COMBINED ALLOTMENT PROGRAM (CAP)

[updated on 10.05.2024]

FOR ADMISSION TO

POST GRADUATE PROGRAMS

ACADEMIC SESSION 2024-25

काशी हिन्दू विश्वविद्यालय BANARAS HINDU UNIVERSITY

ESTABLISHED BY PARLIAMENT BY NOTIFICATION NO. 225 OF 1916

DISCLAIMER

➢ The Banaras Hindu University, Varanasi reserves the right to revise, amend or delete any part of the Combined Allotment Program – Postgraduate - 2024 [CAP (PG)-2024] without prior notice. Any change so made shall be updated on the Admission website of the Banaras Hindu University, Varanasi (BHU). Any change in allotment rules after the release of the CAP (PG)-2024 document shall become effective from the date it is posted on the admission website

https://bhu.ac.in/Site/AdmissionCounselling/1_2_16_Main-Site.

➢ Every effort has been made to present the genuine, official rendition of the rules, regulations, and pertinent details within this document to the best of our ability. Nonetheless, it must not be interpreted under any circumstances as a guarantee, whether explicit or implicit, concerning the comprehensiveness and precision of the referenced information.

➢ The BHU wants to make it clear that it is not liable for any loss or damage that may be caused to an individual based on the information provided.

➢ Any errors on the admission website, Post Graduate Information Bulletin 2024 (PGIB-2024) and CAP (PG)-2024 document may be due to unintentional omissions or other reasons.

➢ This disclaimer applies to all parts of the CAP (PG)-2024, including notifications, corrigendum, amendments, addendums, and regulations posted on the website and attached or contained within.

➢ Regularly visit the admission page of the official BHU website for the latest updates on admissions, guidelines, schedules, and important policies.

➢ Any disagreements or legal issues related to CAP (PG)-2024 admissions will be handled exclusively by the Hon'ble High Court of Allahabad, UP.

CONTENT

LIST OF ABBREVIATIONS

AICTE	All India Council For Technical Education
AIU	Association of Indian Universities
AMPG	Arya Mahila PG College
BHU	Banaras Hindu University, Varanasi
BHU_EWS	BHU Student EWS Category
BHU_Gen	BHU Student General Category
BHU_OBC	BHU Student OBC Category
BHU_SC	BHU Student SC Category
BHU_ST	BHU Student ST Category
CAP (PG)	Combined Allotment Program (Post Graduate)
CBSE	Central Board of Secondary Education
CML	Combined Merit List
CUET (PG)	Common University Entrance Test (Post Graduate)
DAV	DAV PG College
DMC	Department Main Campus
EW	Employee Ward
EWS	Economically Weaker Section
MMV	Mahila Mahavidyalaya, BHU
MoE	Ministry of Education
NTA	National Testing Agency
OBC-NCL	Other Backward Classes – Non-Creamy Layer
Paid_EWS	For Paid Seat EWS Category
Paid_General	For Paid Seat General Category
Paid_OBC	For Paid Seat OBC Category
Paid_SC	For Paid Seat SC Category
Paid_ST	For Paid Seat ST Category
PG	Post-Graduate
PGIB	Post Graduate Information Bulletin
PML	Program wise Merit List
PwBD	Person with Benchmark Disability
RGSC	Rajiv Gandhi South Campus, BHU
SC	Scheduled Caste
ST	Scheduled Tribe
UR	Un-Reserved
VCW	Vasanta College for Women
VKM	Vasant Kanya Mahavidyalaya

The Banaras Hindu University (BHU), founded by Mahamana Pandit Madan Mohan Malaviya ji in 1916, is one of the most prestigious Central Universities in the country. An autonomous institution of distinction and having the Hon'ble President of India as its Visitor, BHU is the largest residential University in Asia. Being a living embodiment of such visionaries as Mahamana Malaviya ji, Dr. Annie Besant and Dr. S. Radhakrishnan, this seat of learning epitomizes a synthesis of ancient wisdom and modern scientific temper. Its holistic model of education, conceived and enriched by its illustrious founder, offers refreshingly new perspectives to young minds and nurtures and facilitates their creative talents.

This University was conceived as a residential university, keeping in view its objective of complete character development and thorough mentoring of students. Perhaps this is the only university in the world where courses ranging from nursery and primary school up to Doctoral/ Post-doctoral degrees are taught and pursued within a walled campus spread over 550 Hectares (1360 acres) and having majestic buildings of great architectural delight. It enshrines within its precincts, a phenomenal range of teaching disciplines incorporating almost all conceivable subjects of Science, Engineering & Technology, Medical Sciences, Humanities, Social Sciences, Commerce, Law, Education, Visual Arts, Performing Arts, Sanskrit Vidya Dharm Vigyan, Agriculture, Veterinary Sciences, Library Science, Journalism and a large number of Indian and Foreign Languages. There are at present 5 departments receiving support under Special Assistance Programme, 7-UGC-Innovative / TRIEA / Other Programme and 3-DST-FIST (Fund for Improvement of Science & Technology) 4 departments/schools are supported under FIST programme of DST. It also has four colleges admitted to the privileges of the university which are located in the city. The university also has three schools apart from having a Kendriya Vidyalaya housed in the Campus. In addition, the Rajiv Gandhi South Campus has been established in the year 2006 in a sprawling campus of 1092.6 Hectares (2700 acres) located about 75 kms away from the main campus, at Barkachha in Mirzapur district, Uttar Pradesh.

1.1 Admission to all post-graduate programs is based on the eligibility criteria and procedures specified by the university. These criteria and procedures are available on the University's website, Post Graduate Information Bulletin 2024 (PGIB-2024) and Combined Seat Allotment Program (Post-Graduate)-2024 (CAP (PG)-2024).

1.2 The eligibility criteria for every Program offered at the PG level have been published in the (PGIB-2024) available on the admission page of the BHU website.

https://bhu.ac.in/Site/AdmissionCounselling/1_2_16_Main-Site

1.3 Candidates must check the eligibility criteria carefully from PGIB-2024 and the admission website. If there is any change/modification in eligibility criteria, the same will be stipulated through University website.

1.4 For the academic year 2024-25, admission to PG Programs of BHU will be done on the basis of the Common University Entrance Test- Postgraduate 2024 (CUET (PG) – 2024) only. Admitting students through BHU's online platform Combined Seat Allotment Program (PG)-2024 is binding on all Colleges and Departments, as applicable, of Banaras Hindu University, Varanasi.

1.5 CUET (PG) - 2024 serves only as an entrance examination administered by the National Testing Agency (NTA). It's crucial to understand that the scope of NTA's involvement is confined to conducting CUET (PG) - 2024, announcing results, and addressing inquiries related to the entrance test. However, merely participating in CUET (PG) - 2024 does not guarantee admission to BHU. To secure admission to BHU PG Programs, candidates must also apply through CAP (PG)-2024. (https://bhucuetpg.samarth.edu.in)

1.6 CAP (PG)-2024 serves as the centralized platform for admission to all PG programs across various Departments/Colleges of BHU. Candidates aspiring to join a Program at BHU are

required to apply exclusively through CAP (PG)-2024. Valid admissions are only those granted through BHU's official online portal, CAP (PG)-2024.

