



काशी हिन्दू विश्वविद्यालय BANARAS HINDU UNIVERSITY

Faculty of Science

Department of Computer Science

Varanasi-221005

Call Letter for Counselling

Ref. No./Counselling/M.Sc. in Computer Science/2019-20

Electronic Call Letter only

Mr. / Ms. **DEEPAK**

2019-07-04 10:35:02

UET/PET Roll Number : **48622700021**

Merit Index : **101**

Overall Rank : **46**

Composite Index for Hostel Allotment(Rank) : **47.82 (39)**

Sub: Counselling for Provisional admission to 486 - M.Sc. in Computer Science 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 Entrance UET-2019, you **are required to report for counselling for possible provisional admission to the M.Sc. in Computer Science, 486** for the academic session 2019-20, subject to availability of seats at your rank. Please **report personally** to the Chairman/Convenor, Admission Committee, Department of Computer Science, Institute of Science, BHU, Varanasi, BHU Varanasi along **with all required documents** (listed in para 1 below) as per following counselling schedule:

	Date	Time	Rank Type	Venue
1. Counselling for All Types of Seats	15-07-2019	10:00 Hrs - 11:00 Hrs	GENERAL (M & F)	Department of Computer Science, Institute of Science, BHU, Varanasi

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

NOTE :

1. 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 – 2019 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.
2. 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.**
3. 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.
4. As the admission process is time-bound exercise, **it shall be the 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.

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

You must produce the under mentioned documents/certificates in ORIGINAL along with one set of photocopy (self attested) 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.

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

NOTE:

1. 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.
2. 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:
 1. 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, 2019**.
 2. 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 PG programmes.
 3. If they fail to produce the requisite mark sheet by **31st October, 2019** 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.
3. **Matriculation** or its **equivalent certificate** to ascertain the date of birth.
4. **Caste Certificate** issued by the appropriate authority, if admission is sought under SC/ST/OBC/EWSs Category.

NOTE: Each SC/ST/OBC/EWSs candidate shall have to submit a copy of the caste/class certificate mentioning that the candidate belongs to SC/ST/OBC/EWSs 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 EWSs 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, OBC or EWSs. Further, the OBC certificate should clearly mention that the candidate does not belong to **Creamy Layer** under **Govt. of India criteria**.

Criteria for EWSs: 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 EWSs 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:

- 1) 5 acres of agricultural land and above;
- 2) Residential flat of 1000 sq ft. and above;
- 3) Residential plot of 100 sq. yards and above in notified municipalities;
- 4) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

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

5. **The OBC certificate should not have been issued earlier than 01.07.2018. Further, if the OBC Certificate is issued earlier than the aforesaid date i.e. 01.07.2018 the candidate may be given one month time to produce a recent OBC Certificate OR recent Income Certificate issued not earlier than 01.01.2019.**
6. **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.**
7. **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.
8. **Admit Card** issued for appearing in the concerned Entrance Test – 2019.
9. **Character Certificate** issued by the institution last attended.
10. **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' 19 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, 2019"** shall be taken from each such candidate who has not submitted his/her Transfer Certificate before he/she is provisionally admitted.

11. **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' 2019**. 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.

2.

COUNSELLING PROCEDURE

The University will follow **Online counselling** procedure for admissions to various courses during the academic session 2019-20. 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., B. Sc. (Hons.) Maths Group, B. Sc. (Hons.) Bio Group 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

1. **Single Phase Counselling for the Courses covered under PG Counselling (All PG Programs and B.Com. (Hons), B.Ed., B. Sc. (Hons.) Maths Group, B. Sc. (Hons.) Bio Group and 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:**

1. Click on the Button "Preference Entry" icon on the Candidate' segment of the Entrance Test Portal [www.bhuonline.in] for online preference entry.
2. 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.
3. 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.
4. 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**
5. Save the details entered.
6. 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:

1. 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).
2. 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 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:

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 concerned 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.

3. 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.
4. The concerned Admission Committee will also retain your set of verified documents (photocopy).
5. 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.
6. **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 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:

1. For online payment the candidate must visit Course Allocation page and make the payment through debit/credit card.
2. 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.
3. 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.
4. **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.

3. ADMISSION UNDER PAID SEATS:

1. 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.
2. Paid seats options may be exercised by the candidates during preference entry or later by presenting themselves on the Paid Seat Counselling date.
3. 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.**

4. 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:

1. **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.**
2. **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.**
3. **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.**

5. 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:
 1. The candidate should report to the concerned venue on the date(s) and time as mentioned in his/her call letter.
 2. 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) 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.
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 Hostel Composite Merit of the concerned Entrance Test 2019-20. The Hostel composite merit shall be derived by giving weightage to (1) the distance of the place of residence of the candidate from the University [upto 20 points] and (2) marks obtained by the candidate in the Entrance Test concerned [upto 80 points]. 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, 2019. 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, 2019, 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.

1. 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.**

2. 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:

1. **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.**
2. **However, if the student withdraws from the course/programme after the last date of**

admission, no fee shall be refunded.

3. The aforesaid guidelines may be applied on regular fee, special course fee and paid seat fee component(s) uniformly.
4. 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.

3. Process of Refund

1. The candidate can download Claim-form from www.bhuonline.in only after the last date of admission declared by the University.
 2. 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.
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.

Important Note for SC/ST candidate:

The SC/ST candidates whose yearly family income is less than 2.50 lakhs and seeks exemption from paying fee at the time of admission by submitting the prescribed Affidavit/Undertaking. 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, 2020 whether you get or don't get the scholarship/fee reimbursement from the State Government or Central Government as the case may be. For affidavit kindly see the Hindi Call letter

Yours faithfully

Dean/Head/Principal/Coordinator