

SECTION I**FOR FRESH ADMISSIONS (I YEAR/I SEMESTER) THROUGH UET/PET 2012****(1) ADMISSION PROCEDURE/ACADEMIC CALENDAR FOR THE SESSION 2012-13:**

The candidates called for Counseling must report to the office of the Faculty/Department/College/Centre on the date and time scheduled for the purpose. Admission Time Schedule and Academic Calendar are appended herewith for ready reference. After completing the admission process, the concerned Admission Committee will list the candidates to be provisionally admitted (as per the merit list) **and the cut off of the merit list** be displayed on the notice board of the Faculty/ Department/ College/ Centre latest by 6.00 p.m. on the day or the days of admission. A copy of the admission merit list should also be sent to the Deputy Registrar (Acad.) on the next day.

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

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

The Controller of Examinations shall send the PET – 2012 results to the various Departments/Concerned Faculty or Institute classified into the following categories:

CATEGORY PET I	-	General (All candidates who appeared in the test)
CATEGORY PET II	-	BHU General (All candidates of BHU student category who appeared in the test)
CATEGORY PET III	-	SC General (All SC candidates who appeared in the test)
CATEGORY PET IV	-	BHU SC (All candidates of BHU SC student category who appeared in the test)
CATEGORY PET V	-	ST General (All ST candidates who appeared in the test)
CATEGORY PET VI	-	BHU ST (All candidates of BHU ST student category who appeared in the test)
CATEGORY PET VII	-	General OBC (All OBC candidates who appeared in the test)
CATEGORY PET VIII	-	BHU OBC (All candidates of BHU OBC student category who appeared in the test)
CATEGORY PET IX		General OBC-MINORITY (All OBC-MINORITY candidates who appeared in the test)
CATEGORY PET X		BHU OBC-MINORITY (All candidates of BHU OBC-MINORITY student category who appeared in the test)
CATEGORY PET XI	-	PC* General (All PC* candidates who appeared in the test) a) Visually Impaired b) Hearing Impaired c) Orthopaedically Handicapped
CATEGORY XII	-	BHU PC (All candidates of BHU PC student category who appeared in the test). a) Visually Impaired b) Hearing Impaired c) Orthopaedically Handicapped
CATEGORY XIII	-	Employees' Wards (All BHU Employees' Wards who appeared in the test)
CATEGORY XIV	-	Faculty level list of candidates who applied against Sports Seats in various courses

*PC - Physically Challenged

The Controller of Examinations shall send the UET-2012 results to the various Faculties/ Colleges classified into the following categories:

- CATEGORY UET I** - **General (All candidates who appeared in the test)**
- CATEGORY UET II** - **SC (All SC candidates who appeared in the test).**
- CATEGORY UET III** - **ST (All ST candidates who appeared in the test).**
- CATEGORY UET IV** - **OBC (All OBC candidates who appeared in the test).**
- CATEGORY UET V** - **OBC-MINORITY (All OBC-MINORITY candidates who appeared in the test).**
- CATEGORY UET VI** - **PC (All PC candidates who appeared in the test).**
- CATEGORY UET VII** - **Employees' Wards (All BHU Employees' Wards who appeared in the test).**
- CATEGORY UET VIII** - **Faculty level list of candidates who applied against Sports Seats**

For the institutions admitting only male and/or only female candidates, lists in those courses shall be provided accordingly. (This is applicable to B.A. (Arts), B.A. (Social Science), B.Sc., B.Ed. & B. Com. and P.G. Courses in certain disciplines)

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

Name of the Faculty/Department/College/ Centre _____

Category: _____ (_____)

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

(3) NUMBER OF CANDIDATES TO BE CALLED FOR COUNSELING

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

(4) ADMISSION PROCEDURE:

There will be one phase counselling during the academic session 2012-13. Admission committees as per convenience may decide the counseling schedules within the prescribed time frame for UG/PG courses of their Faculty/ department.

The call letters on the format enclosed herewith shall be sent to the candidates through **Registered Post/Speed Post**. The reliability and sanctity of the process of mailing may please be ensured by the Deans/ Principals/ Heads/ Coordinators.

