

1.UCANAPPLY.COM/COUNSELLINGADMISSION2021/INTEGRATION/ENTRANCE/LOGOUT.PHP?APP-ID=UELZMDAWMJAZMQ==)

CALL LETTER ENGLISH

FOR HINDI VERSION [CLICK HERE \(HTTPS://BHU1.UCANAPPLY.COM/COUNSELLINGADMISSION2021/INTEGRATION/ENTRANCE/LOGOUT.PHP?APP-ID=UELZMDAWMJAZMQ==&CANT-ID=UELZMDAWMJAZMTAWMDEWNJM4QDM=\)](https://bhu1.ucanapply.com/COUNSELLINGADMISSION2021/INTEGRATION/ENTRANCE/LOGOUT.PHP?APP-ID=UELZMDAWMJAZMQ==&CANT-ID=UELZMDAWMJAZMTAWMDEWNJM4QDM=)



काशी हिन्दू विश्वविद्यालय
BANARAS HINDU UNIVERSITY

Faculty of Commerce

Varanasi-221005

Call Letter for Counselling

Ref. No./Counselling/M.Com./2021-22

Electronic Call Letter only

Mr. / Ms. **KUMARI DIVYA**

2021-12-06 08:05:52

UET/PET Roll Number : **UP18037175**

Merit Index : **271**

Overall Rank : **298**

Category (OBC) Rank : **107**

Composite Index for Hostel Allotment(Rank) : **()**

Sub: Counselling for Provisional admission to 470 - M.Com. subject to availability of seats at your rank.

SPECIAL NOTE : Candidates are required to check their student portal daily and make the payment of fee within 24 hrs till 05:00 P.M. of the deadline date. For seat locking, send scan copy of application requesting locking of seat at allotted location and course on admission.foc@gmail.com. The choice of seat locking would be entertained till 02:00 P.M. on the day succeeding day of course allotment (see upgradation and locking rule). If the candidate is interested for admission in Paid Seat they might opt for the same in preference entry form otherwise admission in paid category will not be considered.

Dear Applicant,

I am pleased to inform you that on the basis of the merit index of the PET-2021 conducted by the NTA, you **are required to report for counselling for possible provisional admission to the M.Com.,470** for the academic session 2021-22, subject to availability of seats at your rank. You are requested to fulfill the required formalities as per following schedule:

	Date	Time	Rank Type	Venue
1. Counselling for All Types of Seats	09-12-2021	10:00 Hrs - 10:15 Hrs	GENERAL (M & F)	Faculty of Commerce, Banaras Hindu University

COUNSELLING COMMITTEE DETAILS

1.UCANAPPLY.COM/COUNSELLINGADMISSION2021/INTEGRATION/ENTRANCE/LOGOUT.PHP?APP-ID=UELZMDAWMJAZMQ==)

	Name	Mobile	Email ID	
1	Counselling for All Types of Seats	A.K. Srivastava	9415812268	sriaku.125@gmail.com
2	Counselling for All Types of Seats	V.K. Singh	9838496156	vinodkr.singh62@gmail.com
3	Counselling for All Types of Seats	Abhishek Yadav	8299209275	iamabhivns1508@gmail.com
4	Counselling for All Types of Seats	Ayush Verma	8840508098	kartiksoni22@gmail.com
5	Counselling for All Types of Seats	Sandeep Kumar Mall	8840198723	mallfoc.adm@gmail.com
6	Counselling for All Types of Seats	Prashant Chaurasiya	9307176007	bcomfoc1@gmail.com

* All the candidates seeking admission in PG courses may please note that online counseling only will be done for admission during session 2021-22.

Provision for online (remote) counseling: Keeping in view the pandemic and limitation of traveling facilities, candidates distantly located may participate in the counseling process remotely (in absentia). In case you prefer to attend the counseling process remotely, login on the portal and fill up the (i) Preference Entry Form completely including Hostel and Paid seat option, if desired, (ii) fill up the percentage of marks of qualifying examination and (iii) upload all prescribed documents on the portal within the deadline fixed (given on your portal after login) for the purpose (maximum 5 days from the issue of call letter). Results will be declared after the entire counseling process is over. Candidates who are offered admission will be required pay the fee online by 6.00 p.m. of the next day. Therefore, candidates are advised to be watchful and should visit the portal regularly for important updates.

IMPORTANT NOTE: The candidates may note that the documents uploaded by them on the portal would be verified from the original when they arrive in the Campus for Teaching/Learning in Face to Face mode. If on verification, it is found that the documents uploaded are not as per originals, their provisional admission to the course would be cancelled forthwith. An undertaking in this regard (Annexure-10) would have to be furnished by the candidate and uploaded on portal.

NOTE :

- Candidates attending counseling online (remotely) are required to fill up the preference entry form completely including Hostel and Paid seat option, if desired, and upload all required documents on the portal [available after login on the portal].
- In case a candidate fails to (i) upload the required/relevant documents within the deadline [required for remote counseling], claim for consideration or provisional admission shall stand forfeited.
- 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 – 2021 conducted by the NTA 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-counseling.
- In any case, "No applicant will be entertained after the last date fixed for counselling (of the concerned course) shall be entertained under any circumstances."**
- Candidates who have opted for the seats on the main campus only, if desired, they may also opt the Counselling for affiliated Colleges/RGSC (which would be done only after the counselling for main campus is over) with the prior approval of the concerned Admission Committee.
- As the admission process is time-bound exercise, **it shall be responsibility of the candidates to visit the Counselling Portal of the University (www.bhuonline.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 (Allotment of hostels will be done only after receiving relevant guidelines from the Government of India.), 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.

NOTE: If any candidate of online mode of counseling fails to upload the required documents within the prescribed date/time allotted to him/her will be treated as **ABSENT** in counseling. In that case it is desired that the Admission Committee may contact such candidates and ask them for submission of required documents if such candidates are interested. After that aforesaid process, they will not be considered for admission.

2. List of Essential Documents to be uploaded for Counselling:

[1.UCANAPPLY.COM/COUNSELLINGADMISSION2021/INTEGRATION/ENTRANCE/LOGOUT.PHP?APP-ID=UEIzMDAwMjAzMQ==](https://bhu1.ucanapply.com/CounsellingAdmission2021/Integration/Entrance/Logout.php?app-id=UEIzMDAwMjAzMQ==)

You must upload the under mentioned documents/certificates 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, Post-graduation (as the case may be).

NOTE:

- i. 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. II. Candidates who were appearing in their final year/ final semester of the qualifying examination were allowed to appear in the University Entrance Test conducted by the NTA 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. d) Candidate gives an undertaking that he/she will produce the original mark sheet of the qualifying examination for minimum eligibility requirement latest by **31st January 2022**.
 - b. e) 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. f) If they fail to produce the requisite mark sheet by **31st January 2022** 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/EWSs Category.

NOTE: Each SC/ST/OBC/EWS candidate shall have to submit a copy of the caste/class certificate mentioning that the candidate belongs to SC/ST/OBC/EWS community. Such certificate shall be subject to verification from the concerned District Magistrate. Candidate must note that if he/she belongs to SC, ST, OBC or EWS 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/EWS 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, OBC or EWS. Further, the OBC certificate should clearly mention that the candidate does not belong to **Creamy Layer** under **Govt. of India criteria**.

- a. In accordance with OMF No. 12-4/2019-U1 dated 17th January 2019 of the Department of Higher Education, MHRD, Govt. of India, 10% reservation to candidate belonging to Economically Weaker Sections in the General Category is applicable.
In view of above, the Admission Committee(s) are requested to kindly check the EWS certificate duly issued by the competent authority with regard to fulfillment of the following criteria as per Government of India norms of the prospective candidate(s) claiming admission under this category for admission to various UG/PG courses:
The persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 8.00 lakh (Rupees eight lakh only) are to be identified as EWS for the benefit of reservation. Income shall also include income from all sources, i.e., salary, agriculture, business, profession, etc. for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall

be excluded from being identified as EWS, irrespective of the family income:

(i) 5 acres of agricultural land and above;

(ii) Residential plot of 1000 sq. ft. and above;

(iii) Residential plot of 100 sq. yards and above in notified municipalities;

(iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

b. Income limit for fee waiver (for SC/ST candidates): upto Rs.2.50 Lakhs per annum.

i. The OBC certificate should not have been issued earlier than 01.07.2020. Further, if the OBC Certificate is issued earlier than the aforesaid date i.e. 01.07.2020 the candidate may be given one month time to produce a recent OBC Certificate OR recent Income Certificate issued not earlier than 01.01.2021.

ii. **Medical Certificate** issued by the appropriate authority, if admission is sought under Physically Challenged Category. For the Academic Session 2021-22, prior examination of PWD candidates by the concerned Medical Board of the University stands relaxed. The Admission Committee would determine their eligibility for reservation under quota for PWD candidates on the basis of certificate issued by the **Medical Board** of the concerned State/District indicating the percentage of disability. However, the PWD candidates would be subjected to Medical Examination by the Medical Boards of the University once the prevailing conditions due to pandemic becomes normal and in case they fail in the said Medical examination their admission to the course under the quota for PWD candidates would be cancelled. An undertaking (as per Annexure -9) to this effect would be furnished by the candidates belonging to PWD category.

iii. **If admissions under Employee Ward Quota is sought, a Employee's Ward certificate BHU Employee's Ward category** candidates are required to be submitted 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.

iv. **Admit Card** issued for appearing in the concerned Entrance Test – 2021.

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 January 2022 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 January 2022" 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 January 2022**. 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. **NOTE: If any candidate fails to upload the aforesaid required documents within the prescribed date/time allotted to him/her will be treated as ABSENT in counselling. It is, therefore, desired that the Admission Committee may contact such candidates and ask them for submission of required documents if such candidates are interested. After that aforesaid process, they will not be considered for admission.**

3. COUNSELLING PROCEDURE

The University will follow **Online counselling** procedure for admissions to various courses during the academic session 2021-22. The scheduling of different phases of Counselling would be done in the following manner:

1. Single Phase Counselling for all PG programs:

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. i). Single Phase Counselling for the Courses covered under PG Counselling (All PG Programs):

The candidates can download the call Letter from Counseling Portal at <http://bhuonline.in> using their credentials. 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:**

- a. Click on the Button "Preference Entry" icon on the Candidate' segment of the Entrance Test Portal [www.bhuonline.in] for online preference entry.
- b. 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.
- c. 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.
- d. 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**
- e. If interested for paid seat, **please submit your option in the preference entry form under Paid Seat option YES or NO. However, paid seats would be allotted to only such candidates, in order of merit, who have opted for Paid Seat Counselling on the specified Date/Time along with prescribed Paid Seat Fee.**
In case you need Hostel facility, please submit your option in the preference entry form under Hostel option YES or NO. Save the details entered.
- f. 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:

- i. 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).
- ii. 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

On the date of counseling following steps will be followed:

The Admission Committees may scrutinize the following uploaded documents to determine the candidate(s) eligibility for the course and reservation claimed, etc.:

Mark-Sheets of the **QUALIFYING EXAMINATION** and **all other previous examinations** such as High School,

Intermediate, Graduation, Post-graduation (as the case may be).

Matriculation or its equivalent Certificate to ascertain the date of birth.

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

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.

- a. **No change shall be allowed in the Preference Entry Form once signed and uploaded by a Candidate on the Counselling Date.** The online admission module will allot seats strictly in order of merit in the entrance test conducted by the NTA 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.

- b. If interested for paid seat, **please submit your option in the preference entry form under Paid Seat option YES or NO. However, paid seats would be allotted to only such candidates, in order of merit, who have opted for Paid Seat Counselling on the specified Date/Time along with prescribed Paid Seat Fee.**
- 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. **Check up from the concerned Admission Committee (email id and mobile numbers available in the call letter) 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.**
- e. **YOU MAY FOLLOW THE STEPS MENTIONED BELOW TO CONFIRM YOUR ADMISSION.**

STEP 4: DECLARATION OF ADMISSION LIST

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. at the end of counseling process.** 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 up to 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 admission fee payment modes will be available:

- Online payment** (through Debit Card/Credit Card/Net banking) through the payment gateway available on the Portal.
- 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:

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

~~c. 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 payment is not made by 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 'Allocation' 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:

Allotment of hostels will be done only after receiving relevant guidelines of the Government of India. Only limited number of hostel seats is available which will be allotted strictly on the basis of a Composite Merit [100 point scale] derived by giving weightage to (1) the distance of their place of correspondence address from the University [upto 20 points] and (2) marks obtained by them in the entrance test [upto 80 points] subject to the candidate's eligibility for hostel allotment as per the rules of the Hostel Rules/Manual of the University. 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.

