

BANARAS HINDU UNIVERSITY

Diploma Courses SESSION 2010-11

The Banaras Hindu University offers admission to following Diploma Courses (Regular/ Special Courses of Study) in some Faculties/Departments of the University. Name of the courses, eligibility requirements, no. of seats and fee etc. are given as under:

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

Sl. No.	Name of the Course	Eligibility Requirements qualifying examination	Department/Centre where the course is available	No. of Seats	Course Fee
(1)	(2)	(3)	(4)	(5)	(6)
1	One Year (Part Time) (2 Semester) P.G. Diploma in Business Administration (PGDBA)	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	45	35,000/- per Semester ¹
2	One Year (2 Semester) P.G. Diploma in Counseling, Guidance & Psychological Intervention	Passed MA/M.Sc. in Psychology / Cognitive Sciences/ 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
3	Two Year (4 Semester) P.G. Diploma in Ravindra Sangeet Shastra	Graduate in Arts/Science/Commerce and also to prove his/her music ability through entrance examination	Department of Musicology, Faculty of Performing Arts	15	2,000/- per annum ¹
4	One Year (2 Semester) P.G. Diploma in Gender & Women Studies	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 Sciences	25 ²	Rs.5,000/- per Semester ¹
5	Two Year (4 Semester) P.G. Diploma in Ayurvedic Pharmaceutics (PGD Ay. P)	Passed BAMS (as per CCIM) Age Maximum 45 years.	Department of Rasa Shastra, Faculty of Ayurveda, IMS	5	Rs. 30,000/- per annum ¹

Note:

- (i) ¹ - 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) ² - 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.
- (iii) The University reserves the right to not run the course, if the number of applicants to any programme/courses is very low. In that case, the applicants will have the option of either obtaining refund of fee paid or to choose another course from amongst the ones listed above 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) CANDIDATES, OTHER BACKWARD CLASSES (OBC) AND PHYSICALLY CHALLENGED (PC)

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

- (i) 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, issued by competent authority, stating that the candidate belongs to SC/ST. Such certificates shall be subject to verification from the concerned District Magistrate.
- (ii) 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. 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.
- (iii) There is age relaxation of 5 years for 'Physically Challenged' candidates in upper age limit wherever upper age limit is prescribed.
- (iv) 27% Reservation to candidates belonging to OBC category (excluding under creamy layer) will be provided in different courses. 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. APPLICATION FORM

- a) The format of **Application Form** for the aforesaid courses is given at Appendix A to this notification.
- b) **Application Form can be downloaded from the BHU Website.**
- c) The candidates desirous of applying in more than one course shall make separate application for each course.
- d) **The candidates shall submit the duly filled up application form, alongwith prescribed enclosures and application processing fee, to the concerned Head of the Department/ Coordinator of the Centre mentioned at column 4 of Table in Section A above.**

F. APPLICATION PROCESSING FEE

The Candidate shall pay the following Application Processing Fee along with the Application Form:

Courses	Entrance Fee	
	General	SC/ST
All courses (mentioned above)	Rs. 200/-	Rs.125/-

The **Application Processing** Fee shall be paid by a candidate through a crossed **MICR** (Magnetic Ink Character Recognition) Demand Draft/Banker's Cheque issued by any Nationalized/Scheduled Bank, in favour of the "**Controller of Examinations, Banaras Hindu University**" **payable at Varanasi**. Candidates to note that only MICR Demand Draft/Banker's Cheque (issued by a Bank) shall be accepted. The applicant is advised to write his/her (a) Name, (b) Name of the Course on the reverse of the **MICR** Demand Draft/Banker's Cheque. The **Application Processing** Fee paid shall neither be refunded nor transferred to another course and shall also not be reserved for any subsequent year, in any case.

G. IMPORTANT DATES:

Last date for receipt of duly completed application form both by hand and by post : 25.08.2010

Date of Counselling/ Admissions : 28.08.2010

NOTE:

(i) **The candidates shall submit the duly filled up application form, alongwith prescribed enclosures and application processing fee, to the concerned Head of the Department/ Coordinator of the Centre mentioned at column 4 of Table in Section A above BY THE LAST DATE.**

(ii) **APPLICANTS WHO HAVE POSTED THEIR APPLICATION FORM/ ENCLOSURES ARE REQUIRED TO RETAIN A PHOTOCOPY OF THE APPLICATION FORM/ ENCLOSURES/APPLICATION PROCESSING FEE DD AND BRING THE SAME ON THE DATE OF COUNSELLING.**

(iii) **In case the candidates feel that completed application form cannot be reached by the last date, he/she may bring it along on the date of counseling/admission that is 28th August' 10 for submission by hand. In that case, he/she will be entertained for counselling if found eligible for the course.**

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 should be written legibly in the CAPITAL letters.
- (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
---	---

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.

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. Self attested copies of mark sheets and certificates of all examinations passed (from 10th standard onwards).
2. Self attested copy of the Certificate in support of SC/ST/OBC category claimed for in the application form.
3. 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. Main application form
2. 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 in H above.