1.7 Before commencing the application process, it is advisable for candidates to thoroughly review the PGIB-2024 and CAP (PG)-2024, and to consult the BHU Act, 1916, along with its amendments and Statutes. The Ordinances, Rules, Regulations, and Notifications available on BHU's official website shall be considered definitive and binding.

1.8 Candidates should refer to the PGIB-2024 for Program-Specific Eligibility criteria and CUET (PG) – 2024 Test paper applicable to their desired program.

1.9 It is imperative for candidates to review the list of Programs, Program-Specific Eligibility Criteria, seat matrix, fee structure, and any other pertinent information provided on BHU's admission website.

1.10 Candidates are required to apply and submit preferences through online mode using the CAP (PG)-2024 portal of BHU (https://bhucuetpg.samarth.edu.in). Applications submitted through any other means will not be considered under any circumstances.

1.11 Seat allotment for all PG Programs will be solely based on scores achieved in CUET (PG) – 2024, except practical based courses/ GD-PI based courses /Sports Quota.

1.12 For the allotment of seats in Performance/Practical/Audition/Sports Proficiency based Programs, and in the Sports Supernumerary Quota, a composite score combining CUET (PG) - 2024 and Performance/Practical/Audition/Sports Proficiency test/trials and/or certificates will be evaluated.

1.13 The merit list(s) for CAP (PG)-2024 published on the Admission website (https://bhucuetpg.samarth.edu.in) will be followed by all Departments/Centres/Colleges of BHU, where applicable.

1.14 If vacancies remain in the Supernumerary quota(s), they will not be reassigned to any other category.

1.15 Candidates are strongly advised to regularly check their dashboard, email, university website (https://bhu.ac.in/Site/AdmissionCounselling/1_2_16_Main-Site) and admission website (https://bhucuetpg.samarth.edu.in) for all communications and updates regarding admissions.

1.16 Failure to comply with admission requirements, including non-submission of relevant documents and/or non-payment of fees within the specified timeframe, will result in the candidate forfeiting their admission rights.

1.17 Candidates must personally appear for document verification as and when notified by the University/Department/Centre/College.

1.18 Candidates are solely responsible for demonstrating their eligibility for reservation under any reserved categories (including PwBD and EW). Those applying under SC/ST/OBC-NCL/EWS/PwBD/Sports categories must upload the respective certificates/documents issued by the Competent Issuing Authority.

1.19 Participation in the admission process is provisional. If it is discovered at any stage that eligibility criteria are not met, admission, if granted, will be automatically cancelled, and appropriate legal action will be taken. The University will not refund fees in cases where candidates are found ineligible at a later stage. The University reserves the right to cancel the admission of any candidate found to have violated BHU's rules and regulations.

1.20 If, at any point, documents submitted by a candidate are found to be fake, non-genuine, or defective in any manner, the candidate will be denied admission or, if already admitted, their admission will be revoked without prior notice. Subsequent to completion of the Program, degree revocation may occur, and appropriate legal action will be pursued.

1.21 BHU bears no responsibility for candidates' lack of awareness regarding admission guidelines, schedules, Eligibility Criteria, and CAP (PG)-2024 regulations. It is incumbent upon the candidate to consistently monitor their dashboard, email, and BHU's admission website. BHU retains sole authority over determining eligibility and verifying documents for admission.

2.1. The provisions outlined in the CAP (PG)-2024 document will govern the provisional admission process for all PG Programs at BHU during the Academic Session 2024-25.

2.2. Allotment of seat and admission to all PG Programs at BHU for the Academic Session 2024-25 will be facilitated through the CAP (PG)-2024 document, adhering to the eligibility criteria outlined in PGIB-2024 and other regulations published by Banaras Hindu University, Varanasi on its official website.

2.3. An online platform, accessible at https://bhucuetpg.samarth.edu.in, will be provided for applicants seeking admission through CAP (PG)-2024. Candidates intending to take admission at BHU must complete the Application Form exclusively through online platform; offline submissions will not be accepted.

2.4. Candidates are advised to safeguard their login credentials, including login ID and password, to prevent misuse. Once created, login credentials cannot be altered or edited under any circumstances.

☝ **ADVICE: It is advisable to fill the form through a desktop/laptop. Avoid filling the form using a mobile phone.**

2.5. There will be a one-time CAP (PG)-2024 Registration fee (non-refundable):

Category of the Candidate	CAP (PG)-2024 Registration Fee (non-refundable)
UR/OBC-NCL/EWS	300.00 (Rupees Three Hundred only) per programs
SC/ST/PwBD	150.00 (Rupees One Hundred Fifty only) per programs

2.6. The application process for each program will be deemed complete only upon the successful payment of application fee. Any payment made through alternative links or modes other than those provided by BHU will not be considered. The registration fee is non-refundable.

2.7. Candidates must meet all eligibility criteria for the Program(s) they are applying for and must have also participated in CUET (PG) - 2024 in the relevant Test Paper(s) as per the Program-Specific eligibility outlined in the PGIB -2024.

2.8. Upon verification of all documents and fulfilment of eligibility criteria, the Department/Centre/College will provisionally approve the Allocated Seat. In such cases, candidates must secure admission to the allocated seat by paying the admission fee within the specified timeframe.

2.9. Candidates must adhere to the prescribed timelines for all allocation and admission rounds of CAP (PG)-2024.

2.10. Candidates found to have submitted invalid documents due to deliberate forgery or cheating will be disqualified from participating in CAP (PG)-2024.

3.1 General Information

Candidates are advised to read the PGIB-2024 and CAP (PG)-2024 document before filling the CAP (PG)-2024 Form (https://bhucuetpg.samarth.edu.in) of BHU.

The CUET (PG) – 2024 Application Number is a prerequisite for registration on CAP (PG)-2024. The candidate's name, date of birth, NTA Score(s), signature, and photograph will be automatically imported from the CUET (PG) – 2024 portal, and these fields cannot be modified.

Before commencing the application process, candidates are advised to scan and retain copies of all necessary documents/certificates on their Computer/Laptop. (Please refer to Section 21 for the List of Required Documents).

> ☝ **ADVICE: Candidates should diligently complete the CAP (PG)-2024 Application form since editing will not be permitted once the form is submitted successfully.**

The CAP Application form consists of three steps:

> Step 01: Profile Completion
>
> Step 02: Program Application(s)
>
> Step 03: Registration Fee Payment

3.2 New Registration

- To initiate the registration process for CAP (PG)-2024, new users must click on the "NEW REGISTRATION" link. The following details are required for registering for CAP (PG)-2024:
  1. CUET (PG)-2024 Application Number
  2. Name (as per CUET (PG)-2024)
  3. Date of Birth (as per CUET (PG)-2024)
  4. Email address
  5. Phone Number
- The candidate's application number, name, and date of birth must match the information provided in CUET (PG)-2024 for authentication purposes.
- To complete the registration successfully, candidates must enter the OTP received on their registered email address. Upon successful registration, candidates should log in to their dashboard to proceed with completing the CAP (PG)-2024 application form.