NOTE: Allotment of hostel for the academic session 2021-22 will be done later after the receipt of the guidelines/SOP for Hostels from the Government of India.

4. ADMISSION UNDER PAID SEATS:

- 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.
- Paid seats options may be exercised by the candidates during preference entry or later by presenting themselves on the Paid Seat Counselling date.
- 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 entrance test merit of the University conducted by the NTA, 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. ZMDAWMJAZMQ==)

- 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. **Hostel accommodation is not guaranteed.** Allotment of hostels will be done only after receiving relevant guidelines of the Government of India. However, if it is available, it shall be allotted strictly on the basis of Composite Merit [100 point scale] derived by giving weightage to (1) the distance of their place of correspondence address from the University [upto 20 points] and (2) marks obtained by them in the entrance test [upto 80 points] subject to the candidate's eligibility for hostel allotment as per Hostel Allotment rules/Hostel Manual of the University. **Mere provisional admission shall not entitle any student to get a seat in the University Hostel.**
- iii. **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. The facility of Employee's Ward category only for those employees of the IIT-BHU who were employed prior to June 29, 2012 at par with BHU employees seeking admission to various courses in the University would also be available till such employees superannuate. For this purpose the candidate who is ward 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. The Employee Ward Certificate of other employees directly employed by the IIT (BHU) shall be issued at the end of IIT Directorate.
- iv. 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.
- v. 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.
- vi. 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 2.50 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.
- vii. 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).
- viii. **Enrolment:** All newly admitted students must get themselves enrolled by 31st January 2022. 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 January 2022**, his/her admission shall be cancelled forthwith.

[1.UCANAPPLY.COM/COUNSELLINGADMISSION2021/INTEGRATION/ENTRANCE/LOGOUT.PHP?APP-ID=UEIZMDAWMJAZMQ==\)](https://bhu1.ucanapply.com/CounsellingAdmission2021/Integration/Entrance/Logout.php?app-id=UEIZMDAwMjAzMQ==)

- ix. **Ragging is prohibited.** In accordance with provisions contained in UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009, **self affidavits** for non-involvement in Ragging **from students and their parents/guardians** (as per enclosed **ANNEXURE 5**) **have to be obtained.** 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 ragging self affidavits and the dossier form may be obtained from the admitted students when they report for classes.

x. 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:

Refund will as per guidelines issued by Government of India from time to time.

c. Process of Refund

1. All the refund related issues have to be resolved by R.O. (Finance) Account Section in coordination with M/s. LSPL.
2. The candidate can download Claim-form from the Student Login portal on the dash board, Icon "Claim Form" only after the completion of the University Admission.
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 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.
5. 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.
6. 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.
7. 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.

xi. Only the local Court of Varanasi/Honorable High Court of Judicature at Allahabad/ Honorable Supreme Court of

1.UCANAPPLY.COM/COUNSELLINGAdmission2021/Integration/entrance/call-letter-pg?app-id=UEIZMDAwMjAzMQ==)

Important Note for SC/ST candidate:

In accordance to the Notification No.R.Dev-9/SC/ST/Gen & Fee Reimbursment/2018-19/64144 dated 20/23.07.2018 of Asstt. Registrar (Development) the SC/ST candidates whose yearly family income is less than Rs. 2.50 lakhs and seeks exemption from paying fee at the time of admission by submitting the prescribed Affidavit/Undertaking to the effect that

based on the Affidavit/Undertaking submitted by you, you have been exempted from paying full fee at the time of admission and only refundable fee (caution money) and compulsory fee(s) are being realized from you. It is your sole responsibility to apply with complete details for the SC/ST scholarship/fee reimbursement from the concerned State Government or Central Government within the prescribed time limit. At any cost, you have to pay the full fee latest by 31st March, 2022 whether you get or don't get the scholarship/fee reimbursement from the State Government or Central Government as the case may be

Yours faithfully

Dean/Head/Principal/Coordinator

SPECIAL NOTE : Candidates are required to check their student portal daily and make the payment of fee within 24 hrs till 05:00 P.M. of the deadline date. For seat locking, send scan copy of application requesting locking of seat at allotted location and course on admission.foc@gmail.com. The choice of seat locking would be entertained till 02:00 P.M. on the day succeeding day of course allotment (see upgradation and locking rule). If the candidate is interested for admission in Paid Seat they might opt for the same in preference entry form otherwise admission in paid category will not be considered.

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