J. REASONS FOR REJECTION OF APPLICATION FORMS

- (a) Non-submission of photocopy of High School/equivalent Certificate.
- (b) Non-submission of Photocopy of Higher Secondary / Intermediate / +2 examination mark sheet.
- (c) Non-submission of mark-sheets of qualifying examination.
- d) Non-submission of self-signed recent (current year) photograph at appropriate place. **(Xeroxed 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/ DATE OF COUNSELLING

- (i) **The applicants are required to report for counseling/ admission at 11.00 am on 28th August' 10 in the office of the concerned Head of the Department/ Coordinator of the Centre as mentioned at Column 4 in Table under Section A for counseling/ admissions.**
- (ii) **No separate call letter shall be issued for counseling/ admissions.** All applicants who have submitted the application forms, alongwith prescribed enclosures, shall report for counseling on the said date.
- (iii) In case the original application form/enclosures is not received in the concerned department/ centre by the prescribed date, that is 25th August' 10, due to postal delays, the candidates will be entertained on the basis of photocopy of the application form/ enclosures retained by them.
- (iv) The 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.
- (v) The admission/ counseling process may take 2-3 days. The candidates/ applicants shall come prepared for the same.

NOTE:

- (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.

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.

<u>CHECK LIST</u>
PLEASE VERIFY THE FOLLOWING BEFORE SUBMITTING/MAILING THE APPLICATION FORM
<p>Before submission of Application Form the following points must be thoroughly checked.</p> <ol style="list-style-type: none"> 1. Have you DOWNLOADED the prescribed application form from the BHU Website? 2. Have you checked your eligibility for the course applied for? 3. Have you mentioned the name of the course you are applying? 4. Have you submitted (of current year) passport size photograph signed by you duly pasted (not pinned) at the prescribed place as per instructions? 5. Have you submitted self attested copies of all mark-sheets and certificates as per instruction? 6. Have you carefully checked all the columns of the application form correctly and ensured that no column is left blank? 7. Have you checked your category claim correctly? 8. Have you enclosed documentary evidence in support of your category claim? 9. Have you arranged the Application Form, attested copies of mark sheets and certificates, in proper order as per instruction? 10. Have you submitted the prescribed Application Processing FEE?

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 will be considered for the same.

**BANARAS HINDU UNIVERSITY
APPLICATION FORM**



Merit Index (To be filled in by Faculty/Dept./Centre)

**Session 2010-2011
(Diploma Courses)**

(TO BE FILLED IN COMPLETELY BY THE CANDIDATE ONLY IN HIS/HER OWN HAND WRITING)

Description of MICR Demand Draft/Banker's Cheque

Name, Address and Code No. of the Issuing Bank	DD/BC No.	Date	Amount

Affix self attested recent small size photograph Do not pin or staple

Name of the Course

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Serial number of the course:

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1. Candidate's Name :
(CAPITAL LETTERS) _____

2. Father's Name :
(CAPITAL LETTERS) Sri _____

3. Mother's Name
(CAPITAL LETTERS) Smt. _____

4. Date of Birth : Date Month Year

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5. Sex : Male Female

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6. Category (write SC/ST/OBC/General in Box as the case may be):

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7. Do you belong to Physically Challenged Category Yes

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 No

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8. Postal Address :
(For Correspondence) _____

E-mail id _____ Phone No. _____
(with STD Code)

9. Permanent Address : _____

_____ Phone No. _____

(with STD Code)

10. Nationality : Indian Foreigner

: Indicate the name of your State, if

Indian, OR Country, if Foreigner:

11. Academic Record (Please enclose the documentary evidence for the entries in these columns)

Name of the Examination	Board/University	Year of passing/ appearing	Subject	Marks Obtd.	Max. Marks	%
High School or equivalent						
Intermediate or equivalent (10+2 level)						
Graduation (Bachelor's Degree, 10+2+3)						
Any other degree						

12. Name of the institution where from you have passed the qualifying examination: _____

13. Whether currently/ever admitted in BHU

If YES, write: -

(i) Name of the Course (Last or Current) : _____ (ii) Enrolment Number _____

(iii) Name of Faculty/College/School : _____ (iv) Year of admission: _____

14. Whether any disciplinary action has been taken against you ? If so, state reasons, the punishment awarded and reference of authority awarding the punishment

IN CASE OF INCOMPLETE APPLICATION FORM OR NON-SUBMISSION OF RELEVANT CERTIFICATE/ DOCUMENT IN SUPPORT OF ANY INFORMATION DESIRED IN THE APPLICATION FORM, THE APPLICATION FORM SHALL NOT BE CONSIDERED. NO CORRESPONDENCE SHALL BE ENTERTAINED IN THIS BEHALF.

DECLARATION

I hereby declare that all the particulars stated above have been filled in by me in **my own handwriting** and that the information given by me in the application form is true and no fact has been suppressed. I have read the Information Bulletin and the terms and conditions given therein and satisfied myself that I fulfill all the admission eligibility requirements. In case any information furnished by me is found wrong, my candidature for admission be cancelled outright without giving me any opportunity and further that any disciplinary action be also taken against me.

Place : Name of the Candidate _____

Date : Signature of the Candidate _____

LIST OF ENCLOSURES:

List the documents enclosed with the application form:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |