

BANARAS HINDU UNIVERSITY



(Established by Parliament by Notification No. 225 of 1916)

SPECIAL COURSES OF STUDY (Diploma and Certificate Courses) SESSION 2011-12

The Banaras Hindu University offers admission to various Diploma and Certificate Courses under Special Courses of Study in some Faculties/Departments of the University as well as at Rajiv Gandhi South Campus, Barkachha, Mirzapur. Name of the courses, Course code number, eligibility requirements, no. of seats and fee etc. are given as under:

A. COURSES OF STUDY, COURSE CODE NUMBER, DURATION, ELIGIBILITY REQUIREMENTS, NUMBER OF SEATS AND FEES

Sl. No.	Name of the Course	Course Code	Eligibility Requirements qualifying examination	Department/Centre where the course is available	No. of Seats	Fee (per annum)
(1)	(2)		(3)	(4)	(5)	(6)
1.	2-Year Diploma Course in Office Management & Business Communications. (Part Time)	822	Passed +2 (Intermediate) or equivalent examination.	Rajiv Gandhi South Campus, Barkachha, Mirzapur & Faculty of Arts (both)	Max. 46+46 Min. 10+10	Rs. 5000/-
2.	2-Year Diploma Course in Tourism Management. (Part Time)	801	Passed +2 (Intermediate) or equivalent examination.	Rajiv Gandhi South Campus, Barkachha, Mirzapur & Faculty of Arts (both)	Max. 46+46 Min. 10+10	Rs. 5000/-
3.	1-Year (2-Semester) PG Diploma in Language Technology. (Full time)	923	Graduation./ Post-graduation in Linguistics/Languages/ Psychology/Mathematics/ Computer Science/ Information Technology/Electronics/Physics with 50% marks or above.	Deptt. of Linguistics, Faculty of Arts	Max. 12 Min. 03	Rs. 6000/-
4.	1-year (Annual) PG Diploma in Manuscriptology. (Full time)	921	Bachelor Degree (10+2+3) with 50% marks in aggregate	Deptt. of Library & Information Science Faculty of Arts	Max. 20 Min. 05	Rs. 12,000/- Rs. 24,000/- for NRI/Foreign Nationals
5.	1 – Year (2 – Semester) PG Diploma in Journalism & Mass Communication (Full Time)	924	Bachelor's Degree under at least 10+2+3 pattern with a minimum of 50% marks in the aggregate	Rajiv Gandhi South Campus, Barkachha, Mirzapur (run by Deptt. of Journalism & Mass Communication Faculty of Arts)	Max. 30 Min. 20	Rs. 30,000/-
6.	1 – Year (2 – Semester) PG Diploma in Health Communication (Full Time)	927	Bachelor's Degree under at least 10+2+3 pattern with a minimum of 50% marks in the aggregate	Department of Journalism & Mass Communication, Faculty of Arts, BHU	Max. 20 Min. 15	Rs. 30,000/-