3.3 Profile Section

- In the Profile Section, candidates are required to furnish their personal information. It is imperative that the details provided align precisely with the information stated in the candidate's certificates/documents. Any inconsistencies or disparities may result in the rejection of the CAP (PG)-2024 Application Form at any stage. Candidates must diligently complete their Profile.
- **Candidates who selected the PwBD category in CUET (PG)-2024 are not permitted to alter their category in CAP (PG)-2024, as they would have already benefited from PwBD accommodations (such as additional time and provision of a scribe) during CUET (PG)-2024.**
- Candidates must verify that the Bank Account details provided are accurate and belong either to the candidate or their parent/guardian. It should be noted that any refunds issued by BHU will be credited to this account exclusively. Changes to Bank Account details are strictly prohibited throughout the entire admission process.
- Once the registration part of the form is submitted, certain personal details cannot be modified, including Parent's Name, Category/Sub-Category/Caste/Supernumerary Quota, Gender, Email address, Mobile number and Bank details.
- **Employee Ward Category:** Candidates opting for the employee ward quota are advised to ensure that they possess a valid employee ward certificate. Candidates belonging to the employee ward category must meet the eligibility criteria applicable to the General category, along with adhering

to the additional guidelines outlined in the PGIB-2024. Candidates, whose parent is employed in the colleges admitted to the privilege of BHU, will be considered under this category for their parent's respective college, if applicable.

- Sports Section: Candidates intending to apply for admission under the Sports Supernumerary Quota are advised to submit self-attested copies of up to three Merit/Participation Sports Certificates obtained in the preceding three years in a one .pdf file, specifically issued between May 1, 2021, and April 30, 2024. For further information, please refer to PGIB-2024 Section5.5.3 and CAP-2024 Section 17.

3.4 Documents Upload

Candidates applying for reservation under SC/ST/OBC-NCL/EWS/PwBD/Sports categories must verify that their name in CUET (PG) - 2024 matches the name on their corresponding qualifying certificates. Additionally, the names of the candidate's parents must also align with those stated on the certificates.

The candidate bears full responsibility for the authenticity and accuracy of the certificates they upload. They must exercise utmost caution to ensure that all uploaded documents/certificates are genuine and correct.

Discovery of any false attestation or falsified records will result in the candidate's disqualification from the University and/or its colleges, accompanied by appropriate penal measures. No refunds will be provided in such instances. Furthermore, any incomplete or unavailable certificates/documents will not be accepted as substitutes for an undertaking.

☝ **Advice: The candidate must upload the required relevant documents (visible and readable).**

3.5 Preview

The candidate will have the opportunity to review the information they have provided before finalizing it. If necessary, the candidate can choose to edit or make changes. It is imperative that the candidate thoroughly review all submitted details before progressing to the Program Selection section. Once the application form is successfully locked and submitted, no changes or modifications will be permitted in the Profile Section.

3.6 Submit and Lock

After the completion of profile section and document upload, the candidate should carefully review all the information. After clicking "Submit and Lock," profile will be finalized, and no further changes will be possible.

SECTION – 4: PROGRAM SELECTION & PREFERENCE

After completing application, candidate is required to choose the program(s). Candidate can select multiple programs and location (departments/centres/colleges) and order preference. This will be used during the allotment and admission process.

4.1 Program-Selection

- ➢ Candidate can apply only for those program(s) for which the candidate is eligible and has appeared in relevant subject test(s) conducted by NTA.

- ➢ We recommend double-checking your Post-Graduate Program(s) preferences before submitting your application.

- ➢ The candidate must take utmost care while selecting the Post-Graduate Program(s) of BHU. Only the Post-Graduate Program(s) of BHU selected by the candidate will be considered for allotment.

➢ When entering your academic details in the application, be sure to provide accurate and complete information. These details will be used to break ties in the event of scores being equal. Here's why it's important:

  o **Fair Selection:** Accurate information ensures a fair chance for everyone involved.

  o **Tie-Breaking:** In case of a tie, your academic details will determine who receives the program offer.

  o Double-check everything before submitting your application to avoid any potential issues.

4.2 Confirmation of Eligibility

➢ The candidate is required to verify the eligibility criteria specific to their chosen program (Please refer to PGIB-2024 of BHU for detailed information). The candidate's merit will be evaluated based on the Program-Specific Eligibility criteria they have selected.

4.3 **Prioritizing of Preferences**

➢ For the Programs chosen by the candidate, they must also indicate their Department/College preferences (if applicable).

➢ The candidate should exercise extreme caution when prioritizing their preferences, as this will impact seat allocation (Please refer to Section 5 for Allotment Rules). Take your time when arranging your preferences; avoid rushing. Exercise patience and carefully review the eligibility criteria outlined in the PGIB – 2024.

➢ Before submitting the registration fee, the candidate has the option to rearrange the preferences of the selected courses, if desired.

➢ It is highly recommended for the candidate to list the maximum number of preferences possible. We recommend thoroughly reviewing the program eligibility details before making your selections.

✎ **Advice: While ordering the preference, candidates are suggested to keep "Regular Fee Course" above to the "Paid Fee Course" for any selected program and/or location.**

4.4 Academic Section

Filling Your Academic Background

In the Academic Section, candidate has to provide details about qualifying degree (graduation, post-graduation, or equivalent) that determines their eligibility for the program applied.

Here's what the candidate need to enter:

➢ Degree Details: Specify qualifying degree (e.g., M.Sc., M.A., M.Com. etc.)

➢ Percentage: Enter the overall percentage obtained. For awaiting results (appeared/appearing), provide average percentage up to the 4th or 6th or 8th semester exams, as the case maybe.

➢ CGPA/Percentage till last semester as entered by the candidates will be considered for score calculation. If qualifying degree uses a CGPA format, convert it to an equivalent percentage as per your university conversion method. Failing to which, the candidature is liable to be rejected.

➢ Accurate information is crucial for determining your program eligibility.

Entering Semester Marks:

✎ Provide details for each semester (or year for annual exams) you've completed in your qualifying degree.

✎ Enter the percentage marks for each semester separately up to two decimal places (e.g., 57.52%). Round up of marks is not allowed.

4.5 Review, Pay, and Lock-in Your Choices

➢ Double-Check Everything: Carefully review application, including program selections and order of preference. Ensure all details are accurate.

➢ Finalize Choices: Once satisfied, proceed to the payment section. Remember, after paying the fee, editing or changing preferences is not permitted.

➢ Prioritize Programs: Order of program choices reflects candidate's preference. The candidate cannot edit the preference list after submitting application.

➢ Pay Fee: Application will be considered only after successful payment of the fee within the deadline. Payment can only be made through the provided Payment Gateway link on dashboard. No other payment methods are acceptable.

5.5 Program-Specific Uploads:

The documents need to upload may vary depending on the programs you've chosen. Here's what you might need to submit (based on your selected eligibility criteria):

➢ Migration Certificate/Undertaking: If your qualifying degree is from another university, you'll need to submit a Migration Certificate at the time of reporting. However, if your qualifying degree is from BHU itself, you might need an ID card issued by the last BHU institute you attended.

For Candidates Awaiting Results:

➢ If your results haven't been declared yet, you'll need to submit an undertaking stating you'll meet the minimum eligibility criteria (as outlined in the BHU PGIB-2024-25) by passing your qualifying exam before October 31, 2024.

5.6 Payment Information:

➢ Candidate can conveniently pay using any of these methods:

- o Net Banking
- o Debit Card
- o Credit Card
- o UPI

➢ Make sure to review the specific upload requirements for each program selected and complete payment before the deadline. Save transaction details for future reference for tracking and resolving any issue related to payment.

SECTION – 5: ALLOTMENT RULES

5.1 In terms of provisional allotment, an 'Allotted Seat' denotes a distinct pairing of Program and Location (Department/Centre/College). For instance, the allotment of "Master of Art in Hindi at Department of Hindi" is an Allotted Seat in respective program at Department Main Campus. Likewise, the allotment of "Master of Art in Hindi at AMPG" is Allotted Seat respective program at AMPG College.

5.2 Each program will have two types of lists, where applicable: the Combined Merit List (CML) and the Program wise Merit List (PML). During allotment, candidates from all backgrounds will be considered in the Combined Merit List (CML). However, the Program wise Merit List (PML) will exclusively include students for the said program, based on Program Specific Eligibility.

5.3 The allocation of the Highest Possible Preference to a candidate will be provisional and based on the following criteria:

1. Seat availability.
2. Merit list specific to the program.
3. Social category (UR/OBC-NCL/SC/ST/EWS etc).
4. Any additional allocation rules, policies, or criteria outlined in CAP (PG)-2024, PGIB– 2024, or published on BHU's admission website.

5.4 Fair Merit List for Unreserved (UR) Seats: The UR category merit list includes all candidates ranked by their NTA Score and other inter-se criteria. No one is excluded based on category if they meet the UR merit criteria. This means SC/ST/OBC-NCL/EWS candidates can also be included in the UR list based on their merit, not their category. Belonging to a reserved category doesn't disqualify you from the UR list. Discrimination based on caste or category is strictly prohibited by Banaras Hindu University (BHU), Varanasi. Any violations will be met with disciplinary action.

5.5 Valid Category Certificates Required: Applicants claiming SC/ST/OBC-NCL/EWS/PwBD/ Employee category benefits must submit a valid certificate issued by the authorized body at the time of application. (Refer PGIB-2024). Missing or invalid certificates will exclude you from being considered in your chosen category.

5.6 Seat Allocation between Reserved Categories: If the seats in a particular program reserved for SC category remains vacant due to insufficient candidates, it can be filled by ST candidates only and vice-versa.

5.7 Second Chance for UR Category (if applicable): If the candidate was initially allocated a seat in a reserved category but disqualified due to invalid social category documents, such candidate might be considered for the UR category in subsequent rounds (if any). This depends on UR merit rank and available UR seats.

SECTION – 6: SEAT ALLOTMENT AND ADMISSION

Once the merit lists-cum-allotment are released, check them carefully. If offered a seat, log in to CAP (PG)-2024 dashboard to accept it within the deadline. If not accepted, the candidate will not be considered for entire admission process.

It is the responsibility of candidate to check CAP (PG)-2024 dashboard regularly after each round of seat allotment. If seat is allotted, the candidate must accept and must complete all the required admission formalities.

For a complete schedule of admission activities, visit the BHU admission website:

https://bhucuetpg.samarth.edu.in and https://bhu.ac.in/Site/AdmissionCounselling/1_2_16_Main-Site.

6.1 Acceptance of the Provisionally Allotted Seat

Accepting Allotted Seat: Once a seat is allotted, candidate must accept it before the deadline specified for that round. This deadline is strict; not accepting a seat is considered declining it. This will disqualify the candidate from participating in further CAP (PG)-2024 rounds.

One Seat at a Time: In case of seat offer in multiple programs in a round, the candidate can only accept and enrol in ONE.

6.2 Online Verification by the Department/ Centre/ College

Eligibility Verification for accepted seat of the candidate will be done by the department/ centre/ college based on your eligibility and documents.

The department/ centre/ college will verify the following within a set timeframe:

➢ <u>Meeting Minimum Requirements:</u> The general eligibility criteria as outlined in the PGIB-2024 document.

➢ <u>Program-Specific Eligibility:</u> Any additional requirements specific to your chosen program (also in PGIB-2024).

➢ <u>Valid CUET (PG)-2024 Details:</u> Validity of CUET (PG) NTA score that meet program requirements.

➢ <u>Document Verification</u>: Validity and authenticity of uploaded documents/certificates.

<u>Verified or Rejected</u>:

The department will either verify or reject allotted seat after verification. There will be no unattended application.

If documents are found in order, the candidate needs to pay the admission fee.

<u>Rejection and Reasons</u>:

If candidate's candidature is rejected during online verification, the department will clearly state the reason. This includes, but not limited to, the following:

➢ Doesn't meet the minimum eligibility requirements.

➢ Doesn't meet the program-specific eligibility requirements.

➢ Submitted invalid documents/certificates.

➢ Doesn't respond to department queries within the given timeframe.

➢ Listed in Debarred Students List of BHU.

6.3 Department Queries!

If the department needs further clarification or information from the candidate during the online verification process, they'll raise a query on dashboard visible to candidates. It's crucial to check dashboard regularly and respond to these queries within the specified timeframe. Responding to these queries on time is critical. If queries are unanswered within the deadline, the allotted seat could be rejected, and candidate will be disqualified from further participation in CAP (PG)-2024.

6.4 Admission to the Provisionally Allotted Seat

➢ Once your allotted seat is approved by the department, candidate need to pay the admission fee to secure admission. The admission is considered incomplete unless the admission fee is paid.

➢ If candidate fails to pay the admission fee within the specified timeframe, it will be considered a cancellation of allocated seat. This means candidate:

  o will lose the allotted seat.
  o won't be considered for any further allotment rounds.
  o will forfeit all rights associated with the allotted seat.

  ☝ **Advice: To avoid any last-minute stress, make sure to pay the admission fee well before the deadline.**

Section – 7: Subsequent Rounds of Allotment

7.1 Multiple Allocation Rounds:

The University may hold several rounds of seat allotment based on vacancies created by rejections, cancellations, and withdrawals of provisional admissions.

7.2 Eligibility:

All applicants for CAP (PG)-2024 are eligible for every allotment round, except those whose admission was cancelled/rejected/withdrawn.

7.3 Upgrade Option:

Candidates who choose the "Upgrade" option (explained in Section 8) in a specific round will be considered for subsequent rounds of CAP (PG)-2024 allotment, subject to seat availability.

7.4 First Preference Rule:

Applicants who are allotted their top program choice in any round will not be considered for that program in subsequent rounds.

SECTION-8: Upgrade or Freeze

Before the announcement of a round, the University will open an "Upgrade" Window for all admitted candidates.

1. Upgradation in CAP (PG)-2024

What is the Upgrade Option?