The number of seats in each course as fixed by the Academic Council is given in the PET/ UET Information Bulletin 2012. Break up of the seats in various categories is being given herewith as a ready reckoner for various Courses (The Admission Committees are requested to re-check it and discrepancy, if any, may be brought to the notice of University Admission Coordination Board).

There is a provision of 'Paid Seats' (supernumerary) in some courses, upto a maximum of 10% of total seats, details of which should be provided to the candidates called for counseling. Based on the notification by the concerned Dean/Head/Principal in this regard, candidates are required to fill up an Option Form (as per format annexed) at the time of counseling or as per notification of the concerned **Dean/Head/Principal and admission under this category**. For other details please refer to PET/UET 2012 Information Bulletin. Admissions under Paid Seat may be done after regular seats are full.

However, if a seat of regular category becomes vacant, (within the last date of admission notified by the University), the draft submitted by the candidate admitted under Paid Seat category will be returned to the candidate and he/she will be treated against the vacancy of regular category. Consequent vacancy in the paid seat may be filled up by waitlisted candidates willing to take admission in the Paid Seat Category strictly in order of merit within the last date of admission notified by the University.

The admission in U.G. and P.G. courses at Affiliated Colleges & RGSC, Barkachha shall be done simultaneously at respective faculties/departments of the University/MMV and the allotment of seat will be done as per merit and choice of the candidate and availability of seats.

Admission of candidates in each category has to be made strictly in order of merit. It must be ensured that no applicant having a higher merit index in particular category is denied admission in case he/she fulfills the eligibility and other criteria.

(5) ELIGIBILITY:

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

NOTE*:

- i) Ordinarily only the original mark-sheet shall be accepted. **However, in case the marksheet has not been issued by the concerned Examining Body by the date of counselling (candidate is required to give an affidavit to this effect), Marksheet downloaded from the Website of the concerned examining body (subject to verification by the Admission Committee), CONFIDENTIAL MARKSHEETS or PROVISIONAL RESULTS issued by the Registrar/ Controller of Examinations of the concerned University or Secretary of the concerned Board (in case qualifying examination is of Senior Secondary level) shall also be entertained at the time of admission.**
- ii) **Transfer Certificate** issued by the institution last attended must be produced at the time of admission. However, if due to certain unavoidable reasons a candidate is unable to produce T.C., the Admission Committee may, at its discretion, **allow a period up to 31st August 2012 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 August 2012 "** shall be taken from each such candidate who has not submitted his/her Transfer Certificate before he/she is provisionally admitted. Original mark-sheet of the qualifying examination/original certificate of High School shall be returned to an admitted student only after he/she has submitted his/her T.C.
- iii) **Migration Certificate** issued by the Institution/ University/ Board last attended. Under exceptional situation a candidate may be allowed to submit the Migration Certificate latest by 31st August, 2012. Certain Institutions/Universities issue either Transfer Certificate or Migration Certificate but not both. In such cases, the certificate issued to the candidate be accepted and the candidate be asked to give an undertaking to the effect that the Institution does not issue Transfer (or Migration) certificate as the case may be.

(6) VERIFICATION OF DOCUMENTS:

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

Since the admission of the applicant is provisional, it is liable to be cancelled without giving any further notice forthwith at any time during the entire period of the concerned

Course of Study, if at any stage it is detected that the applicant has/had produced fake/forged certificate(s)/document(s), indulged in any act of misconduct/indiscipline/moral turpitude and has/had concealed any other relevant information at the time of seeking provisional admission. Such applicant is liable to be prosecuted besides being debarred from appearing in any of the Entrance Tests of BHU in future.