7.	1 – Year (2 – Semester) PG Diploma in Communication Skills (English) (Full Time)	928	Bachelor's Degree under at least 10+2+3 pattern with a minimum of 50% marks in the aggregate	Department of Journalism & Mass Communication, Faculty of Arts, BHU	Max. 20 Min. 15	Rs. 30,000/-
8.	1 – Year (2 – Semester) PG Diploma in Journalism (Hindi) (Full Time)	929	Bachelor's Degree under at least 10+2+3 pattern with a minimum of 50% marks in the aggregate	Department of Journalism & Mass Communication, Faculty of Arts, BHU	Max. 15 Min. 10	Rs. 30,000/-
9.	1 Year PG Diploma in Sports Journalism (Full Time)	987	B.P.Ed./B.P.E., with 50% marks in aggregate	Department of Physical Education, Faculty of Arts, BHU	Max. 15 Min. 05	Rs. 15,000/- + Kit Fee and other fees as per University Rules
10.	1-Year (2-Semester) PG Diploma in Travel management (Full time)	930	Bachelor's Degree (10+2+3 pattern) with a minimum of 50% marks in the aggregate	Rajiv Gandhi South Campus, Barkachha, Mirzapur	Max. 46 Min. 10	Rs. 20,000/-
11.	1-Year (2-Semester) PG Diploma in Corporate Secretaryship (Full time)	931	Bachelor's Degree (10+2+3 pattern) with a minimum of 50% marks in the aggregate	Rajiv Gandhi South Campus, Barkachha, Mirzapur	Max. 46 Min. 10	Rs. 20,000/-
12.	1 Year (2-Semester) PG Diploma in Insurance Management (PGDIM) (Full time)	912	Graduate (10+2+3 pattern) of a recognized University with a minimum of 50% marks at the qualifying Graduate Examination	Rajiv Gandhi South Campus, Barkachha, Mirzapur, (run by Faculty of Commerce)	Max. 20 Min. 10	Rs. 20,000/-
13.	1 Year (2- Semester) PG Diploma in Industrial & Intellectual Property Laws (Full Time)	909	Graduate Degree from a recognized Indian University or equivalent degree from Foreign University	Faculty of Law	Max. 60 Min. 30	Rs. 20,000/-
14.	1 Year (2- Semester) PG Diploma in Environmental Law, Policy and Management (Full time)	910	Graduate Degree from a recognized Indian University or equivalent degree from Foreign University	Faculty of Law	Max. 60 Min. 20	Rs. 20,000/-
15.	One Year (2-Semester) PG Diploma in Business Administration (PGDBA) (Par Time)	926	i. Must have Graduate Degree from a recognized Indian University or equivalent degree from Foreign University; and ii. The candidate must have at least three years experience: (a) at supervisory level in a business organization OR is running own business; OR (b) in service BHU Teachers/Officers	Faculty of Management Studies	Max.45**	Rs. 35,000/- per semester
16.	2-Year (4 Semester) PG Diploma in Ravindra Sangeet Shastra	986	Graduate in Arts/Science/Commerce and also to prove his/her music ability through Test	Department of Musicology, Faculty of Performing Arts	Max.15	Rs. 2,000/- per annum
17.	2-Year full time PG Diploma in Panchkarma Therapy	970	B.A.M.S. recognized by C.C.I.M. with minimum of 50% aggregate marks.	Deptt. of Kayachikitsa, Faculty of Ayurveda, I.M.S.	08	Rs. 15,000/-

18.	2-Year full time PG Diploma in Dialysis Therapy	981	B.Sc. (Hons)/B.Sc. (10+2+3) with Zoology/ Chemistry/ Physics/ Biophysics/ Bio- Chemistry OR Life Sciences as one of the subjects with 50% aggregate marks OR B.Sc. in Lab. Tech. with 50% aggregate marks OR Diploma in Lab. Tech. with 5-years experience.	Deptt. of Nephrology, Faculty of Medicine, I.M.S.	Max. 08 Min. 02	Rs. 15,000/-
19.	2-Year P.G. Diploma in Ayurvedic Drug Standardization (Full time)	971	B.A.M.S. recognized by C.C.I.M. with minimum of 50% aggregate marks.	Deptt. of Dravya Guna, Faculty of Ayurveda, I.M.S.	08	Rs. 15,000/-
20.	2 Year PG Diploma in Medical Technology (Radiotherapy) (Full time)	982	B.Sc in Zoology/ Physics/ Bio-Physics/ Life Sciences/Chemistry/ Mathematics as one of the subjects with minimum of 50% marks in the qualifying examinations. Maximum age limit 27 years (relaxable for in-service & sponsored candidates)	Deptt. of Radiotherapy & Radiation Medicine, IMS	Max. 06 Min. 03	Rs. 20,000/-
21.	2-Years PG Diploma in Maternal Health Care [PGDMC (Ay.)] (Full time)	972	BAMS/MBBS/ MD (Ay.)/ MS(Ay.) with a minimum of 50% in Graduate Course Maximum age limit 35 years	Deptt. of Prasuti Tantra, Faculty of Ayurveda, IMS	05 (Reserved only for female candidat). one seat reserved for MBBS candidate	Rs. 15,000/-
22.	2-Years PG Diploma in Neonatal and Child Care (PGDNC Ay.)(Full time)	974	BAMS/ MBBS/ BUMS/ MD(Ay.)/ M.S. (Ay.)	Deptt. of Kaumarbhritya/ Balroga, Faculty of Ayurveda, IMS	04	Rs. 15,000/-
23.	1 Year Certificate Course in Prasav Vigyan (Part Time)	014	BAMS, MBBS, BUMS, MD (Ay.), M.S. (Ay.) with a minimum of 50% in Graduate Course Maximum age limit 35 years	Deptt. of Prasuti Tantra, Faculty of Ayurveda, IMS	05 (Reserved only for female candidat). one for MBBS candidate	Rs.15,000/-
24.	2-Years PG Diploma Course in Kshar Karma (Full Time)	973	BAMS/MD (Ay.)/M.S.(Ay.) with a minimum of 50% in Graduate Course. Maximum age limit 35 years	Deptt. of Shalya Tantra Faculty of Ayurveda, IMS	Max. 03	Rs.50,000/-
25.	2-Years PG Diploma Course in Vikiran & Chhaya (Full Time)	975	MBBS/ BAMS/ BUMS/ MD (Ay.)/ M.S. (Ay.) with a minimum of 50% in Graduate Course. Maximum age limit 35 years	Deptt. of Shalya Tantra, Faculty of Ayurveda, IMS	Max. 03	Rs.50,000/-
26.	2 Year Full Time PG Diploma in Lab Technology	980	B.Sc. under 10+2+3 pattern, BZC/PMC group with minimum of 50% marks in aggregate. Preference will be given Botany Zoology Chemistry group.	Deptt. of Pathology, Faculty of Medicine, IMS	Max. 15 Min. 04	Rs.15,000/

27.	2½ Year Diploma Course in Naturopathy & Yoga Therapy (Full time) (including 6 months internship)	824	Passed 10+2 with Physics, Chemistry & Biology. Age limit : minimum 17 years and maximum 35 years	Rajiv Gandhi South Campus, Barkachha, Mirzapur, (run by Faculty of Ayurveda, IMS)	Max : 30 Min : 10	Rs. 20,000/-
28.	1 year (2 - Semester) PG Diploma in Remote Sensing & GIS(Full Time)	925	With 50% marks in one of the following I. B.Sc. with a combination of any two of these subjects – Geography, Geology, Botany, Environmental Science, Mathematics, Physics, Statistics, Agriculture, Soil Science, Computer Science II. B.Sc.(Hons.) in any one of the subjects mentioned above. III. B.Tech, B.E., AMIE IV. M.Sc. in any one of the subjects mentioned above V. B.A. (Hons.) / M.A. in Mathematics, Statistics, Geography	Rajiv Gandhi South Campus, Barkachha, Mirzapur & Main Campus (both), Deptt. of Geography, Faculty of Science	Max. 20 Min. 10	Rs. 40,000/-
29.	1-year (2-semester), Post Graduate Diploma in Population Studies	933	Master's degree of a recognized University (recognized by UGC) with at least 55% marks or equivalent grade in any social science subjects, i.e. Demography/Population Studies, Geography, Economics, Sociology, Psychology, Anthropology, Social Work, mathematics, Statistics, health Statistics and allied Science.	Department of Statistics, Faculty of Science	Max. 20 Min. 05	Rs. 10,000/- per semester
30.	2-Year (4 Semester) P. G. Diploma in Ayurvedic Pharmaceutics (PGD Ay. P)	988	Passed BAMS (as per CCIM) Age maximum 45 years	Department of Rasa Shastra, Faculty of Ayurveda, IMS	5	Rs. 30,000/- per annum
31.	1-Year P.G. Diploma Course in Japanese Studies(Full Time)	916	Bachelor's Degree (Hons.)/ (10+2+3) OR Equivalent with 50% marks in aggregate.	Centre for Study of Nepal, Faculty of Social Science	Max. 15 Min. 05	Rs. 10,000/-
32.	1 Year P.G. Diploma Course in Conflict Management & Development (Full Time)	915	Bachelor's Degree under at least 10+2+3 pattern with a minimum of 50% marks in the aggregate	Malaviya Centre for Peace Research Faculty of Social Sciences	Max. 46 Min. 10	Rs. 10,000/-
33.	1 Year (2 Semester) PG Diploma in Counseling & Psychotherapy (Full time)	908	Passed MA/M.Sc. in Psychology/ Cognitive Sciences/ Applied Psychology/ Psychiatric Nursing/ M.Ed. (Special Education)/ MBBS with minimum of 50% marks	Rajiv Gandhi South Campus, Barkachha, Mirzapur and Deptt. of Psychology, Faculty of Social Sciences (both)	Max. 25+15 Min. 10 + 10	Rs. 20,000/-
34.	1-year(2 – Semester) PG Diploma in Business Economics (Full Time)	919	Bachelor's Degree (10+2+3) with a minimum of 50% in aggregate marks or equivalent GPA with mathematics one of the subjects at Intermediate or equivalent level	Rajiv Gandhi South Campus, Barkachha, Deptt. of Economics, (run by Faculty of Social Sciences)	Max. 30 Min. 15	Rs. 30,000/-

			OR Bachelor's Degree (10+2+3) with a minimum of 50% aggregate marks or equivalent GPA with Economics/Mathematics/Statistics as one of the subjects at graduate level			
35.	One year PG Diploma in Integrated Rural Development & Management (Full Time)	918	Bachelor Degree Examination (10+2+3) or its equivalent or a higher degree in any discipline from any UGC accredited Institute in India or Abroad.	IRDP Centre, Faculty of Social Sciences	Max. 30 Min. 05	Rs. 15,000/-
36.	1-Year (2-Semester) P. G. Diploma in Counseling Guidance & Psychological Intervention	932	Passed MA/M. Sc. In Psychology/ Cognitive Science/Applied Psychology/Psychiatric Nursing/Social Work/ M.Ed.(Special Education)/MBBS/ BAMS with minimum 50% marks	Department of Psychology, Faculty of Social Sciences	25	As per University Rule
37.	1-Year (2 Semester) P. G. Diploma in Gender & Women Studies	920	Must have passed a bachelor's Degree (10+2+3) atleast 50% marks or its equivalent in any discipline from any UGC accredited institute in India or Abroad	Centre for Women Studies & Development, Faculty of Social Science	25**	Rs. 5000/- per semester
38.	1-year Certificate Course in Karma Kanda (Part Time)	028	10+2 with Sanskrit OR Madhyama	Rajiv Gandhi South Campus, Barkachha, Mirzapur Deptt. of Veda, (run by Faculty of SVDV)	Max. 25 Min. 10	Rs. 2000/-
39.	2-year UG Diploma Course in Vastu Shastra Evam Jyotish (Part Time)	855	Madhyama, 10+2 OR Equivalent Examination	Rajiv Gandhi South Campus, Barkachha, Mirzapur Deptt. of Jyotish, (run by Faculty of SVDV)	Max. 35 Min. 10	Rs. 5000/-
40.	1- Year Part Time Certificate Course in Advertising Design	017	Passed 10+2 Examination with 45% marks in aggregate	Deptt. of Applied Arts Faculty of Visual Arts	13	Rs. 5000/-
41.	1 Year Part Time Certificate Course in Painting	016	Passed 10+2 Examination with 45% marks in aggregate	Deptt. of Painting Faculty of Visual Arts	13	Rs. 5000/-
42.	Six months Certificate Course in Handloom Weaving & Handicraft (Full Time)	024	Passed 10 th OR 8 th Standard for trainees belonging to Artisan Family	Rajiv Gandhi South Campus, Barkachha, Mirzapur Deptt. of Painting, (run by Faculty of Visual Arts)	Max. 25 Min. 10	Rs. 10,000/-
43.	Six months Certificate Course in Dying & Printing (Full Time)	026	Passed 10 th OR 8 th Standard for trainees belonging to Artisan Family	Rajiv Gandhi South Campus, Barkachha, Mirzapur Deptt. of Painting, (run by Faculty of Visual Arts)	Max. 25 Min. 10	Rs. 10,000/-
44.	Six months Certificate Course in Textile Design (Full Time)	027	Passed 10 th OR 8 th Standard for trainees belonging to Artisan Family	Rajiv Gandhi South Campus, Barkachha, Mirzapur Deptt. of Painting, (run by Faculty of Visual Arts)	Max. 25 Min. 10	Rs. 10,000/-