This option allows you to try for a higher-ranked program within the same program category already admitted. However, it's important to understand the implications before choosing it.

Things to Consider:

Availability: Upgrades depend on the availability of seats in your admitted program.

Losing Your Current Seat: If you get upgraded, your current admission will be automatically cancelled.

Not Applicable for First Preference: Candidate cannot upgrade if secured top choice program.

Previous Choices Not Offered Again: Once upgraded, downgrade is not allowed.

Multiple Offers: Choose carefully - Candidate can only upgrade from current admitted seat.

Upgrade Process:

Choose Upgrade: Select the "Upgrade" option during the designated round.

Upgrade Results: If successful, Candidate will be offered a new program based on the availability of seats according to preferences.

Accepting the Upgrade: Candidate must accept and complete admission procedures for the upgraded seat within the given timeframe. Failure to do so will lead to cancellation and exclusion from CAP (PG)-2024.

No Upgrade: If unsuccessful, Candidate's original admission remains secure.

Responsibility of the Candidate:

➢ Check for "Upgrade" options in all allocation rounds.

➢ Missing the option for any reason means candidate cannot upgrade later. Banaras Hindu University will not consider grievances related to missed upgrades.

➢ By choosing the "Upgrade" option, candidate agree to these conditions and the possibility of losing current admission if upgraded

1. Freeze

The university offers admitted students a "Freeze" option after the first round, which remains available throughout the admission process.

What Does Freeze Do?

Locks Your Current Seat: Selecting Freeze confirms acceptance of the program, department, and college the candidates are admitted. This seat becomes final and cannot be changed later.

No Further Allocations: The candidate won't be considered for any other program, even if he/she has applied to multiple ones. For example, if admitted to Program A and candidate freeze, the candidate won't be considered for Program B in any future rounds.

No Upgrades: The "Upgrade" option becomes unavailable for current program.

Who Should Freeze?

Happy with Admission: Use Freeze only if you're completely satisfied with allocated seat and don't want to consider any other options.

Alternatives to Freeze:

- Upgrade: If candidate would like to try for a higher-ranked program within the same category, choose the "Upgrade" option during the designated round.

- No Action: If candidate does not choose either Freeze or Upgrade, admission will be retained, but you won't be considered for upgrades. No Action will be considered as a freeze.

Important Note:

- Missing the opportunity to choose either Freeze or Upgrade for any reason means candidate cannot participate in those actions later. Banaras Hindu University will not consider grievances related to missed choice

- No Action Taken: If an admitted student doesn't choose "Upgrade" or "Freeze" and takes no action, their current admission will be secured. However, they won't be considered for upgrades in subsequent rounds.

SECTION-9: Cancellation of Provisionally Allotted Seat/Admission

Consequences of Not Accepting or Completing Admission Procedures:

Admission offer is conditional and can be cancelled if fail to meet specific requirements by the deadline. Here's what you need to be aware of:

- Missing the Acceptance Deadline: If candidate does not accept the allocated seat within the given timeframe, it will be automatically cancelled.

- Unpaid Admission Fees: Failure to pay the admission fees by the deadline will result in the cancellation of allocated seat.

- Invalid Documents: If any documents submitted during the application process are found to be fake or invalid at any stage, admission will be cancelled.

- Ineligibility: Not meeting the minimum eligibility criteria set by BHU will lead to admission cancellation, even if initially allocated a seat.

- Important Note: If the admission is cancelled for any of these reasons, candidate will lose the right to apply for admission to Banaras Hindu University through CAP (PG)-2024.

Withdrawing from a Program:

If candidate has been admitted to a program but decide to withdraw, candidate can do so electronically through dashboard using the "Withdraw" option. However, keep these important points in mind:

➢ Withdrawal Fee: A non-refundable fee of Rs. 1000.00 will be charged for withdrawal.
➢ Loss of Eligibility: Withdrawing from the admission will disqualify the candidate from applying to other PG programs at BHU.
➢ No Further Allocations: Candidate won't be able to participate in any subsequent regular allocation rounds, even if they occur.
➢ Deadline: The "Withdraw" option will no longer be available once the Spot Admission round(s) are announced.

Make sure that the candidate fully understands these consequences before choosing to withdraw your admission.

SECTION– 11: Spot Round Admission

BHU PG Admissions: Spot Round Information

What is a Spot Round?

After the regular Combined Allotment Process (CAP) **7** rounds for PG programs are completed, Banaras Hindu University (BHU) may hold additional rounds called "Spot Rounds" if there are still open seats available.

Who can participate?

Candidates who applied for CAP (PG)-2024 but were not allotted a seat in any department during the regular rounds, candidates who missed the application form before the start of the regular round, and candidates who were on the waiting list after the 7th regular round are eligible to participate in the Spot Rounds.

Important Note:

Before Spot Rounds are announced, admitted candidates will have a chance to upgrade to a preferred program. The final number of available seats for Spot Rounds will be determined after this upgrade process.

Spot Round Process:

Announcement: Once a Spot Round is announced, the online portal will be frozen for already admitted students. They cannot upgrade or withdraw their existing admissions.

Opting for Spot Round: Eligible candidates who want to participate in the Spot Round must choose the "Spot Admission" option on their online dashboard and pay a non-refundable fee of Rs. 1000.00.

Seat Selection: For each Spot Round, BHU will display a list of programs with available seats. Candidates can only choose ONE program.

Allocation Criteria: Spot Round seat allocation will be based on the following factors:

➢ Availability of seats in the chosen program.

➢ Candidate's merit ranking for that specific program.

➢ Order of preference for departments/centres/colleges (if applicable).

➢ Candidate's category (e.g., General, SC, ST, etc.).

- Any other admission rules or criteria mentioned in the official CAP (PG)-2024 documents or published on the BHU admissions website.

Mandatory Acceptance: Candidates must accept the seat allotted in a Spot Round. If a candidate fails to accept the allotted seat, he / she will lose eligibility for admission to BHU and will be removed from CAP (PG)-2024 consideration.

No Upgrade/Withdrawal: Upgrading or withdrawing from a seat is not possible during Spot Rounds. The allotted seat in a particular Spot Round is final and cannot be upgraded in subsequent Spot Rounds.

Key Points to Remember:

- Spot Rounds are a chance to secure a seat at BHU if candidate was not successful in the regular rounds.
- Participation is optional, but seats are allocated based on merit and program preference.
- Once a Spot Round seat is allocated, it's final. There's no upgrading or withdrawing.

SECTION– 12: Inter-Se Ranking / Tie-Breaking Rules

Breaking Ties in CUET (PG) - 2024 Merit Scores

If two or more candidates have the same score for a program in the CUET (PG) - 2024, the following criteria will be used in a stated order to break the tie :

1. Qualifying Exam Performance: The candidate with the highest marks in the qualifying degree examination shall be given preference. Provided that in case of those students whose final semester/year results have not been declared, the qualifying degree examination percentage shall include marks obtained till last semesters.

