

**BANARAS HINDU UNIVERSITY
INSTITUTE OF MANAGEMENT STUDIES**

**Counselling for admission to MBA / MBA IB programs - session 2018-2019
For seats fallen vacant and for admission under Paid Seat Scheme**

Instructions to the candidates

On the basis of the combined merit of CAT 2017, Academic records and GD & PI Score, the list of candidates called for Admission Counselling (**for seats fallen vacant and for admission under Paid Seat Scheme**) for provisional / possible provisional admission to Master of Business Administration (MBA) and Master of Business Administration (International Business) (MBA IB) programs of the Institute for session 2018-2019 is displayed on the website of the Institute (www.bhu.ac.in/fms). The Counselling will be held on **13 July 2018**. The candidates are required report on the respective date by **9:30 AM** in the Institute Building, Banaras Hindu University Campus.

Candidates who fail to report for counseling along with all the original documents and complete the necessary formalities by 3.00 PM of respective date shall forfeit their claim to be considered for provisional / possible provisional admission. No request either for preponing or postponing the date of counseling will be accepted on any ground whatsoever.

The seats fallen vacant mentioned hereunder are likely to vary. Admission will be offered only against the seats actually lying vacant on the date and time of Counselling (under respective category in order of merit) i.e., on 13 July 2018.

Candidates who have already completed their document verification in the first round of counseling are not required to bring their original documents.

Candidates already admitted to MBA IB program and are interested to opt for possible vacant seat in MBA program under their respective category are required to appear for counseling process as per schedule on 13th July 2018.

Candidates are required to read carefully the under mentioned general information and conditions for the provisional / possible provisional admission. Non-compliance of any condition shall disqualify a candidate for provisional admission.

1. The University shall not be responsible in any manner for postal delay and / or non-delivery of the call letter in time.
2. Mere receipt of the Call letter shall not entitle a candidate for consideration of his/her candidature for provisional / possible provisional admission.
3. The completion of necessary formalities for provisional admission **may take 1-2 days**. Accordingly, the outstation candidates are advised to come prepared for the aforesaid period on their own cost.
4. A candidate applying under PC category must attach a certificate by CMO, District Hospital. **However, he/she shall be considered under PC category only after verification from the University Medical Board.** Admit cards for admission shall be issued to such candidates only on production of the above-mentioned verification certificates from the Medical Board constituted by the University for the purpose (Pl. refer Information Bulletin 2017-18).
5. The under mentioned documents in ORIGINAL shall have to be produced at the time of provisional admission before the Admission Committee **for its perusal and scrutiny/verification**. Failure to produce any of the documents on any ground shall disqualify the candidate from the provisional admission:
 - i. Mark-sheets and Certificates/Provisional Degree/Degree of all the examinations as mentioned in the Admission Application Form-2018-19 including semester-wise / year-wise mark-sheets of the Qualifying Examination.

In case the candidate is appearing in the qualifying examination, he/she is required to bring marksheets of previous semesters/parts. Candidates appearing in the qualifying examination are also required to:

- a. Furnish a certificate from the Head of the institution to the effect that he/she has appeared or will be fulfilling all the requirements of appearing in the qualifying examination and will be appearing therein to be conducted on or before **June 30, 2018**.
- b. Furnish the mark-sheet of qualifying examination by **October 05, 2018** and satisfy the minimum eligibility criterion (at least 50% marks for General, OBC and PD Candidates/ 45% marks for SC/ST candidates) in the qualifying examination.

Please note that if the marks sheet of the qualifying examination is not submitted by October 05, 2018, the provisional admission will automatically stand cancelled.

Note: Only the mark-sheet issued after the official declaration of the results of the concerned examination shall be accepted. Any document other than a proper mark sheet issued by any authority like VC/Rector/PVC/Registrar/CE etc., in regard to marks obtained by a candidate shall not be entertained.

- ii. Matriculation OR its equivalent certificate to ascertain the date of birth
- iii. Intermediate (+2) OR its equivalent certificate.
- iv. Caste Certificate issued by the appropriate authority, if admission is sought under SC, ST or NC OBC Category
- v. CAT 2017 Score Card provided by the IIM
- vi. Character Certificate issued by the institution last attended.
- vii. Migration Certificate issued by the Institution last attended. In case of BHU Students, Transfer Certificate issued by the institution last attended.

Under exceptional situation a candidate may be allowed to submit the Migration Certificate within a period of 30 to 90 days from the date of his/her provisional admission

In case of candidates appearing in the qualifying examination, the last date of submission of Transfer Certificate/Migration Certificate shall be **November 05, 2018**.

6. The candidate is required to submit two self-attested copies of each of the documents mentioned above and also two copies of self-attested passport size photographs identical to one pasted on the Admission application form / CAT 2017 Score card.
7. Once provisional admission is offered to a candidate, he/ she will be required to deposit the annual fee of Rs. **49807/-** at BHU fee Counter by the last date (14th July 2018) mentioned in the admit card issued from the Office of the Institute .

Candidates getting offer of admission under Paid Seat Scheme are required to remit a DD of Rs. 1,50,000/- (Annual fee) in favour of the Registrar, Banaras Hindu University, payable at Varanasi excluding the above mentioned regular fee of Rs. 49807/- which is to be remitted at the Fee Counter. Please note that the Admit Card will be issued only after the receipt of the Demand Draft of Rs. 1,50,000/-.

8. The admission of any candidates is liable to be cancelled without giving any further notice forthwith or at any time during the period of the concerned Course of Study if it is detected that the candidate has / had produced fake/ forged certificate(s)/ document(s), indulged in any act of misconduct / indiscipline / moral turpitude and has / had concealed any other relevant information at the time of seeking provisional admission. Such a candidate is also liable to be prosecuted under the law of the land besides being debarred from appearing in any of the Entrance Tests of BHU in future.
9. Any attempt by the candidate or any else on his/her behalf to influence and/or pressurize any authority/Admission Committee or University directly/indirectly for his/her admission out of rules shall disqualify the candidate from the provisional admission. Such candidates shall also be liable to be prosecuted under the law of land.
10. The provisional admission of the candidate to the concerned Course of Study shall be subject to such ordinances, rules and regulations as may be framed from time to time by the University.
11. Only the local Court of Varanasi / Honourable High Court of Judicature at Allahabad/ Honourable Supreme Court of India shall have jurisdiction in case of any dispute relating to the provisional admission.
12. Once the candidate has deposited the fee for a Course in which he/she was offered provisional admission, his/her candidature shall not be considered subsequently for the other course in the Department.
13. A candidate offered provisional admission shall be required to collect his/her Admit Card from the office of Institute of Management Studies, BHU and deposit the required fee in cash at the BHU Fee Counter by the prescribed date (as mentioned in Item No. 7 above), failing which he/she shall forfeit his/her claim for the provisional admission.
14. Academic records of the candidate will be verified at the time of counseling. The merit of the candidate may change if there is any variation in the academic records submitted by the candidate. Such cases will be settled strictly according to the verified merit of the candidate.
15. It may also be noted that only limited hostel facility is available.

Asst. Registrar

PS.: Please ensure your eligibility for admission to our MBA/MBA IB Programs as laid down in the admission book-let, before coming for counseling.