45.	1 Year (2 Semesters) PG Diploma in Seed Technology (Full Time)	905	Passed 4 Year B.Sc.(Ag.) Exam. of the University or an equivalent examination recognized by the University and obtained at least 50% marks in aggregate under traditional system or an OGPA of 2.5/4, 3.5/5, 4.0/6 and 6.0/10 under the Course Credit System. For SC/ST only pass mark is required.	Rajiv Gandhi South Campus, Barkachha, Mirzapur, (run by Deptt. of Genetics & Plant Breeding, I.Ag.Sc.)	Max.: 30 Min. : 10	Rs. 30,000/-
46.	1 Year (2 Semesters) PG Diploma in Post Harvest Technology (Full Time)	906	Passed 4 Year B.Sc.(Ag.) exam. of the University or an equivalent Examination recognized by the University and obtained at least 50% marks in aggregate under traditional system or an OGPA of 2.5/4, 3.5/5, 4.0/6 and 6.0/10 under the Course Credit System. For SC/ST only pass mark is required.	Rajiv Gandhi South Campus, Barkachha, Mirzapur, (run by Deptt. of Farm. Engg., I.Ag.Sc.)	Max.: 30 Min. : 10	Rs. 30,000/-
47.	2- years Diploma Course in Dental Mechanic (Full Time)	851	10+2 with Science subjects i.e. Physics, Chemistry, Biology and English with 50% marks, Age: Min. 17 yrs Max.25 yrs.	Faculty of Dental Sciences, IMS	Max. 5 Min. 4	Rs. 20,000/-
48.	2- years Diploma Course in Dental Hygienist (Full Time)	852	10+2 with Science subjects i.e. Physics, Chemistry, Biology and English with 50% marks Age: Min.17 yrs Max.25 yrs.	Faculty of Dental Sciences, IMS	Max. 5 Min. 4	Rs. 20,000/-
49.	1- year (2-Semester) Diploma in Entrepreneurship Management (Full Time)	055	Minimum 50% marks in any of the following (a) Intermediate with 3-years experience in Organization (b) Diploma from Polytechnic in any branch of Engineering (c) Graduate Degree in any discipline.	Rajiv Gandhi South Campus, Barkachha, Mirzapur, (run by Faculty of Engg. & Technology)	Max. 60 Min. 20	Rs. 10,000/-
50.	2-year (4-Smester) PG Diploma in Archaeology, Department of AIHC & Archaeology, Faculty of Arts	989	Master's degree in AIHC & Arch. Sanskrit, Pali, History and History of Arts or M.Sc. in Geology, Botany, Zoology, Chemistry or Physics with at least 50% marks or any other equivalent degree.	Department of AIHC & Archaeology, Faculty of Arts	Max. 10 Min. 05	As per University Rules
51.	2-year P.G. Diploma in Sangyahan	990	A recognized Ayurvedacharya (BAMS) Degree or equivalent qualification with permanent registration with CCIM or any of the state Medical Council or Board.	Department of Shalya Tantra, Faculty of Ayurveda	Max. 05 Min. 03	Rs. 1,00,000/- Per Year
52.	2-year P.G. Diploma in Agni Karma & Jalauka Vacharan	991	A recognized Ayurvedacharya (BAMS) Degree or equivalent qualification with permanent registration with CCIM or any of the state Medical Council or Board.	Department of Shalya Tantra, Faculty of Ayurveda	Max. 05 Min. 03	Rs. 50,000/- Per Year

NOTE :

- (i) *In addition to the above fee per annum a student has to pay the regular fee. Details of fees payable by foreign nationals may be found from the Office of the International Centre as mentioned in Section D.*
- (ii) The admissions to Six months Certificate Courses as at Serial No.42,43 and 44 above will be done twice, i.e., in July 2011 and January 2012. For admission to January 2012, the forms will be available for sale from the counters of the Office of the Controller of Examinations between 15th to 24th December 2011. The applicants interested in obtaining admission in January 2012 are advised to visit the BHU website www.bhu.ac.in for further details during November 2011.
- (iii) If number of applicants for a particular course is less than minimum number of seats prescribed, as aforesaid, courses shall not run. Further, in all such courses where the minimum number of seats is not prescribed, the University reserves the right to not run the course, if the number of applicants to such programme/courses are very low.
- (iv) In both the cases the applicants will have the option of either obtaining refund of fee paid or to choose another course in special courses of studies provided he/she fulfils the eligibility criteria for the course opted for and seats in such course is available.

****5 (Five) seats for sponsored candidates from registered NGOs, Government organizations and Staff of any recognized university, Deemed University and colleges shall be available.**

B. RELAXATION IN MINIMUM ELIGIBILITY FOR SCHEDULED CASTES (SC), SCHEDULED TRIBES (ST), OTHER BACKWARD CLASSES (OBC) AND PHYSICALLY CHALLENGED (PC) CANDIDATES

In the case of SC/ST candidates, for all the above courses there will be no requirement for minimum percentage of marks in the aggregate in the qualifying examination except that they must have passed the qualifying examination. Further, for OBC and 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.

C. RESERVATIONS

1. Seats shall be reserved for scheduled caste (15%) and Scheduled Tribe (7.5%) candidates in each course.

The SC/ST candidates shall have to submit a certificate stating that the candidate belongs to SC/ST. Such certificates shall be subject to verification from the concerned District Magistrate. The following are empowered to issue the certificate.