   If the tie persists, the candidate with the higher marks in their last available semester/year final year of the qualifying degree will be considered. If a tie remains, the process will move to considering marks in the preceding semesters (or years) until the tie is broken.
2. Age: If the tie remains, the older candidate (based on their Class X certificate date of birth) will be given preference.
3. Application Number : If all else is equal, Application number of the candidate; preference will be given to the candidate who applied earlier in the CAP-PG 2024.

Additional Tie-Breaking Rules (For All Courses):

In rare cases where a tie persists across all programs a candidate applied for; these additional criteria will be used:

Subject-Specific Marks (if applicable): If overall qualifying exam marks are also equal, the candidate with higher marks in the relevant subject of the program will be chosen. (For MCA programs, if overall marks are equal, candidates with a Bachelor's degree in Mathematics will be considered first. Further tie-breaking will be based on Mathematics marks in Bachelor's, then Intermediate (+2), and lastly, for those with Mathematics only in +2.)

SECTION 13: Remittance of Fee & Refund Policy

- **Your Admission Confirmation and Fee Payment**

  The candidate's admission is confirmed only after successful payment of the admission fee. Candidate can pay this fee through online candidate's dashboard using any of these methods: Net Banking, Debit Card, Credit Card, or UPI.

- About Virtual Wallet:

  Once candidate pay admission fee, a virtual wallet will be created for candidate in dashboard.

  If candidate get upgraded to a program with a higher fee, candidate will need to pay the difference within the given timeframe. The extra amount will be automatically deducted from the virtual wallet.

  If candidate get upgraded to a program with a lower fee, the remaining balance in the virtual wallet will be automatically used towards the new program's fee once approved.

Important Reminders:

- Keep a record of payment details (transaction ID, card details, and date) for future reference.
- Make sure that the candidate has a stable internet connection before starting the payment process.
- Double-check payment information to avoid errors.
- If payment is deducted but candidate does not receive confirmation, contact the bank for verification.
- Complete the fee payment well before the deadline to avoid any last-minute issues.
- In case of payment failure: Retry the payment before the deadline.

If the retry fails, contact the HDFC Payment Gateway Helpline between 11.00 AM and 4.00 PM, Monday to Saturday (except second and fourth Saturdays) at +91-9236049557. You can also email them at bhupgpayment@gmail.com.

By following these guidelines, candidate can ensure a smooth and successful payment process for confirming admission.

BHU Admission Fee Refund Policy:

Full Refunds:

Candidate will receive a full refund of admission fee if candidate withdraw his / her application before the last date of admission set by BHU.

Non- refundable Fees:

Please note that the following fees are non-refundable:

- CAP (PG)-2024 Application Fee
- Withdrawal Fee (if applicable)
- SPOT – Round Application Fee

Refund Processing Timeline:

Once admissions are closed, BHU will initiate the refund process.

They aim to settle all refunds within three months of closing admissions.

We recommend that candidate carefully review the refund policy before applying. This will help candidate to understand which fees are refundable and the timeframe for receiving a refund if candidate withdraw his / her application.

SECTION 14: Mandatory Requirement for Physical Verification of Original Documents

Important Information for Admitted Candidates to Banaras Hindu University

- Following successful admission through CAP (PG)-2024, candidates must report to the department, centre, or college candidate were admitted. Here, candidate will complete all

required admission formalities, including physical verification of the original documents/certificates.

➢ Please note that candidate's admission is provisional. This means it is subject to verification of candidate's original documents by the department/centre/college candidate is admitted. They will thoroughly re-check all documents/certificates.

➢ If any document is found inadequate, insufficient, or inappropriate during verification, candidate's admission will be cancelled immediately. This also means the candidate will forfeit the opportunity for admission to any other PG program at the Banaras Hindu University for the 2024-25 academic session.

To ensure a smooth transition, we recommend:

➢ Double-check all required documents and ensure they are complete and valid.

➢ Bring the originals of all documents submitted during application.

➢ Carefully review the list of required documents beforehand.

➢ Meet all deadlines set by the admitted department/centre/college.

By following these steps, candidate can ensure a successful verification process and admission confirmation.

Changes in Passing Status after CAP (PG)-2024 Application

What happens if the qualifying exam results change after applying?

This can occur due to re-evaluation, re-totalling, or delayed result declarations. Here's how it affects your CAP (PG)-2024 application:

Changes Affecting Eligibility:

Case 1: Failing to Meet Minimum Requirements: If the revised results make candidate ineligible based on the minimum eligibility criteria outlined in the PGIB-2024 brochure, the application will be cancelled automatically. This can happen at any stage, including seat allotment, acceptance, document verification, or even later. The university will not provide prior notice for such cancellations.

Changes Leading to Potential Eligibility:

Case 2: Becoming Eligible After Revision: If the revised results make candidate eligible for admission based on the PGIB-2024 minimum criteria (previously unmet), candidate can apply for CAP (PG)-2024 through the SPOT Round Process.

Important Note:

The university's decision regarding the application status based on revised results will be final and binding.

We recommend:

➢ Regularly check with university or exam board for updates on the results.

➢ If results changes and makes candidate newly eligible, explore the Spot Round option as soon as possible.

➢ By staying informed and taking proactive steps, candidate can ensure the application reflects most up-to-date qualifications.

SECTION 15: Grievance Redressal

Addressing Admission Grievances at the Banaras Hindu University (BHU) Varanasi

If candidate encounters an issue during the BHU admission process, candidate can seek resolution through the Grievance Redressal Committees.

Here's a breakdown of the process:

Department/Centre/College Committees: Each department, centre, and college will have its own Grievance Redressal Committee specifically for admission-related concerns. Additionally, a separate sub-committee will address grievances raised by candidates from SC/ST/OBC/EWS/PwBD categories.

Committee Information: Details regarding both committees, including contact information, will be available on the websites of the respective departments/centres/colleges and the BHU admissions website. This ensures easy access for candidates seeking assistance.

Initial Contact: If candidate has an admission grievance, candidate should first approach the Grievance Redressal Committee of the department/centre/college applied.

College Involvement: In some cases, colleges may direct the grievance to the concerned department for resolution. The department will then work to address the issue.

By following this process, candidate can efficiently reach the appropriate committee to get help with admission concerns.

Central Admission Committee (CAC BHU)

What if candidate grievance isn't resolved by the department/centre/college committee?

If the department doesn't address candidate's admission grievance within a reasonable timeframe, candidate can escalate it to the Central Admission Committee of the Banaras Hindu University (BHU), Varanasi

Important Points:

Limited Scope: The CAC, in general, will only consider grievances forwarded by the Head of the Department, along with their recommendations or remarks. They cannot directly handle grievances submitted by individual candidates.

Focus Areas: The CAC focuses on resolving allotment and admission-related issues faced by students.

Accessing Information: Details about the Central Admission Committee, including contact information, will be available on the BHU admissions website.

Final Decision: The decisions made by the grievance committees regarding the case are final and binding.

Other Grievance Channels:

Admission grievances related to Sports quota will be handled by separate BHU Sports boards dedicated to these areas.

By understanding this two-tiered grievance redressal system, candidate can efficiently navigate any admission-related issues he / she may encounter.