(7) RESERVATIONS

(7.1) For SCHEDULED CASTE/SCHEDULED TRIBE (SC/ST)

Seats shall be reserved for Scheduled Caste (15%) and Scheduled Tribe (7.5%) candidates in each Course. Admission against these seats will be made provided the candidate has passed the Qualifying Examination and appeared in the Entrance Test. However, the SC/ST candidates seeking admission to LL.B Course must have scored at least 35% marks in the aggregate considering all the subjects in the three years of the Qualifying Examination as per recommendations of Bar Council of India. Each SC/ST candidate shall have to submit a self attested copy of the Certificate mentioning that the candidate belongs to SC/ST community. Such certificates shall be subject to verification from the concerned District Magistrate. The following are empowered to issue the certificate:

- a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Addl. Deputy Commissioner/ Deputy Collector/1st Class Stipendiary Magistrate/ City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner.
- b) Chief Presidency Magistrate/Addl. Chief Presidency Magistrate/Presidency Magistrate.
- c) Revenue Officer not below the rank of Tehsildar.
- d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- e) Administrator/Secretary to the Administrator/ Development Officer (Lakshadweep Islands).

Certificate from any other person/authority shall not be accepted in any case. If the candidate happens to belong to SC or ST, his/her caste/tribe must be listed in the appropriate Govt. of India schedule. The Caste Certificate should clearly state: (a) Name of his/her caste/tribe (b) whether he/she belongs to SC or ST (c) District and the State or Union Territory of his/her usual place of residence and (d) the appropriate Govt. of India schedule under which his/her caste/tribe is approved by it as SC or ST.

However, if an SC/ST candidate seeks admission under some other category (for example: PC/Employee Ward etc.) the candidate should satisfy the minimum eligibility requirement for that category.

NOTE:

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

(7.2) For OTHER BACKWARD CLASSES (OBCs and OBC-MINORITIES):

As per the decision of the Central Government, the Ministry of Human Resource Development, vide Resolution No. F 1-1/2005-U.1 A/846 dated 22nd December' 2011 and Office Memorandum of the same date, clarified that reservations in admission to the educational institutions as elucidated in its earlier Resolution would continue to apply subject to a sub-quota of 4.5 % for minorities, as defined in clause (c) of section 2 of the National Commission for Minorities Act, 1992 out of the 27% reservation for Other Backward Classes, in accordance with the Central List of SEBCs/OBCs notified state-wise from time to time by the Ministry of Social Justice and Empowerment with exclusions notified by the Department of Personnel and Training vide OM No. 36012/22/93-Estt (SCT) dated 8.9.1993 as amended by OM No. 36033/3/2004-Estt.(Res.) dated 9.3.2004 and as modified by said Ministries from time to time, as applicable for the purposes for implementing reservation in admission to Central Educational Institutions as defined in the CEIs Act, 2006. Therefore, as per referred to notifications, such OBCs as belonging to Muslims, Sikhs, Christians, Buddhists and Zoroastrians (Parsees) communities will also be considered under 4.5% sub-quota for minorities within the 27% quota for OBCs as provided above.

If an OBC/OBC-Minority candidate seeks admission under some other category, (for example: PC/Emp Ward etc.), the candidate should satisfy the minimum eligibility requirement for that category.

The authorities to issue the OBC/OBC-Minority certificate are the same as in case of SC/ST provided in section 7 (i) above. The caste in the OBC/OBC-Minority certificate will be those only which are in the list of Central Govt. Further the OBC/OBC-Minority certificate should clearly mention that the candidate is not under creamy layer.

NOTE:

- i) The OBC/OBC-MINORITY certificate should not have been issued earlier than 01.07.2011. Further, if the OBC/OBC-MINORITY Certificate is issued earlier than the aforesaid date i.e. 1.7.2011 the candidate may be given one month time to produce a recent OBC/OBC-MINORITY Certificate OR recent Income Certificate issued not earlier than 1.1.2012 for the said purpose.**
- ii) If in a course, all eligible OBC/OBC-Minority candidates/applicants have been granted admission (no candidate/applicant belonging to the said categories for a particular course is left) and the seats earmarked/reserved for said categories still remain vacant, such vacant reserved seats for OBC/OBC-Minority candidates may be filled up from the general category candidates under the approval of the University Admission Coordination Board.**

(7.3) VERIFICATION OF S.C./S.T.& OBC/OBC-MINORITY CERTIFICATES:

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

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

Note:

(1) If any candidate of a reserved category is eligible for admission under 'general' category based on his/her merit, then he/she should be considered under general category as a meritorious reserved category candidate (MRC). The Admission Committees are advised to take note of the following provision contained in the respective Information Bulletins for the year 2012 in this regard:

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

Similarly, if the merit of an OBC-Minority candidate is more than or equal to the merit of the last admitted OBC candidate in that course, the OBC-Minority category candidate will be treated as OBC candidate in that course.

