P.A (Instrumental)																			
2.	Sitar	9	5	4	1	1	1	0	1	1	0	2	1	1	1	2	2	1	1	0
3.	Violin	8	4	3	1	1	1	0	1	1	0	2	1	1	1	2	2	0	0	0
4.	Flute	8	4	3	1	1	1	0	1	1	0	2	1	1	1	2	2	0	0	0
5.	Tabla	9	5	4	1	1	1	0	1	1	0	2	1	1	1	2	2	1	1	0
	Total	34	18	14	4	4	4	0	4	4	0	8	4	4	4	8	8	2	2	0
6.	M.P.A(Vocal)	17	9	7	2	2	1	1	1	1	0	5	4	1	3	3	3	1	1	0
7.	M.P.A (Dance)																			
8.	Kathak	10	5	4	1	1	1	0	1	1	0	3	2	1	2	2	2	1	1	0
9.	Bharatnatyam	10	5	4	1	1	1	0	1	1	0	3	2	1	2	2	2	1	1	0
	Total	37	19	15	4	4	3	1	3	3	0	11	8	3	7	7	7	3	3	0
	PA Grand Total	71	37	29	8	8	7	1	7	7	0	19	12	7	11	15	15	5	5	0
8	FACULTY OF EDUCATION																			
	Post Graduate																			
1.	M.Ed.	39	20	15	5	6	4	2	3	2	1	10	7	3	6	5	6	2	1	1
2.	M.Ed VOW Rajghat	39	20	15	5	6	4	2	3	2	1	10	7	3	6	5	6	2	1	1
3.	M.Ed. (N) Spl.	12	6	4	2	2	1	1	1	1	0	3	2	1	1	1	2	1	1	0
4.	M.A. in Education - MMV	30	16	12	4	5	4	1	2	1	1	8	6	2	5	5	5	2	1	1
	Education Grand Total	120	62	46	16	19	13	6	9	6	3	31	22	9	19	16	18	7	4	3
9	FACULTY OF MANAGEMENT STUDIES																			

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DISTRIBUTION OF SEATS IN VARIOUS CATEGORIES IN POST GRADUATE COURSES FOR THE SESSION 2018-19

S. No.	FACULTY	Intake 2018-19	Gen	Non BHU Gen	BHU Gen	SC 15%	Non BHU SC	BHU SC	ST 7.5%	Non BHU ST	BHU ST	OBC 27%	Non BHU OBC	BHU OBC	Foreign National	Paid seats	Employee Ward Quota	PC* 5%	General PC	BHU PC
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	Post Graduate																			
1	MBA (Agribusiness)	46	24	0	0	7	0	0	3	0	0	12	0	0	7	0	7	2	1	1
	FMS Grand Total	46	24	0	0	7	0	0	3	0	0	12	0	0	7	0	7	2	1	1
10	FACULTY OF SCIENCE																			
	Post Graduate																			
1	Physics	77	39	29	10	11	8	3	6	4	2	21	16	5	12	12	12	4	3	1
2	Chemistry	77	39	29	10	11	8	3	6	4	2	21	16	5	12	12	12	4	3	1
3	Geology	43	22	16	6	6	4	2	3	2	1	12	9	3	6	7	7	2	1	1
4	Botany	51	26	19	7	7	5	2	4	3	1	14	10	4	8	8	8	3	2	1
5	Computer Science	26	13	10	3	4	2	2	2	1	1	7	5	2	4	4	4	1	1	0
6	Bio-chemistry	22	11	8	3	3	2	1	2	1	1	6	4	2	3	4	4	1	1	0
7	Zoology	51	26	19	7	7	5	2	4	3	1	14	10	4	8	8	8	3	2	1
8	Geo-physics	34	17	13	4	5	4	1	3	2	1	9	7	2	5	6	6	2	1	1
9	Geography	66	33	25	8	10	7	3	5	4	1	18	13	5	10	10	10	3	2	1
10	Home Science	52	26	19	7	8	6	2	4	3	1	14	10	4	8	8	8	3	2	1
11	Mathematics	115	58	43	15	17	13	4	9	7	2	31	23	8	17	18	18	6	5	1
12	Statistics	51	26	19	7	7	5	2	4	3	1	14	10	4	8	8	8	3	2	1
13	Master of Computer Application	46	23	17	6	7	5	2	4	3	1	12	9	3	6	7	7	2	1	1
14	Bioinformatics (Female-MN/V)	23	12	9	3	3	2	1	2	1	1	6	4	2	3	4	4	1	1	0
	Total	734	371	275	96	106	76	30	58	41	17	199	146	53	110	116	116	38	27	11
	Special Courses																			
1.	M.Sc.Environmental Science	31	16	0	0	5	0	0	2	0	0	8	0	0	5	0	5	2	1	1
2.	M.Sc. Applied Microbiology	31	16	0	0	5	0	0	2	0	0	8	0	0	5	0	5	2	1	1

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DISTRIBUTION OF SEATS IN VARIOUS CATEGORIES IN POST GRADUATE COURSES FOR THE SESSION 2018-19

S. No.	FACULTY	Intake 2018-19	Gen	Non BHU Gen	BHU Gen	SC 15%	Non BHU SC	BHU SC	ST 7.5%	Non BHU ST	BHU ST	OBC 27%	Non BHU OBC	BHU OBC	Foreign National	Paid seats	Employee Ward Quota	PC* 5%	General PC	BHU PC
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
3	MCA - RGSC	20	10	0	0	3	0	0	2	0	0	5	0	0	3	0	3	1	1	0
4	M.Sc. in Statistical Computing	40	20	0	0	6	0	0	3	0	0	11	0	0	6	0	6	2	1	1
5	M.Sc. in Computational Science and Applications in Signal Processing	20	10	0	0	3	0	0	2	0	0	5	0	0	3	0	3			
6	M.Sc. in Forensic Science	30	16	0	0	4	0	0	2	0	0	8	0	0	5	0	5	2	1	1
7	M.Sc. in Mathematics & Computing	40	20	0	0	6	0	0	3	0	0	11	0	0	6	0	6	2	1	1
	Total Special Courses of Study	212	108	0	0	32	0	0	16	0	0	56	0	0	33	0	33	12	7	5
	Science Grand Total	946	479	275	96	138	76	30	74	41	17	255	146	53	143	116	149	50	34	16
12	FACULTY OF ENVI. & SUSTAINABLE DEVELOPMENT																			
	Post Graduate																			
	M.Sc. in Environmental Sciences (Earth & Atmospheric Sciences)	10	5	0	0	1	0	0	1	0	0	3	0	0	2	0	2	1	1	0
2.	M.Sc. in Environmental Sciences (Ecological Sciences)	10	5	0	0	1	0	0	1	0	0	3	0	0	2	0	2	1	1	0
3.	M.Sc. in Environmental Sciences	10	5	0	0	1	0	0	1	0	0	3	0	0	2	0	2	1	1	0

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DISTRIBUTION OF SEATS IN VARIOUS CATEGORIES IN POST GRADUATE COURSES FOR THE SESSION 2018-19									
Sl. No.	Category	Male	Female	Total	Percentage	Remarks	Sl. No.	Category	Male
1	General	10	5	15	100%		1	General	10
2	SC	5	3	8	100%		2	SC	5
3	ST	3	2	5	100%		3	ST	3
4	BC	2	1	3	100%		4	BC	2
5	Other Backward Class	1	1	2	100%		5	Other Backward Class	1
6	Other Forward Class	1	1	2	100%		6	Other Forward Class	1
7	Open	1	1	2	100%		7	Open	1
8	Non-Resident Indian	1	1	2	100%		8	Non-Resident Indian	1
9	Foreign	1	1	2	100%		9	Foreign	1
10	Other	1	1	2	100%		10	Other	1

S. No.	FACULTY	Intake 2018-19	Gen	Non BHU Gen	BHU Gen	SC 15%	Non BHU SC	BHU SC	ST 7.5%	Non BHU ST	BHU ST	OBC 21%	Non BHU OBC	BHU OBC	Foreign National	Paid seats	Employee Ward Quota	PC* 5%	General PC	BHU PC
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	Sciences (Environmental Biotechnology)																			
	TOTAL	30	15	0	0	3	0	0	3	0	0	9	0	0	6	0	6	3	3	0
	Special Courses																			
	M.Sc. in Environmental Sciences (Environmental Technology)																			
1.	30	16	0	0	0	4	0	0	2	0	0	8	0	0	7	0	5	2	1	1
	TOTAL	30	16	0	0	4	0	0	2	0	0	8	0	0	7	0	5	2	1	1
	ESD Grand Total	60	31	0	0	7	0	0	5	0	0	17	0	0	13	0	11	5	4	1
13	FACULTY OF MEDICINE																			
1	Health Statistics	15	8	6	2	2	1	1	1	1	0	4	3	1	2	3	3	1	1	0
	Medicine Grand Total	15	8	6	2	2	1	1	1	1	0	4	3	1	2	3	3	1	1	0
14	FACULTY OF AGRICULTURE																			
	Post Graduate																			
1.	M.Sc. (Ag.)	140	71	53	18	21	16	5	10	7	3	38	28	10	21	21	21	7	5	2
	Special Courses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	M.Sc. (Ag.)-Agro forestry	23	12	0	0	3	0	0	2	0	0	6	0	0	3	0	3	1	1	0
3.	M.Sc. (Ag.) Soil & Water Conservation	15	8	0	0	2	0	0	1	0	0	4	0	0	3	0	2	1	1	0
4.	MABM	25	13	0	0	3	0	0	2	0	0	7	0	0	3	0	3	1	1	0
	M.Tech. in Agricultural Engg. (S&WC)	12	6	0	0	2	0	0	1	0	0	3	0	0	2	0	2	1	1	0
5.	M.Sc. Food Science & Tech.	25	13	0	0	3	0	0	2	0	0	7	0	0	3	0	3	1	1	0