SECTION 16: Courses with Group Discussion, Personal Interview, Practical & Physical Fitness Exam as Criteria for Admission

Programs with Different Entrance Exam Components:

➢ **Programs Requiring CBT, Group Discussions (GD), and Personal Interviews:** As outlined in Section 4 of the Banaras Hindu University PGIB-2024, applicants for these programs will undergo assessments including a Computer-Based Test (CBT), group discussions (GD), and personal interviews.

- **Programs Requiring CUET and Practical Exams:** For programs requiring the Central Universities Entrance Test (CUET) and a practical examination, please refer to Section 4 of the PGIB-2024 for details.

- **Programs with CBT and Physical Fitness Tests:** Section 4 of the PGIB-2024 specifies programs that require a Computer-Based Test (CBT) and a physical fitness test.

Important Note:

All applicants for programs listed in Section 4 of the Banaras Hindu University PGIB-2024 will be required to take a practical test administered by the relevant BHU departments (as stipulated in Section 4).

- Admission to Master of Fine Arts & Master of Performing Arts shall be based on the combined score of (i) CUET and (ii) Practical Test.

- The Faculty of Visual Arts (where to Master of Fine Arts is taught) and Faculty of Performing Arts (where to Master of Performing Arts is taught) shall be sending call letters on their registered email to eligible candidate. The faculties will normally call candidates about 4 to 5 times of the available seats.

- The candidate called for practical examination shall have to appear to their respective faculties on the dates on which he/she is called for practical. If he/she fails to appear on the date, his/her candidature will be rejected.

- After practical the score of CUET and practical will be combined and final result will be declared. Rest of the admission process will be similar to non-practical courses/programs.

Section 17: Admission on Sports Supernumerary Quota

Admission to Candidates Claiming Admission under Sports Quota:

- Candidates, who have sought admission under sports seat quota and have not got Offer for Admission in regular seat category, shall receive call letters on their registered mail id for appearing before the sports board.

- These candidates shall have to appear before the University Sports Board and based on the trial conducted by the Board, decision to offer admission to them will be made.

Eligibility for Sports Quota Admissions:

- Minimum Requirements: To be considered for admission through the Sports Quota, candidates must meet the minimum eligibility criteria outlined in Section 5.5.3 of the PGIB 2024 "Sports Seats" section. Please ensure that the candidate thoroughly reviews this section before applying under the Sports Quota.

- Valid Sports Certificates: Only complete and original Merit/Participation Sports Certificates will be accepted for evaluation. Certificates with any form of incompleteness, cutting, or overwriting will be disqualified.

  Sports performances of UG level of last three years only will be considered for the admission under Sports Quota in PG programmes.

Non-Qualifying Sports Certificates:

- Invitational Tournaments: Certificates earned in Invitational Tournaments will not be considered for Sports Quota admissions.

- Memorial/Open Tournaments: Similarly, certificates from Memorial Tournaments or Open Tournaments are not eligible for evaluation.

- Prize Money Leagues/Rankings: Participation or achievement certificates from Prize Money Leagues or Ranking competitions will not be accepted.

> **Letters/Letter heads**: Letters or documents on letterheads claiming merit or participation in sports competitions will also not be considered.

> Important Note: For other details of the Sports quota eligibility students are advised to read Section 5.5.3 of the PGIB 2024

Section – 18: Admission on other Supernumerary Quotas

Separate Merit Lists and Important Updates for Supernumerary Quota Admissions:

> **Independent Merit Lists**: Applicants seeking admission under Supernumerary Quotas will have separate merit lists declared specifically for those quotas.

> **Admission Updates**: Stay informed! Regularly check the official admissions website and your applicant dashboard for the latest guidelines and schedules related to Supernumerary Quota admissions.

Allocation of Supernumerary Seats:

> **Department-Level Allocation (Default)**: In most programs, Supernumerary Seats will be allocated within the departments themselves. This applies to programs where seats are distributed across departments.

> **College-Level Allocation (Exception)**: There might be exceptions for some programs where teaching is conducted jointly by departments and colleges. In such specific cases, Supernumerary Seats might be allocated at the Department and college level.

Section – 19: Persons with Benchmark Disability (PwBD)

Reservation for Persons with Benchmark Disabilities (PwBD):

> **Five Percent Quota**: Five percent (5%) of the total program seats in all colleges at BHU are reserved for PwBD candidates.

> **Eligibility and Disability Details**: Refer to the PGIB 2024 for a complete explanation of eligibility criteria and recognized disabilities under the PwBD category.

Separate Merit List and PwBD Certificate Requirements:

> **Separate Consideration**: Applicants seeking admission under the PwBD quota will have a separate merit list.

> **Valid PwBD Certificate Format**: Disability certificates issued after June 1st, 2021, must strictly adhere to the format specified in Gazette Notification No. 1736 (E) dated May 5th, 2021, issued by the Department of Empowerment of Persons with Disabilities (DEPWd) and be applied for through the UDID portal. Certificates issued before June 1st, 2021, will be evaluated based on existing DEPWd and Banaras Hindu University regulations.

Important Note Regarding Disability Act:

> **Rights of Persons with Disabilities Act, 2016**: This Act defines a 'person with benchmark disability' as someone with a minimum of 40% impairment in a specified disability (or a measurable disability certified by the authorized body). It supersedes the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, which previously governed PwBD admission reservations.

Eligible Disability Categories:

> Only candidates with disabilities categorized under the Schedule of the Rights of Persons with Disabilities Act, 2016 [Clause (zc) of Section 2] are entitled to PwBD reservation benefits.

> The PwBD candidates called for Counselling for possible provisional admission will be examined by a Medical Board constituted by BHU and if necessary, will be referred by the Medical Board to other recognized bodies for the purpose, as per criteria fixed by the University. The decision of the Medical Board constituted by BHU will be final.

Note: Wherever the number of seats is small, the University will have the right to combine some of the groups to calculate the number of seats for reserved categories.

Reservation Exclusion:

Please note that the PwBD reservation does not apply to B.P.Ed and M.P.Ed programs.

PwBD Admission Procedure:
a.   The PwBD category candidate shall be allotted seats/ given admission based on their merit and specific PwBD category.

b.   The PwBD candidates who get 'Offer of Admission' and submit 'Admission Fee' shall have to undergo two kinds of verifications:

   i.   Verification of his/her academic/category and other certificates like other candidates.

   ii. Verification of his PwBD status- For this the candidate shall have to report to Medical Superintendent, Sir Sunderlal Hospital, Banaras Hindu University for medical examination of their disability. Only when the Medical Board confirms that as per the provision of GOI the candidate falls under PwBD category his/her admission will be treated as confirmed.

   iii. The candidates must appear before the Medical Board and submit the certificate to respective faculties <mark>latest by 12th June 2024. **If a**</mark> **candidate fails to appear before the Medical Board before the stipulated time or his /her disability claim is rejected by Medical Board, the 'Offer of Admission' made to him/her will be withdrawn.**

Section – 20: Acceptance of Degrees from Recognized Institutions

Banaras Hindu University considers applications for postgraduate programs from candidates who have obtained degrees from examining bodies recognized/accredited by the following organizations:

➢   Association of Indian Universities (AIU)

➢   University Grants Commission (UGC)

➢   Ministry of Education (MoE)

Equivalence Verification for Unrecognized Boards/Universities:

➢   Applicants with degrees from institutions not recognized by the above-mentioned bodies should approach the issuing institution to obtain recognition/equivalence from:
   ➢   Association of Indian Universities (AIU)
   ➢   University Grants Commission (UGC)
   ➢   All India Council for Technical Education (AICTE) (if applicable)
   ➢   Council of Boards of School Education in India (COBSE) (if applicable)

After obtaining the equivalence document, candidates can submit their application along with the verification for further consideration by the University Authorities.

