

BANARAS HINDU UNIVERSITY



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

SPECIAL COURSES OF STUDY (Diploma and Certificate Courses) SESSION 2013-14

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
(1)	(2)	(3)	(4)	(5)	(6)	(7)
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/- per annum
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/- per annum
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/- per annum
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/- per annum Rs.24,000/- per annum for NRI/Foreign Nationals
5.	1- Year (2- Semester) PG Diploma in Health Communication (Full Time)	927	PG Degree in any subject	Department of Journalism & Mass Communication, Faculty of Arts, BHU	Max. 20	As per University Rules
6.	1- Year (2- Semester) PG Diploma in Communication Skills (English) (Part-time)	928	Students Pursuing Degree courses from recognized University and colleges.	Department of Journalism & Mass Communication, Faculty of Arts, BHU	Max. 20 Min. 10	Rs.30000/- per annum (payable in two installment of Rs.15,000/- per semester)
7.	1- Year (2- Semester) PG Diploma in Journalism (Hindi) (Full Time)	929	Bachelors 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/- per annum (payable in two installment of Rs.15,000/- per semester)
8.	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/- per annum+ Kit Fee
9.	Proficiency Certificate Course (4 Months) in Bhojpuri Language	048	Passed +2 Examination or equivalent examination from a recognized Board/University	Bhojpuri Adhyayn Kendra, Faculty of Arts	Max.30 Min.05	Rs.1,200/- 100\$ for foreign students (for the course period)
10.	1-Year (2-Semester) P.G. Diploma in Theatre Communication (Part time)	993	Students Pursuing Degree courses from recognized University and colleges.	Department of Journalism & Mass Communication, Faculty of Arts	Max. 30 Min.15	Rs.5,000/- per annum

Sl. No.	Name of the Course	Course Code	Eligibility Requirements qualifying examination	Department/Centre where the course is available	No. of Seats	Fee
(1)	(2)	(3)	(4)	(5)	(6)	(7)
11.	1-Year (2-Semester) PG Diploma in Travel Management (Full time)	930	Bachelors 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/- per annum
12.	1-Year (2-Semester) PG Diploma in Corporate Secretaryship (Full time)	931	Bachelors 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/- per annum
13.	2-year (4-Smester) PG Diploma in Archaeology	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
14.	1-Year PG Diploma in Translation Skills for Varied Competencies (Full time)	996	Post-graduate in any discipline with 50% marks in aggregate or equivalent grades. All things being equal, students having P.G. degree in language/literature/linguistics shall have preference.	Department of Telugu, Faculty of Arts	Max. 30	Rs.2500/- per annum
15.	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/- per annum
16.	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/- per annum
17.	One Year (2-Semester) PG Diploma in Business Administration (PGDBA) (Part 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.40+5*	Rs.35,000/- per semester
*5 seats reserved for BHU employees						
18.	Diploma in Microfinance and Entrepreneurship (one year 2-semester Part Time)	060	Students pursuing Graduate Degree from recognized University and affiliated degree colleges.	Faculty of Management Studies	Max.30	Rs. 15,000/- per annum
19.	Diploma in Leisure and Hospitality Management (one year 2-semester Part Time)	061	Students pursuing Graduate Degree from recognized University and affiliated degree colleges.	Faculty of Management Studies	Max.30	Rs. 15,000/- per annum
20.	Certificate Program in Health Care Management (6-month 1-semester Part Time)	006	Students pursuing Graduate Degree from recognized University and affiliated degree colleges.	Faculty of Management Studies	Max.30	Rs. 7,500/-.
21.	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
22.	2-Year PG Diploma in Panchkarma Therapy (Full time)	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.	Max. 05	Rs.50,000/- per annum