- (i) District magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Addl. Deputy Commissioner/Deputy Collector/ Ist Class Stipendiary Magistrate/City Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
- (ii) Chief Presidency Magistrate / Addl. Chief Presidency Magistrate / Presidency Magistrate.
- (iii) Revenue Officer not below the rank to Tehsildar.
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- (iv) Administrator / Secretary to the Administrator / Development Officer (Lakshadweep Islands).

Candidates must note that certificate from any other person / authority shall not be accepted in any case.

2. There exists reservation of seats (3%) under physically Challenged category (Horizontal basis) (i) 1% for Visually Impaired. (ii) 1% Hearing Impaired & (iii) 1% for Orthopaedically Handicapped for admission to the above Special Courses of Study. Such candidates will have to submit a self attested copy of Disability Certificate issued by the District CMO with the Application Form. The candidates called for counseling 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: Admission of Physically Challenged candidates of any category is not permissible in the One Year PG Diploma in Sports Journalism in the Department of Physical Education, Faculty of Arts.

3. RELAXATION IN UPPER AGE LIMIT FOR PHYSICALLY CHALLENGED (PC)/SC/ST/OBC CANDIDATES
There is age relaxation of 5 years for 'Physically Challenged' candidates for admissions in various courses in upper age limit wherever the upper age limit is prescribed. Similarly 5 years relaxation for SC/ST and 3 years relaxation for OBC candidate will also be provided.
4. **OTHER BACKWARD CLASSES:**

27% Reservation to candidates belonging to OBC category (excluding under creamy layer) will be provided in different courses.

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

D. ADMISSION OF FOREIGN NATIONALS

Provision to the extent of 15% supernumerary seats for Foreign Nationals exists: Out of which 5% seats shall be filled up by children of NRI's [Persons Indian origin (PIO)] and 5% by children of India workers in gulf and South Asian Countries. The details about this may be obtained from the Office of the International Centre, C/3/3, Tagore House, Banaras Hindu University, Varanasi-21005 (visit our website www.bhu.ac.in)

E. INFORMATION BULLETIN & APPLICATION FORM

Information Bulletin with the Application Form (**separate for each Course**) can be obtained from the Entrance Cell, Office of the Controller of Examinations, BHU, Varanasi-221005, on cash payment of Rs.50/- (fifty only) from 11.00 a.m. to 3.00 p.m. on working days.

F. ENTRANCE FEE

For admission in a course, a candidate will be required to submit a filled in 'Application Form' for the purpose. The 'Application Form' alongwith 'Information Bulletin' can be purchased from the Office of Controller of Examinations, Banaras Hindu University or some other designated offices of the Banaras Hindu University by paying an amount of Rs.50/- (Rupees Fifty only).

(Note: The application for admission can also be submitted ONLINE. The details of this, can be seen from our Website www.bhu.ac.in)

The Candidate shall pay the **Entrance Fee** along with the Application Form for the amount mentioned hereunder :

COURSES	Entrance Fee	
	Others	SC/ST
All courses	Rs. 500.00	Rs. 200.00

The Entrance Test Fee is required to be deposited by a "Challan" in any branch of State Bank of India (CBS Branches). The Challan will be in three-folds which is attached in the Information Bulletin at the last page. The candidate will be required to visit any branch of the State Bank of India of his/her choice where he/she will be required to deposit the requisite amount of money to the Bank and the Bank will retain one fold of the Challan and remaining two folds of the Challan mentioning the journal number, date of deposit of money will be given to the candidate of which one will be retained by the candidate for his record and the other will be required to be submitted alongwith the Application Form, in the envelope provided for Application Form, to the Office of the Controller of Examinations, Banaras Hindu University either by hand or through Registered Post/Speed Post within the stipulated date mentioned in the Information Bulletin. **In the Challan, the candidate will be required to fill-up the course code number and application form number along with other relevant information. The candidates are advised to fill these numbers very cautiously because any error in filling these numbers may lead to cancellation of the application form. Similarly, the Challan's "Journal Number" and date of deposit of money given by the Bank is required to be noted at the appropriate place provided on the Application Form and only after filling Journal Number and date of deposit of money Application Form should be deposited to the Office of the Controller of Examinations, BHU.**

G. IMPORTANT DATES REGARDING SALE AND SUBMISSION OF APPLICATION FORMS:

Commencement date of sale of application forms from the office counter :	15.02.2011
Last date for sale of application forms from the office counter:	15.03.2011
Last date for receipt of duly completed application forms (Without Late Fee):	08.03.2011
Last date for receipt of duly completed application forms (With Late Fee Rs. 150/-):	15.03.2011

The facility for filling the application forms online is also available. For further details on submission for 'Online' please visit the website www.bhu.ac.in.