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DISTRIBUTION OF SEATS IN VARIOUS CATEGORIES IN POST GRADUATE COURSES FOR THE SESSION 2018-19																				
S. No.	FACULTY	Intake 2018-19	Gen	Non BHU Gen	BHU Gen	SC 15%	Non BHU SC	BHU SC	ST 7.5%	Non BHU ST	BHU ST	OBC 27%	Non BHU OBC	BHU OBC	Foreign National	Paid seats	Employee Ward Quota	PC+ 5%	General PC	BHU PC
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
7.	M.Sc. In Plant Biotech.	30	15	0	0	5	0	0	2	0	0	8	0	0	5	0	3	2	1	1
	Agriculture Grand Total	270	138	53	18	39	16	5	20	7	3	73	28	10	40	21	37	14	11	3
	GRAND TOTAL OF PG COURSES	5439	2758	1680	546	802	489	163	408	226	105	1472	899	297	821	675	869	302	196	104

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DISTRIBUTION OF SEATS IN VARIOUS CATEGORIES IN DIPLOMA / CERTIFICATE COURSES FOR THE SESSION 2018-19

Course	Sanctioned Intake 2018-19	Category wise Intake for 2014-15			Physically Challenged (res @5%)	Supernumerary Quota	
		Gen.	SC (res. @15%)	ST (res. @7.5%)	OBC (res. @27%)	Foreign National (res @15%)	
Faculty of Agriculture							
1-Year (2-Semester) Diploma course in Seed Technology (Full time), Main Campus	30	15	5	2	8	2	5
Faculty of Agriculture Total	30	15	5	2	8	2	5
Faculty of Arts							
2-Year U.G. Diploma Course in Office Management & Business Communications. (Part time)	46	24	7	3	12	2	7
2 Year (4-semester) U.G. Diploma in Tourism Management	46	24	7	3	12	2	7
1 - Year (2 - Semester) PG Diploma in Health Communication (Full Time)	46	24	7	3	12	2	7
1 - Year (2 - Semester) PG Diploma in Hindi Journalism (Full Time)	20	10	3	2	5	1	3
1 Year PG Diploma in Journalism & Mass Communication (Full time)	20	10	3	2	5	1	3
1 Year PG Diploma in Sports Journalism (Full time)	30	15	5	2	8	2	5
1 Year (2-semester) P.G. Diploma in Travel & Tourism Management, RGSC	15	8	2	1	4	1	2
1 Year (2-semester) P.G. Diploma in Office Management & Corporate Secretaryship (Full Time)	46	24	7	3	12	2	7
2-Year (4-Semester) PG Diploma in Bhojpur and Janpadya Adhyayan (Part Time)	46	24	7	3	12	2	7
1-Year (2-Semester) PG Diploma in Bhojpur and Janpadya Adhyayan (Full Time)	30	15	5	2	8	2	5
Proficiency Certificate Course (4-Months) in Bhojpur Language	30	15	5	2	8	2	5
1-year PG Diploma in Translation Skills for Varied Competences (Full Time)	30	15	5	2	8	2	5
1-year (2 semester) PG Diploma in Indian Philosophy and Religion (Full Time)	30	15	5	2	8	2	5
Faculty of Arts Total	511	262	80	35	134	27	80

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DISTRIBUTION OF SEATS IN VARIOUS CATEGORIES IN DIPLOMA / CERTIFICATE COURSES FOR THE SESSION 2018-19