Sl. No.	Name of the Course	Course Code	Eligibility Requirements qualifying examination	Department/Centre where the course is available	No. of Seats	Fee
(1)	(2)	(3)	(4)	(5)	(6)	(7)
23.	2-Year PG Diploma in Dialysis Therapy (Full time)	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/- per annum
24.	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/- per annum
25.	2-Years PG Diploma in Maternal Health Care [PGDMHC (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 candidate). one seat reserved for MBBS candidate	Rs.40,000/- per annum
26.	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.50,000/- per annum
27.	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 candidate). one for MBBS candidate	Rs.15,000/- per annum
28.	2-Years PG Diploma Course in Kshar Karma (Full Time)	973	A recognized Ayurvedacharya (BAMS) degree or equivalent qualification with permanent registration with CCIM or any of the State Medical Council or Board. Age limit 22-45 Years	Deptt. of Shalya Tantra Faculty of Ayurveda, IMS	Max. 03	Rs.50,000/- per annum
29.	2-Years PG Diploma Course in Vikiran & Chhaya (Full Time)	975	Ayurvedacharya (BAMS) degree or equivalent qualification with permanent registration with CCIM or any of the State Medical Council or Board. Age limit 22-45 Years	Deptt. of Shalya Tantra, Faculty of Ayurveda, IMS	Max. 03	Rs.50,000/- per annum
30.	2-Years PG Diploma in Lab Technology (Full time)	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/- per annum
31.	2½ Years 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/- per annum
32.	Certificate Course in Ayurvedic Pain Management	053	Possesses a recognized Traditional/Modern Medical Degree or Diploma Age Limit: minimum 22 years and maximum 45 years	Department of Sangyahan, Faculty of Ayurveda, IMS	Max : 3* Min : 1* * Only for foreign Students	5000 Dollar per year for other than SAARC Country; 4000 Dollar per year for SAARC Country.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
33.	2-year P.G. Diploma in Sangyahan [DA(Ay)-Diploma in Anesthiseology-Ay.]	990	A recognized Ayurvedacharya (BAMS) Degree or equivalent qualification with permanent registration with CCIM or any of the state Medical Council or Board. . Age limit 22-45 Years	Department of - Sangyahan, Faculty of Ayurveda	Max. 02 Min. 03 01	3,00,000/- per annum
34.	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. . Age limit 22-45 Years	Department of Shalya Tantra, Faculty of Ayurveda	Max. 05 Min. 03	Rs.50,000/- per annum
35.	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 and Main Campus, Deptt. of Geography, Faculty of Science	Max 25 Min. 10 Max.20 Min.10	Rs.60,000/- per annum Rs.60,000/- per annum
36.	1-year (2-semester) PG 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
37.	1-Year P.G. Diploma in Chromosomal Genetic & Molecular Diagnostic (PGDCGMD) (Full Time)	992	Post Graduation in any stream of Science/Agriculture or graduation in Medicine/Technology with at least 50% marks in aggregate. Biology at +2 level essential.	Centre for Genetic Disorders, Faculty of Science	Max 10	As per University Rules
38.	2-Year (04-Semesters) Integrated Post-Graduate Diploma course (Part Time) in Actuarial Science (PGDAS)	997	Any graduate under 10+2+3 pattern securing minimum 50% marks in aggregate and having mathematics as one of the subject at the 10+2/Intermediate level.	DST-Centre for Interdisciplinary Mathematical Sciences (CIMS), Faculty of Science	Max.30 Min.10	Rs.20,000/- per semester
39.	1-Year P.G. Diploma Course in Japanese Studies(Full Time)	916	Bachelors Degree (Hons.)/(10+2+3) OR Equivalent with 50% marks in aggregate.	Centre for Study of Nepal, Faculty of Social Sciences	Max. 15 Min. 05	Rs.10,000/- per annum
40.	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 ¹ and Deptt. of Psychology ² , Faculty of Social Sciences (both)	Max. 40 ¹ +15 ² Min. 10 ¹ + 10 ²	Rs.30,000/- per annum (payable in two installment of Rs.15,000/- per semester)
41.	1-year(2- Semester) PG Diploma in Business	919	Bachelors Degree (10+2+3) with a minimum of 50% in aggregate marks	Rajiv Gandhi South Campus, Barkachha,	Max. 30 Min. 15	Rs.30,000/- per annum

Sl. No.	Name of the Course	Course Code	Eligibility Requirements qualifying examination	Department/Centre where the course is available	No. of Seats	Fee
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Economics (Full Time)		or equivalent GPA with mathematics one of the subjects at Intermediate or equivalent level OR Bachelors 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	Deptt. of Economics (run by Faculty of Social Sciences)		
42.	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/- per annum
43.	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
44.	1-Year (2 Semester) P. G. Diploma in Gender & Women Studies	920	Must have passed a Bachelor's Degree (10+2+3) at least 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 Sciences	25+5**	Rs.5000/- per semester
NOTE: **Additional 5 (Five) seats for sponsored candidates from registered NGOs, Government organizations and Staff of any recognized University, Deemed University and Colleges shall be available.						
45.	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/- per annum
46.	2-year UG Diploma Course in Vastu Shastra Evam Jyotish (Part Time)	855	Madhyama, 10+2 OR Equivalent Examination	Deptt. of Jyotish (run by Faculty of SVDV)	Max. 50 Min.15	Rs.5000/- per annum
47.	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	Max. 15 Min.05	Rs.15000/- per annum
48.	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	Max. 15 Min.05	Rs.15000/- per annum
49.	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/- per annum
50.	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/- per annum
51.	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/- per annum
52.	1 Year (2 Semester) 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/- per annum