Note: I. The last date for receipt of completed application forms without late fee is 08.03.2011. However, the candidates who are not able to submit the application forms on or before 08.03.2011 may submit the application form upto 15.03.2011 with a late fee of Rs. 150/- through Challan in addition to the prescribed Entrance Fee.

II. If a candidate sends an Application Form through Registered Post/Speed Post on or before the last date i.e. 08.3.2011 without late fees or 15.3.2011 with late fee, the Form will be accepted at the Office of the Controller of Examinations, BHU within Seven days of the last date of submission of form as mentioned above.

III. APPLICATION FORMS SHALL BE RECEIVED AT THE COUNTER WITHOUT ANY IMMEDIATE SCRUTINY. VALIDITY OF THE APPLICATION FORM SHALL BE BASED ON ITS OBJECTIVE SCRUTINY TO BE CONDUCTED SUBSEQUENTLY.

IV. Application forms for the Special Courses of Studies may also be available for download from the BHU Website www.bhu.ac.in.

IN NO CASE APPLICATIONS SHALL BE ENTERTAINED AFTER THE LAST DATE IS OVER.

- INCOMPLETE APPLICATION FORMS, APPLICATIONS NOT BEARING THE SIGNATURE OF APPLICANT AND APPLICATION FORMS RECEIVED AFTER THE LAST DATE SHALL NOT BE CONSIDERED.
- APPLICATION FORMS WITHOUT PHOTOGRAPHS OR WITH PHOTOCOPY OF THE PHOTOGRAPHS ALSO SHALL NOT BE CONSIDERED.
- APPLICATIONS NOT BEARING THE SIGNATURE OF THE CANDIDATE ON THE DECLARATION FORM SHALL BE REJECTED OUTRIGHT.
- THE UNIVERSITY TAKES NO RESPONSIBILITY FOR ANY DELAY OR LOSS OF APPLICATION FORM OR CORRESPONDENCE IN POSTAL TRANSIT.

H. INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

The application form is required to be filled in by the candidate in capital letters (except signature) in HIS/HER OWN HANDWRITING by either ink pen or ballpoint pen. Where information is required to be filled in boxes, only one alphabet is to be written in each box. While writing name, leave one box blank between your first and middle name and also between your middle and last name or initials of the name.

- (a) **Name of the Course:** The name of the course and subject & Course Code No. should be written legibly in the CAPITAL letters.

EXAMPLE: If you are an applicant for in 2-Year Diploma Course in Tourism Management then write.

Name of Course	Course Code			
2-Year DIPLOMA COURSE IN TOURISM MANAGEMENT	<table border="1"> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> </tr> </table>	8	0	1
8	0	1		

- (b) **Candidate's Name:** The name be written in Capital letters and should confirm to the name as given in last Board/University Examination.
- (c) **Father's Name:** The name of the father be written in capital letters.
- (d) **Mother's Name:** The name of the mother be written in capital letters.
- (e) **Date of Birth:** Enter the date, month and year of your birth as per English Calendar and as recorded in your High School/Secondary/Class X certificate.

EXAMPLE : If you are born on 18th May 1983 write

1	8
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0	5
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1	9	8	3
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- (f) **Sex** : Put tick mark (✓) in the appropriate box.
- (g) **Address** : Write your complete postal address in Capital Letters, including Pin Code at which the communication is desired. Write your telephone number, if any.
- (h) **Nationality** : Write I for Indian and F for Foreigner. In case of a foreign national, mention the name of the country as well. If Indian, mention the state/union territory to which you belong. If you are a non-resident Indian mention NRI.
- (i) **Photograph** : Paste your recent (of the current year) photograph at the appropriate place in the Application Form duly self signed. Application form with xerox copy of photograph shall be rejected outright. Keep sufficient number of extra copies of the same photograph (at least 4 numbers) for future use in case you are admitted.

Candidate must fill in all columns given in the application form in his/her own handwriting. They must also fill the list of enclosures submitted along with each application form. Candidates applying for more than one course must enclose the necessary documents along with each application form separately.

NOTE: For any interpretational difficulties the interpretation through English language shall be deemed as correct.