Foreign Degrees:

Candidates with degrees from foreign universities/boards approved by the University's Equivalence Committee will be considered for admission without additional steps.

Individual Case Review:

Only applications from candidates with degrees from institutions not recognized by AIU/UGC/MoE/COBSE will be reviewed on an individual basis by the University Authorities.

Required Documents for BHU PG Admissions (2024-25)

Candidates applying for postgraduate programs at Banaras Hindu University (BHU) must upload scanned copies of the following documents during the application process. They will also be required to present the originals for verification at the designated department/centre/college.

General Documents:

➤ Photograph: Recent passport-sized photograph with 80% face visibility. It should match the photograph submitted in the CUET(PG)-2024 form.

➤ Signature: A scanned copy of your signature matching the signature on the CUET(PG)-2024 form.

➤ Date of Birth Proof: Class X certificate (or equivalent) as proof of birth date. The date of birth must match the CUET(PG)-2024 form.

➤ Mark sheet: Mark sheet of the qualifying degree examination. Ensure your name on the mark sheet matches the name used in the CUET(PG)-2024 form.

Documents for Reserved Category Applicants:

Caste/Disability/Ward/Other Category Certificate: Applicable certificate (SC/ST/OBC-NCL/EWS/Employee Ward/PwBD) issued by the competent authority in candidate's name. The name, and in some cases, parental names, must match across the certificate, school board qualifying certificate, and CUET(PG)-2024 form.

➤ OBC-NCL: The caste must be listed in the OBC Central List, the certificate should be on the prescribed format of the Government of India for OBC-NCL category.

➤ EWS: The certificate should be issued in the prescribed format of the Government of India on or after 01.01.2024.

➤ PwBD: Disability certificate issued by a recognized government hospital, containing photograph of the candidate. For certificates issued after June 1st, 2021, the Gazette Notification No. 1736 (E) dated May 5th, 2021, by the Department of Empowerment of Persons with Disabilities (DEPWd) and applied for through the UDID portal applies.

➤ BHU Employee Ward: Valid employment certificate of parent(s) issued by the concerned official.

Important Note: If candidates belonging to SC/ST/OBC-NCL/EWS/PwBD category do not upload valid certificate at the time of applying, they will not be considered for allocation in the relevant category as claimed, however such candidates will be treated as unreserved candidate in subsequent rounds as per his/her eligibility, merit and availability of seats in UR.

Additional Documents:

Migrating Students: Migration certificate/undertaking of migration certificate/scanned copy of BHU ID (if applicable).

Awaiting Results: Undertaking to fulfil the minimum eligibility criteria (stated in BHU PGIB 2024-25) by passing the qualifying examination on or before October 31, 2024 (applicable to candidates whose results haven't been declared by the application deadline).

Important Notes:

➤ Candidate is responsible for the quality and authenticity of uploaded documents.

➤ Ensure all documents are clear, accurate, and match the information submitted in the application form.

➤ Candidate will be required to present the originals of uploaded documents during verification.

➤ All documents will be returned after the verification process.

- Translations of non-English/Hindi certificates, certified by the principal/director of the previous institution, may be required during verification.
- For specific program requirements or details regarding Annexure III, please refer to the BHU admission website.

Section – 22: Institutional preference

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 National Testing Agency 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.

Section – 23: Other Relevant Information

FEE WAIVER TO THE DEPENDENT CHILDREN OF LEPROSY AFFECTED PERSONS

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:

- Candidates being called for physical verification may be informed through the 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 UG/PG form) are Leprosy Affected Persons (LAPs).
- 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.
- 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.
- As per the provisions made by the Ministry of Women and Child Development and the directives issued by the UGC vide 0.0. No.F.2-39/2022/(CPP-II) dated 30th March 2022 by the Secretary, UGC, to the University for providing supernumerary seats in admission to the child having the certificate issued under referred scheme observed that 02 supernumerary seats are to be created by Polytechnic institutions and similarly Higher Education to accommodate such children. Accordingly, the University adopted the aforesaid provisions of the Ministry of Women and Child Development/UGC directives by creating supernumerary seat for admissions in the courses where applicants claim their admission.

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 equiv9lence 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.

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 (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.

HOSTEL ACCOMMODATION IS NOT GUARANTEED

Hostel accommodation, if it is available, shall 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 [up to 20 points] and (2) marks obtained by them in the entrance test [up to 80 points] 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. The Admission Committees may note that unlike previous years, hostel allotment for the new entrants of the academic session 2024-25 will not be done concurrently along with the admission process. A separate notification regarding allotment of hostel to the new entrants would be issued later on.

ATTENDANCE DURING PHYSICAL VERIFICATION

The attendance of the candidates who come for the physical reporting after the deposit of fee on the reporting date must also be maintained.

RESIDENCE-CUM-DOSSIER FORM

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.

The tentative schedule of PG Admission:

Sl. No.	Activity			Tentative Date
1.	Opening of registration Portal and filling of Online Registration Form			04-05-2024
2.	Closing of Registration Portal			25-05-2024
	Correction window (for registered candidates only)			26-05-2024 to 27-05-2024
3.	Counselling Portal Ready for Admission by the Department level Admission Committee			31-05-2024
4.	Publication of Allocation (for PwBD/ Regular/ Paid Seat)	Round-1	Allocation announced	01-06-2024
			Student to Accept within 24 hrs	2-06-2024 (Till 11:59 pm)
			Online Verification of documents at the departments	02-06-2024 and 03-06-2024
			Student pays fees in 24 hours	03-06-2024 (Till 11:59 pm)
			Buffer for Samarth Team	04-06-2024
		Round-2		05-06-2024
		Round-3		08-06-2024
		Round-4		11-06-2024
		Round-5		14-06-2024
		Round-6		17-06-2024
		Round-7		20-06-2024
5.	Computation of Vacancies after the regular rounds			23-06-2024
6.	Opening Portal for registration for Spot round			23-06-2024 to 25-06-2024
7.	Spot Round	Round-1		26-06-2024
		Round-2		29-06-2024
8.	**All physical tests**, including the GD, PI, Sports, Music, Painting etc.,			10-06-2024 to 18-06-2024

1. **The number of rounds for PG admission:**   7 Regular, 2 Spot Rounds
2. **The last date of admission:**   For PG courses 05-07-2024
3. **The last date for submission of documents:**   31-10-2024
4. **Commencement of classes:**   09-07-2024