Sl. No.	Name of the Course	Course Code	Eligibility Requirements qualifying examination	Department/Centre where the course is available	No. of Seats	Fee
(1)	(2)	(3)	(4)	(5)	(6)	(7)
53.	1 Year (2 Semester) 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/- per annum
54.	1-Year (2 Semester) Diploma Course in Seed Technology (Full time)	058	Passed 10+2 with Agriculture/Bio/Math.	Department of Genetics & Plant Breeding, I.Ag. Scs.	Max.: 30 Min. : 10	Rs.10,000/- per semester/-
55.	1-Year (2 Semester) Diploma Course in Vegetable Production	059	Passed 10+2 standard	Department of Horticulture, I.Ag.Sc.	Max.: 30 Min. : 10	Rs.10,000/- per semester/-
56.	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/- per annum
57.	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/- per annum
58.	1 Year P.G. Diploma Course in Conflict Management & Development (Full Time)	915	Bachelors 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/- per annum

NOTE :

- (i) In addition to the above fee per annum, a student has to pay the regular fee also. Details of fees payable by Foreign Nationals may be found from the Office of the International Centre as mentioned in Section D.
- (ii) The applicants may note that Special Course of Study Fee mentioned above for the Special Courses of Study being run at RGSC is under upward revision. Accordingly, the revised fee applicable at the time of admission shall be applicable.
- (iii) The admission to Proficiency Certificate Course (4 Months) in Bhojpuri Language, as at Sl.No.9 above will be done thrice in a year, i.e., July 2013, November 2013 and March 2014.
- (iv) The admissions to Six months Certificate Courses as at Serial Nos.49,50 and 51 above will be done twice, i.e., in July 2013 and January 2013. For admission to January 2014. The applicants interested in obtaining admission in January 2014, are advised to visit the BHU's entrance test portal www.bhuonline.in for further details during sometimes November 2013.
- (v) 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.
- (vi) 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 Study, provided he/she fulfils the eligibility criteria for the course opted for and seats in such course is 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 examinations except that they must have passed the qualifying examination and appear in the counseling/test/interview conducted by the concerned Department/ Centre. 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/ 1st 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.
- (v) 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 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 admission 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 (OBCs):

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 in section 1 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. However, **if an OBC candidate seeks admission under some other category (for example: PC/Employee Ward etc.) the candidate should satisfy the minimum eligibility requirement for that category.**

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-221005 (visit our website www.bhu.ac.in).

E. INFORMATION BULLETIN & APPLICATION FORM

The University has created its Entrance Test Portal with the domain name www.bhuonline.in. Its link is also available on the BHU website (www.bhu.ac.in). The entire process of making an application for admission in various courses during the academic session 2013-14 has been made ONLINE. Accordingly, candidates may note that Special Courses of Study 2013 Information Bulletin and Application Form will not be sold (as there will be no offline mode) and the candidates desirous of admissions shall be required to register on the

Entrance Test portal of BHU and fill up the application form ONLINE as per procedure provided on the Portal. For further details visit the BHU website (www.bhu.ac.in) or the entrance test portal of BHU (www.bhuonline.in).

F. APPLICATION PROCESSING/ TEST FEE

The Candidate shall pay the following **Application Processing Fee/ Test fee**:

COURSES	Entrance Fee	
	SC/ST	Others
All courses (mentioned in this Bulletin)	Rs. 250.00	Rs. 500.00

However, in case the candidate makes application (fills up application form) for more than one course, the Application Processing Fee/ Test Fee payable by him/her for each subsequent application (after first application) shall be charged as per reduced rates given below:

COURSES	Entrance Fee	
	SC/ST	Others
All courses (mentioned in this Bulletin)	Rs. 100.00	Rs. 200.00

Note :

- (i) The Application Form once submitted with the Application Processing/ Test Fee at concessional rate meant for SC/ST candidate shall be considered under SC/ST Category.
- (ii) If the course runs, the Application Processing/ Test Fee paid shall neither be refunded nor transferred to another course and shall also not be reserved for any subsequent year, in any case.

Mode of Payment of Application Processing/Test Fee

Candidate is required to fill up the Special courses of Study 2013 Application Form ONLINE as the printed Information Bulletin-cum-Application Form will not be sold by the University. After the candidate has filled up the application form online, he/she will have following options for payment of Application Processing/ Test Fee:

- a) **Online payment through credit card/ debit card** through the payment gateway available on the Entrance test portal
- b) **Payment of Entrance Test Fee in Cash through "Challan" in any branch of HDFC Bank:** After filling up the application form, its submission and selecting this mode for payment, the candidate can print the Challan from the entrance test portal. The printout of challan will contain all necessary details of the candidate, bank account details of the Banaras Hindu University in which the entrance test fee will be deposited and the exact amount to be deposited. The candidate will be required to visit any branch of the HDFC Bank of his/her choice where he/she will be required to deposit the requisite Fee amount to the Bank.

Further detailed procedure in this regard is prescribed in Section H.

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

IMPORTANT DATES REGARDING ONLINE AVAILABILITY AND SUBMISSION OF APPLICATION FORMS:

Availability of Special Courses of Study -2013 ONLINE Form on the Entrance Test Portal	: 05.03.2013
Last date for online submission of application forms	: 05.04.2013
Last date for submission of printout of online submitted application forms	: 12:04.2013

H. INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

The Application Form for Special Courses of Study 2013 is available on the BHU's entrance test portal (www.bhuonline.in). The application form is to be filled up online. Detailed instruction for filling up the application form, online payment of application fee and taking its printout for submission to the Controller of Examinations, BHU (in addition to online submission) is also provided on the BHU's entrance test portal. Candidates have to scan their photo and signature as per instruction given in the portal and upload it.

After the candidate has filled up the application form online and clicks on the 'CONFIRM' button, he/she will be provided with following options for payment of application processing/test fee:

- a) **Online payment through credit card/ debit card** through the payment gateway available on the Entrance test portal
- b) **Payment of Entrance Test Fee in Cash through "Challan" in any branch of HDFC Bank** After filling up the application form and its submission, the Challan can be printed from the portal. The printout of challan will contain all necessary details of the candidate and the bank account details of the Banaras Hindu University in which the entrance test fee will be deposited. The candidate will be required to visit any branch of the HDFC Bank of his/her choice where he/she will be required to deposit the requisite Fee amount to the Bank and the bank will retain one fold of the Challan and remaining two folds of the Challan mentioning the necessary Test Fee payment details will be given to the candidate. The candidate is required to retain one part of the challan for his record and the other will be required to be submitted alongwith the printout of the online filled up application form in the manner prescribed in Section 12. In this mode, it will take 24 hours to update the Entrance Test Portal regarding confirmation of successful payment of Test Fee made by the candidate. Therefore, a candidate who has exercised this option for payment of Application Processing Fee/ Test Fee shall be able to take a printout of the ONLINE filled up application form only after 24 hours from the time he/she has paid Fee in any branch of HDFC.

The Application Form shall be treated to have been successfully submitted only after the candidate has paid the Application Processing Fee/ Entrance Test Fee through either of the two modes given above. Once the successful payment is confirmed, [instantly-in case option a) is exercised and after 24 hours-in case option b) is exercised], a copy of the filled-up application form will be e-mailed to the candidate's registered e-mail id for download and print.

After online submission of application form and successful payment of **Application Processing/ Test Fee**, the candidate will be required to take a printout of the online filled up application form (containing the details he has filled in and the transaction details of payment of application fee) from either the Entrance Test portal or his e-mail account. After taking the printout of the online submitted application form, following steps need to be taken:

- i) Paste passport size photograph (same passport size photograph which has been used for online submission) in the space provided on the printout of the online filled up application form.
- ii) Affix signature in the space provided using a blue/black ball pen.

Candidates shall be required to submit the printout of the application form (after pasting photographs and affixing signatures as instructed above) alongwith documents specified in Section I to the office of the Controller of Examinations through post (courier/registered/speed post) so as to reach latest by 12th April 2013. The submitted printout should have the candidates' signature/photograph pasted at the proper place. Candidates are also advised to keep with them a copy of the same for their records.

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

Following documents are required to be submitted by the candidate alongwith the printout of the application form (after pasting photographs and affixing signatures as instructed above):

- (i) **Mark-Sheets** of the **QUALIFYING EXAMINATION** and **all other previous examinations** such as High School, Intermediate, Graduation, Post-graduation (as the case may be).
- (ii) **Matriculation** or its **equivalent certificate** to ascertain the date of birth.
- (iii) **Caste Certificate** issued by the appropriate authority, if admission is sought under SC/ST/OBC Category.

- (iv) **Medical Certificate** issued by the appropriate authority, if admission is sought under Physically Challenged Category.
- (v) **Character Certificate** issued by the institution last attended.
- (vi) **Transfer Certificate (TC)** issued by the institution last attended.