I. LIST OF DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION FORM

- (A) An applicant must enclose the following documents with his/her Application Form:
1. **Challan issued by State Bank of India for the prescribed Entrance Test Fee.**
 2. Self attested copies of mark sheets and certificates of all examinations passed (from 10th standard onwards).
 3. Self attested copy of the Certificate in support of SC/ST/OBC category claimed for in the application form.

4. Self attested copy of the Certificate in support of PC category claimed for in the application form.
- (B) **Candidates are required to arrange the application and enclosures thereto in the following order:**
1. Challan Issued by State Bank of India;
 2. Main application form;
 3. Attested copies of all mark-sheets and certificates;
- (C) **Staple your application form with all the enclosures very securely at the upper left corner keeping the order of documents enclosed as detailed above.**

J. REASONS FOR REJECTION OF APPLICATION FORMS

- (a) Non-submission of Challan of requisite amount issued by State Bank of India.
- (b) Non-submission of photocopy of High School/equivalent Certificate.
- (c) Non-submission of Photocopy of Higher Secondary / Intermediate / +2 examination mark sheet.
- (d) Non-submission of self-signed recent (current year) photograph at appropriate place. **(Photo copy of photograph shall not be accepted).**
- (e) Lack of signature of the candidate at appropriate place (under the declaration) in the form.
- (f) Tampering of any kind in the application form and/or the supporting documents.
- (g) Submission of application form by a candidate after erasing the entries made earlier by any other candidate on the same form.

NOTE: All supporting documents may be attested by the candidate himself/herself.

K. SELECTION PROCEDURE

Admissions shall be made strictly in order of merit which will be based on weighted marks in the qualifying Examination/other Examinations/written test/interview/any other criteria as per the decision of concerned Faculty/ Department/Centre.

- (i) In case the merits are equal, the candidate having higher percentage of marks at qualifying examination will be preferred.
- (ii) In case the aggregate percentages of marks at the qualifying examination are also equal then preference shall be given to a candidate who has higher marks in the concerned subject (if applicable).
- (iii) In case the candidates have equal marks in the above stated examinations, then the candidate senior in age shall be given preference.

Only those candidates who are selected/ waitlisted shall be informed by the concerned Dean/Head of the Department/Coordinator, BHU about the counseling for their admission. If a candidate is called for admission to a particular course on a particular date/dates, he/she shall have to bring with him/her all the necessary documents mentioned below in Original failing which his/her admission shall not be considered.

NOTE:

No certificate or document shall be accepted by the University after the last date of submission of the application form except the mark-sheet of qualifying examination of the candidates appearing this year. However, the last date for submission of mark-sheet of qualifying examination shall be intimated by the concerned Faculty/Department/Centre.

L. DOCUMENTS IN ORIGINAL REQUIRED AT THE TIME OF ADMISSION

1. Transfer Certificate.
2. Migration Certificate, if passed from University other than BHU (to be submitted not later than 30 days after admission).
3. High School Certificate/equivalent Certificate.
4. Intermediate (+ 2) Certificate/equivalent Certificate.
5. Mark-sheets of High School/equivalent & Intermediate (+ 2)/equivalent.
6. Mark-sheets of the qualifying examination.
7. SC/ST/OBC Certificate on the basis of which reservation is claimed.
8. Disability Certificate issued by the District CMO on the basis of which reservation is claimed for admission under Physically Challenged category.

CHECK LIST

PLEASE VERIFY THE FOLLOWING BEFORE SUBMITTING/MAILING THE APPLICATION FORM

Before submission of Application Form the following points must be thoroughly checked.

1. Have you purchased a valid application form for the course desired only from the Office of the Controller of Examinations?
2. Have you mentioned the name of the course you are applying?
3. Have you filled relevant course code on your application form?
4. Have you checked your eligibility for the course applied for?
5. Have you submitted recent passport size photograph (of current year) signed by you duly pasted (not pinned) at the prescribed place as per instructions ?
6. Have you attached challan for requisite amount issued by State Bank of India ?
7. Have you submitted self attested copies of all mark-sheets and certificates as per instruction?
8. Have you carefully checked all the columns of the application form correctly and ensured that no column is left blank?
9. Have you checked your category claim correctly?
10. Have you enclosed documentary evidence in support of your category claim?
11. Have you arranged the Application Form, attested copies of mark sheets and certificates, in proper order as per instruction?

NOTE:

1. Remember to sign the Application Form at place (the declaration).
2. Hostel accommodation in the University is limited. Only if the hostel accommodation is available, claim of the candidates can be considered for the same.