Course	Sanctioned Intake 2018-19	Category wise Intake for 2014-15				Physically Challenged (res @5%)	Supernumerary Quota Foreign National (res @15%)
		Gen.	SC (res- @15%)	ST (res @7.5%)	OBC (res @27%)		
1	2	3	4	5	6	7	8
FACULTY OF LAW							
1 Year (2- Semester) PG Diploma in Environmental Law, Policy and Management (Part Time)	60	31	9	4	16	3	9
1 Year (2- Semester) PG Diploma in Intellectual Property Laws (Part Time)	60	31	9	4	16	3	9
1 Year (2- Semester) PG Diploma in Forensic Science and Medical Jurisprudence (Part Time)	60	31	9	4	16	3	9
1 Year (2- Semester) PG Diploma in Tax Management (Part Time)	60	31	9	4	16	3	9
1 Year (2- Semester) PG Diploma in Mass Communication and Media Laws (Part Time)	60	31	9	4	16	3	9
1 Year (2- Semester) PG Diploma in Human Resource Management, Service and Industrial Law (Part Time)	60	31	9	4	16	3	9
1 Year (2- Semester) PG Diploma in Information Technology Law (Part Time)	60	31	9	4	16	3	9
1 Year (2- Semester) PG Diploma in Corporate Governance (Part Time)	60	31	9	4	16	3	9
FACULTY OF LAW Total	480	248	72	32	128	24	72
FACULTY OF MANAGEMENT STUDIES							
One Year (2-Semester) PG Diploma in Business Administration (PGDBA) (Part Time) (5 seats reserved Employees)	45	23	7	3	12	2	7
1 Year (2- Semester) Diploma in Microfinance and Entrepreneurship (Part Time)	30	15	5	2	8	2	5
1 Year (2- Semester) Diploma in Leisure and Hospitality Management (Part Time)	30	15	5	2	8	2	5
Certificate Program in Health Care Management (6-month 1-semester Part Time)	30	15	5	2	8	2	5
FACULTY OF MANAGEMENT STUDIES Total	135	68	22	9	36	8	22
INSTITUTE OF MEDICAL SCIENCES							
FACULTY OF MEDICINE							
2-Year full time PG Diploma in Dialysis Therapy	8	4	1	1	2	0	1
2 Year PG Diploma in Medical Technology (Radiotherapy) (full time)	6	4	1	0	1	0	1

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DISTRIBUTION OF SEATS IN VARIOUS CATEGORIES IN DIPLOMA / CERTIFICATE COURSES FOR THE SESSION 2018-19

Course	Sanctioned Intake 2018-19	Category wise Intake for 2014-15				Physically Challenged (res @5%)	Supernumerary Quota
		Gen.	SC (res. @15%)	ST (res. @7.5%)	OBC (res. @27%)		
1	2	3	4	5	6	7	8
2 Year Full Time PG Diploma in Lab Technology	15	8	2	1	4	1	2
FACULTY OF MEDICINE Total	31	17	4	2	8	1	5
FACULTY OF AYURVEDA							
2-Year full time PG Diploma in Panchkarma Therapy	5	3	1	0	1		1
2-Years PG Diploma in Neonatal and Child Care (PGDNC Ay.) (Full Time)	4	2	1	0	1		1
2-Years PG Diploma Course in Kshira Karma (Full Time)	3	2	0	0	1		0
2-Years PG Diploma Course in Vikran & Chhaya (Full Time)	3	2	0	0	1	1	0
2-year P.G. Diploma in Sangyatharan (DA/Ay.)-Diploma in Anesthesiology-Ay.)	2	1	0	0	1		0
2-year P.G. Diploma in Agni Karma & Jalauka Vacharan	5	3	1	0	1		1
Certificate Course in Ayurvedic Pain Management	3	2	0	0	1		0
1-year Certificate Course on Technical Assistant in Bal Panchkarma (Full Time)	5	3	1	0	1	1	1
FACULTY OF AYURVEDA Total	30	18	4	0	8	2	4
FACULTY OF DENTAL SCIENCES							
2-years full time Diploma Course in Dental Mechanic (Full Time)	5	3	1	0	1	0	1
2-years full time Diploma Course in Dental Hygienist (Full Time)	5	3	1	0	1	0	1
FACULTY OF DENTAL SCIENCES Total	10	6	2	0	2	0	2
INSTITUTE OF MEDICAL SCIENCES Total	71	41	10	2	18	3	11
FACULTY OF SCIENCE							
1 year (2 - Semester) PG Diploma in Remote Sensing & GIS(Full Time)	25	13	3	2	7	1	4
	25	13	3	2	7	1	4
1-year (2-semester), Post Graduate Diploma in Population Studies	20	10	3	2	5	1	3
1-Year (2-semester) Post Graduate Diploma on "Chromosomal, Genetic and Molecular Diagnostics"	15	8	2	1	4	1	2