NOTE: If due to certain unavoidable reasons a candidate is unable to produce T.C., the Admission Committee may, at its discretion, allow a period of up to seven days for submission of the Transfer Certificate after the last date fixed for closure of the provisional admission to the course failing which the admission may be cancelled. An undertaking that **"My provisional admission be cancelled in case I fail to produce the Transfer Certificate from the institution which I last attended by 31st October 2013"** 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 shall be returned to an admitted student only after he/she has submitted his/her T.C.

- (viii) **Migration Certificate** issued by the Institution/ University/ Board last attended.
NOTE: Under exceptional situation a candidate may be allowed to submit the Migration Certificate within a period of 30 days from the date of his/her provisional admission.

Certain Institutions/Universities/Board issue either Transfer Certificate or Migration Certificate but not both. In such cases, the certificate issued to the candidate shall be accepted and the candidate shall be asked to give an undertaking to the effect that the Institution does not issue Transfer (or Migration) certificate as the case may be.

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

J. REASONS FOR REJECTION OF APPLICATION FORMS

- (i) Submission of application form without payment of requisite amount of **Application Processing/ Test Fee**.
- (ii) Non-submission of photograph [one passport size photograph (same passport size photograph which has been used for online submission) is to be pasted to the printout of the online submitted application form]. Submission of photocopy of photograph will also amount for rejection of candidature.
- (iii) Absence of signatures of the candidate at the appropriate place in the submitted hard copy of Application Form (filled up online).
- (iv) Tampering of the Application Form in any manner.
- (v) Submission of Application Form by a candidate after erasing the entries made earlier by another candidate.
- (vi) Non submission of documents mentioned in Section I above alongwith the print out of the application form
- (vii) Any other inadequacy detected.

NOTE: If at any stage it is found that the applicant is not eligible for admission in a discipline under University rules, his/her candidature will automatically stand cancelled. Please note that thorough checking of Application Form, Minimum Eligibility requirements, Original documents in support of Academic Certificates and Categories-claimed will be done only at the time of admission/counseling (if called for the same). At that stage also the candidature of the applicant will stand cancelled, if he/she does not fulfill all the requirements for admission.

K. SUBMISSION OF APPLICATION FORM

- (i) The **printout of the online submitted application form** (after pasting photograph and putting in signature) alongwith documents specified in section I shall be submitted in an envelope to the "Office of the Controller of Examinations, Banaras Hindu University, so as to reach on or before **April 12, 2013 by post (courier/registered/speed post) at the following address-**

The Controller of Examinations
Banaras Hindu University

Varanasi – 221 005.

- (ii) The validity of the application form shall be based on its objective scrutiny to be conducted at the time of admission (if called for the same).
- (iii) **In no case, applications shall be entertained after the last date is over.**

Incomplete application forms, application forms not bearing the signature of the applicant and application forms received after the last date shall not be considered. Application forms without photograph or with photocopied photograph also shall not be considered. The university takes no responsibility for any delay or loss of application form or correspondence in postal transit/courier transit.

L. CHECK LIST

VERIFY AND THOROUGHLY CHECK THE FOLLOWING BEFORE SUBMITTING/MAILING THE APPLICATION FORM:

- (i) Have you pasted the recent **photograph (same as used for online submission of application form) on the downloaded and printed application form (submitted online)?**
- (ii) Have you signed appropriately at the **prescribed** place in the application form?
- (iii) Have you made payment of requisite amount towards **Application Processing/ Test Fee?**
- (iv) Have you attached the required documents mentioned in Section I?

M. 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.

Call Letter for Counselling

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 in Section I, in Original, failing which his/her admission shall not be considered. The Call Letter for counseling/interview/test will be e-mailed to the candidate at the email addresses provided by the candidate in the application form around 15-20 June 2013. SMS alert regarding issue of call letter on the mobile phone registered by the candidate will also be sent. Therefore the candidates are advised to give correct e-mail addresses/ mobile phone numbers for correspondence while filling up the online application form.

Important:

1) Candidates to note that there will be no postal dispatch of Call letter, which can only be downloaded and printed from the candidate's e-mail account or downloaded from the BHU's entrance test portal by giving the unique code allotted at the time of online form submission.

N. DOCUMENTS IN ORIGINAL REQUIRED AT THE TIME OF ADMISSION

Only those candidates who are selected/ waitlisted shall be informed through a 'Call Letter' by the concerned Dean of Faculty/Head of the Department, BHU about 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 in Section I above in ORIGINAL failing which his/her admission shall NOT be considered. **However, 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.**