(8) EMPLOYEE'S WARD QUOTA:

10% supernumerary seats in all the courses (including special courses) is available for the sons/daughters of **permanent employees (including those on probation) of BHU currently in service or during the academic Session immediately preceding the Session for which the Entrance Test is held**, provided the candidate fulfils the minimum eligibility requirements **and** claims that he/she belongs to employee ward category in the Application Form and qualifies in the UET. BHU Employee Ward category applicants are required to submit a certificate issued by the Head of the Department/Office of the Employee to the effect that the applicant belongs to BHU Employee Ward Category. Further such applicants will be required to submit the Certificate of the BHU Employee's Ward only in the prescribed format duly signed and issued by the Dy. Registrar (Administration), if called for counselling. Similarly, 10% supernumerary seats in the Colleges admitted to the Privileges of the University Colleges shall be reserved for daughters of permanent Employees of the respective Colleges admitted to the Privileges of the University girls' Colleges (daughters and sons in case of DAV Post Graduate College) currently in service or during the Academic Session immediately preceding the Session for which the Entrance Test is held.

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

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

Note: For the purposes of calculation of Employee Ward Quota, any fraction after computation of 10% seats in a course will be rounded off to the next integer (for employee ward quota).

(9) RESERVATION FOR PHYSICALLY CHALLENGED CANDIDATES

3% seats shall be reserved **Horizontally** for Physically Challenged Candidates (i) 1% for Visually Impaired (ii) 1% for Hearing Impaired (iii) 1% for Orthopaedically Handicapped. In case no candidate is available in any of the above three sub-categories, the unfilled seats shall be filled by the candidates belonging to the remaining sub-categories on the basis of its combined Merit Index.

In case of Undergraduate admission, the Physically Challenged (PC) category seats shall be allotted in the same proportion as provided in UET Information Bulletin 2012, but when less than three seats (or not in multiple of three) are available, then these shall be filled according to combined UET Merit Index of Physically Challenged candidates.

In case of Post-Graduate admissions, the Physically Challenged (PC) Category seats shall be allotted in the same proportion as provided in PET Information Bulletin 2012 but when less than three seats are available, then these shall be filled according to combined PET Merit Index of the Physically Challenged candidates in the category.

NOTE :

- i) In view of the overall reservation position for Physically Challenged candidates falling short of the prescribed requirement of 3% due to intake less than 17, it has been decided to bunch such courses which have intake of less than 17, level wise and facultywise. On the bunch, so created, 3% reservation for PC candidates can be applied for calculation of reserved seats for PC candidates for the course(s) falling in that bunch. Accordingly, the details of courses covered in a bunch in a Faculty and corresponding number of seats reserved for PC candidates is provided separately.

As evidenced from the statements given separately, the number of seats made available for PC candidates are meant for the courses covered in a particular bunch only. Accordingly, the Dean of the concerned faculty may hold a combined

counseling for the courses covered in a bunch for admitting PC students against the reserved seats. The UET-PET 2012 merit index shall be used to determine the inter se merit of PC candidates who are applicant to the course(s) covered in a bunch.

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

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

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

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

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

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

(12) MEDICAL BOARD:

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

(13) INSTITUTIONAL PREFERENCE - PET 2012 (for BHU Students only):

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

(14) SPORTS SEATS:

Supernumerary Seats in various Faculties/Institute are available under sports category. For details kindly see UET/PET Information Bulletin 2012. Details about it shall be sent by the University Sports Board.