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DISTRIBUTION OF SEATS IN VARIOUS CATEGORIES IN DIPLOMA / CERTIFICATE COURSES FOR THE SESSION 2014-15

Course	Sanctioned Intake 2018-19	Category wise Intake for 2014-15				Physically Challenged (res @5%)
		Gen.	SC (res. @15%)	ST (res. @7.5%)	OBC (res. @27%)	
1	2	3	4	5	6	7
1-Year Diploma course in Statistics and Computing	60	31	9	4	16	3
FACULTY OF SCIENCE Total		145	75	20	11	39
FACULTY OF SOCIAL SCIENCES						
1-Year P.G. Diploma Course in Japanese Studies(Full Time)	15	8	2	1	4	1
1 Year P.G. Diploma Course in Conflict Management & Development (Full Time)	46	24	7	3	12	2
1 Year (2 Semesters) PG Diploma in Counselling & Psychotherapy (Full Time)						
	40	20	6	3	11	2
	15	8	2	1	4	1
	15	8	2	1	4	1
1-Year(2 - Semester) PG Diploma in Business Economics (Full Time)	50	26	6	4	14	3
1-Year (2-Semester) P. G. Diploma in Counseling Guidance & Psychological Intervention	25	13	3	2	7	1
1-Year (2 Semester) P. G. Diploma in Gender & Women Studies (4-6 (Five) seats for sponsored candidates from registered NGOs, Government organizations and Staff of any recognized University, Deemed University and Colleges)	25	13	3	2	7	1
FACULTY OF SOCIAL SCIENCES Total		231	120	31	17	63
FACULTY OF S.V.D.V.						
1-Year Certificate Course in Karma Kanda (Part time)	25	13	3	2	7	1
2-year UG Diploma Course in Vastu Shastra Evam Jyotish (Part Time)	50	26	6	4	14	3
FACULTY OF S.V.D.V.Total		75	39	9	6	21
FACULTY OF VISUAL ARTS						
Six-months Certificate Course in Handloom Weaving & Handicraft	25	13	3	2	7	1
Six-months Certificate Course in Dyeing & Printing	25	13	3	2	7	1
1- Year Part Time Certificate Course In Advertising Design	15	8	2	1	4	1
1 Year Part Time Certificate Course in Painting	15	8	2	1	4	1
Six months Certificate Course in Textile Design (Full Time)	30	15	5	2	8	2

DUE CARE HAS BEEN TAKEN IN COMPILATION OF THE ABOVE COURSE-WISE AND CATEGORY WISE BIFURCATION OF SEATS. HOWEVER, THE DEANS/HODS/PRINCIPAL TO VERIFY THE DATA PERTAINING TO THEIR SECTOR AND IF ANY DISCREPANCY IS NOTICED, IT SHOULD BE REPORTED TO THE DEANS/HODS/PRINCIPAL OF THE SECTOR CONCERNED.

DISTRIBUTION OF SEATS IN VARIOUS CATEGORIES IN DIPLOMA / CERTIFICATE COURSES FOR THE SESSION 2018-19

Course	Sanctioned Intake 2018-19	Category wise Intake for 2014-15				Physically Challenged (res @5%)	Supernumerary Quota	
		Gen.	SC (res @15%)	ST (res @7.5%)	OBC (res @27%)		Foreign National (res @15%)	
1	2	3	4	5	6	7	8	
1 Year Diploma Course in Textile Design (Full Time)	30	15	5	2	8	2	5	
1 Year Certificate Course in Pottery Ceramics	5	3	1	0	1	0	1	
1 Year Certificate Course in Sculpture	10	5	1	1	3	1	2	
FACULTY OF VISUAL ARTS Total	155	80	22	11	42	9	25	
GRAND TOTAL	1833	948	271	125	489	96	284	

DUE CARE HAS BEEN TAKEN IN COMPILATION OF THE ABOVE COURSE-WISE AND CATEGORY WISE BIFURCATION OF SEATS. HOWEVER, THE DEANS/HODS/PRINCIPAL ARE REQUESTED TO VERIFY THE DATA PERTAINING TO THEIR SECTOR AND IF ANY DISCREPANCY IS NOTED THE SAME COULD BE BROUGHT TO THE NOTICE OF THE R.O. (ACADEMIC) FOR TIMELY CORRECTIVE ACTIONS.

PC* SEATS ARE FILLED ON HORIZONTAL RESERVATION