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

- 16.1 Female candidates seeking admission at Mahila Maha Vidyalaya, Arya Mahila Degree College, Vasanta College for Women and Vasant Kanya Maha Vidyalaya for B.A.(Hons.) Arts and B.A.(Hons.) Social Science subject combinations shall be required to report to the Principal, Mahila Maha Vidyalaya, BHU for counseling. Candidates seeking provisional admission at DAV Degree College (both Male & Female) in Arts/Social Science shall be required to report for counseling to respective Deans of the Faculties of Arts/Social Science, B.H.U as the case may be. **(NOTE:** In case a female candidate wants to be admitted in D.A.V. Degree College, her Application Form shall be transferred to the Dean, Faculty of Arts/Social Sciences by the Principal, Mahila Maha Vidyalaya).
- 16.2 Female candidates seeking provisional admission to the Faculty of Education, Arya Mahila Degree College and Vasanta College for Women for B.Ed. Course shall be required to report for counseling to the Dean, Faculty of Education, BHU.
- 16.3 Candidates seeking provisional admission in Commerce Course in the Faculty of Commerce, Arya Mahila Degree College (female), Vasanta College for Women (female) and D.A.V. Degree College (both Male & Female) shall be required to report for counseling to the Dean, Faculty of Commerce, BHU.
- 16.4 Female candidates seeking provisional admission at Arya Mahila Degree College, Vasant Kanya Mahavidyalaya, Vasanta College for Women and D.A.V. Degree College (both Male & Female) for PG Courses shall be required to report for counseling to the concerned Dean of the Faculty/Head of the Department, BHU as per requirement.
- 16.5 **Admissions in Affiliated Colleges and RGSC, Barkachha, Mirzapur shall be done simultlaniously at respective Faculties/Departments of the University/MMV and the allotment of seat will be done as per merit and choice of the candidate and availability of seats.**

(16) PAID SEATS:

There is a provision for Supernumerary "Paid Seats" in certain courses. **However, no such provision is available for Special Courses of Study.** All candidates desirous of admission under Paid seat category are required to fill up an Option Form at the time of counseling or as per notification of the concerned **Dean/Head/Principal and admission under this category shall also be made according to the Merit Index of UET/PET 2012 from amongst the applicants under this category.**

(17) PAYMENT OF FEE:

Each candidate shall deposit the fee within stipulated period failing which admission shall be cancelled. **It must be carefully noted that the fee shall not be accepted after the date fixed for closure of admission to each course.** A photocopy of the fee receipt shall be submitted by each admitted student immediately to the concerned Dean/Principal/Head/Coordinator. The names of the students shall be entered in the attendance register on the basis of this fee receipt. Original mark-sheet of the qualifying examination shall be returned to an admitted student only after he/she has submitted his/her TC.

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

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

- i) Candidates being called for counselling may be informed through the call letter that if they intend to avail the aforesaid privilege/facility they should bring a certificate from the Government District Hospital to the effect that their parent(s) (as per the details furnished in the UET/PET form) are Leprosy Affected Persons (LAPs).
- ii) In that case only refundable component of the regular fee is to be charged and all non-refundable components shall be waived off (as being followed for SC/ST candidates whose parent's income is less than Rs.1.00 lakh). However, said waiver shall not be applicable on Paid Seat/ Special Course of Study Fee.
- iii) Once identification of wards of LAPs is done by the concerned Admission Committees, based on the aforesaid certification, procedure for issue of Identity Card, Library Card, Students Welfare Health Card, etc. will be same as being followed in the case of SC/ST students seeking fee waiver.

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

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

- (20) **Enrolment:** All newly admitted students must get themselves enrolled by 31st August 2012. For the purposes of enrolment only original documents (marksheets of the qualifying examination, marksheet/certificate of high school, TC and/or Migration Certificate) shall be entertained. **In case a provisionally admitted candidate fails to get enrolled by 31st August 2012, as aforesaid, his/her admission shall be cancelled forthwith.**
- (21) **Ragging is prohibited.** In accordance with provisions contained in UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009, **sworn affidavits** for non-involvement in Ragging **from students and their parents/guardians** (as per enclosed annexure I and II) on a Non-Judicial Stamp paper of Rs.10/- is required. The said regulations are available on the BHU website (www.bhu.ac.in) for information of all prospective students and their guardians/parents. The said affidavits are required to be furnished by the students at the time of admission (entirely by new entrants as well as those promoted students who have not furnished it in the past academic session).
- (22) **Hostel accommodation is not guaranteed.** However, if it is available, it shall be allotted strictly on the basis of the merit index of the concerned Entrance Test 2012 excluding those candidates residing in the nearby areas in the city/locality of Varanasi. **Mere provisional admission shall not entitle any student to a seat in the University Hostel.**
- (23) **The attendance of the candidates who come for counseling on a particular day must also be maintained.**
- (24) A **common Residence-cum-Dossier Form** is made available to all the Faculties/Departments/Colleges for getting it filled by the students in quadruplicate at the time of admission in order to avoid time consuming formalities at the City Delegacy Office. The filled-in quadruplicate Residence-cum-Dossier Form would be sent one copy each to (i) The Chief Proctor, (ii) City Delegacy/Hostels & (iii) Faculty/Department, (iv) Controller of Examinations.

NOTE:

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

SECTION II

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

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

The Ordinances, course structure/ syllabi of various courses, under semester system, as recommended by the Board of Studies, Faculties and the Normalizing Committee for implementation with effect from the academic session 2010-11 were approved under ACR No.61 dated 30.06.2010 duly approved by the Executive Council vide ECR No.205 dated 31.08.2010. Accordingly, the Deans of the concerned Faculties/Heads of the concerned Departments were requested that the normalized and approved ordinances may be brought to the notice of all concerned including students. During the Academic Session 2011-12, it was observed that the admission committee of a few Faculties promoted the students from even (2,4,6) semester to odd (3,5,7) semester without observing the minimum requirement for promotion to the next semester as mentioned in the concerned ordinances. The said lapse occurred because of unawareness of revised ordinances on the part of the admission committee, staff and students. To prevent such lapses, it is suggested that that the provisions of the revised ordinances for admission/promotion to the concerned courses may be brought to the notice/knowledge of all, viz., Admission Committee, Staff and Students, so that, such instances are not repeated in future and promotion of students is done in accordance with the Ordinances.

(2) Reservation policy in allotment of Honours subject (in III Year/V Semester) and Specialization at PG level (II Year/III Semester)

The issue of observing Reservation Policy while allotting Honours subject was discussed in the meeting of Standing Committee for Scheduled Castes and Scheduled Tribes held on 01.11.2011 under the Chairmanship of the Vice-Chancellor wherein following was resolved:

"Resolved that no reservation be provided to SC/ST candidates in Hons. allotment in Pt. III at UG level as they have already been given reservation at entry point in Pt. I. Therefore, the allotment may be done on merit basis with other students on merit equally."

Accordingly, there will be **no reservation for SC/ST/OBC/OBC-Minority/PC candidates in Hons. allotment in Pt. III (V-Semester) at UG level.** Same policy will be applicable in case of allotment of specialization in P.G. Courses.

(3) Payment of FEE

Each promoted student shall deposit the fee within stipulated period. **It must be carefully noted that the fee shall not be accepted after the date fixed for promotion cases unless it is extended by RO Academic on the recommendations of the concerned Dean of the Faculty.** A photocopy of the fee receipt shall be submitted by each admitted student immediately to the concerned Dean/Principal/Head/Coordinator. The names of the students shall be entered in the attendance register on the basis of this fee receipt. Promoted students are to be advised to collect the admit cards on time and deposit the fees within the stipulated date without fail.

- (4) **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 I and II) on a Non-Judicial Stamp paper of Rs.10/- is required. The said regulations are available on the BHU website (www.bhu.ac.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 (all new entrants as well as those promoted students who have not furnished it in the past academic session).

- (5) 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 quadruplicate Residence-cum-Dossier Form would be sent one copy each to (i) The Chief Proctor, (ii) City Delegacy/Hostels & (iii) Faculty/Department (iv) Controller of Examinations.