

BANARAS HINDU UNIVERSITY

SPECIAL COURSES OF STUDY (Diploma and Certificate Courses)

SESSION 2010-11

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, 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 | Fee (per annum) |
|---------|---|---|--|--------------------------|--|
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1 | 2-Year Diploma Course in Office Management & Business Communications. | 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 (Full Time) | 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) | 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) | 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) | 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 Dept. 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) | 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) | 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/- |

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| 8 | 1 – Year PG (2 – Semester) Diploma in Journalism (Hindi) (Full Time) | 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 | 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 Insurance Management (PGDIM) (Full time) | 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/- |
| 11 | 1 Year (2- Semester) PG Diploma in Industrial & Intellectual Property Laws(Full Time) | Graduate Degree from a recognized Indian University or equivalent degree from Foreign University | Faculty of Law | Max.: 60 Min. : 30 | Rs.20,000/- |
| 12 | 1 Year (2- Semester) PG Diploma in Environmental Law, Policy and Management (Full time) | Graduate Degree from a recognized Indian University or equivalent degree from Foreign University | Faculty of Law | Max.: 60 Min. : 20 | Rs.20,000/- |
| 13 | 2-Year full time PG Diploma in Panchkarma Therapy | 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/- |
| 14 | 2-Year full time PG Diploma in Dialysis Therapy | 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/- |
| 15 | 2-Year P.G. Diploma in Ayurvedic Drug Standardization (Full time) | 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/- |
| 16 | 2 Year PG Diploma in Medical Technology (Radiotherapy) (Full time) | 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/- |

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| 17 | 2-Years PG Diploma in Maternal Health Care [PGDMC (Ay.)] (Full time) | 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.15,000/- |
| 18 | 2-Years PG Diploma in Neonatal and Child Care (PGDNC Ay.)(Full time) | BAMS/ MBBS/ BUMS/ MD(Ay.)/ M.S. (Ay.) | Deptt. of Kaumarbhritya/ Balroga, Faculty of Ayurveda, IMS | 04 | Rs.15,000/- |
| 19 | 1 Year Certificate Course in Prasav Vigyan (Part Time) | 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/- |
| 20 | 2-Years PG Diploma Course in Kshar Karma (Full Time) | 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/- |
| 21 | 2-Years PG Diploma Course in Vikiran & Chhaya (Full Time) | 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/- |
| 22 | 2 Year Full Time PG Diploma in Lab Technology | 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/- |
| 23 | 2½ Year Diploma Course in Naturopathy & Yoga Therapy (Full time) (including 6 months internship) | 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/- |
| 24 | 1 year (2 - Semester) PG Diploma in Remote Sensing & GIS(Full Time) | With 50% marks in one of the following I.B.Sc. with a combination of any two of these subjects – Geography, Geology,Botany, Environmental Sciece, Mathematics, Physics, Statistics, Agriculture, Soil Science, Computer Science II.B.Sc.(Hons.) in any one of the subjects mentioned | Rajiv Gandhi South Campus, Barkachha, Mirzapur & Main Campus (both), Deptt. of Geography, Faculty of Science | Max. 20 Min. 10 | Rs.40,000/- |

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| | | 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 | | | |
| 25 | 1-Year P.G. Diploma Course in Japanese Studies(Full Time) | 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/- |
| 26 | 1 Year P.G. Diploma Course in Conflict Management & Development (Full Time) | 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/- |
| 27 | 1 Year (2 Semester) PG Diploma in Counseling & Psychotherapy (Full time) | 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/- |
| 28 | 1-year(2 – Semester) PG Diploma in Business Economics (Full Time) | 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 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 | Rajiv Gandhi South Campus, Barkachha, Deptt. of Economics, (run by Faculty of Social Sciences) | Max. 30 Min. 15 | Rs.30,000/- |
| 29 | One year PG Diploma in Integrated Rural Development & Management (Full Time) | 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 | Rs15,000/- |
| 30 | 1-year Certificate Course in Karma Kanda (Part Time) | 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/- |
| 31 | 2-year UG Diploma Course in Vastu | Madhyama, 10+2 OR Equivalent Examination | Rajiv Gandhi South Campus, Barkachha, | Max. 35 Min. 10 | Rs.5000/- |

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| | Shastra Evam Jyotish (Part Time) | | Mirzapur Deptt. of Jyotish, (run by Faculty of SVDV) | | |
| 32 | 1- Year Part Time Certificate Course in Advertising Design | Passed 10+2 Examination with 45% marks in aggregate | Deptt. of Applied Arts Faculty of Visual Arts | 13 | Rs.5000/- |
| 33 | 1 Year Part Time Certificate Course in Painting | Passed 10+2 Examination with 45% marks in aggregate | Deptt. of Painting Faculty of Visual Arts | 13 | Rs.5000/- |
| 34 | Six months Certificate Course in Handloom Weaving & Handicraft (Full Time) | 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/- (for course duration) |
| 35 | Six months Certificate Course in Dying & Printing (Full Time) | 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/- (for course duration) |
| 36 | Six months Certificate Course in Textile Design (Full Time) | 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/- (for course duration) |
| 37 | 1 Year (2 Semesters) PG Diploma in Seed Technology (Full Time) | 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/- |
| 38 | 1 Year (2 Semesters) PG Diploma in Post Harvest Technology (Full Time) | 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/- |
| 39 | 2- years full time Diploma Course in Dental Mechanic (Full Time) | 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/- |

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| 40 | 2- years full time Diploma Course in Dental Hygienist (Full Time) | 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/- |
| 41 | 1- year (2-Semester) Diploma in Entrepreneurship Management (Full Time) | 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/- |

NOTE: (i) *In addition to the above fee per annum a student has to pay the regular fee. Details of fee payable by foreign nationals may be found from the Office of the International Centre mentioned in Section D.*

(ii) **The admissions to Six months Certificate Courses as at Serial No.34,35 and 36 above will be done twice, i.e., in July 2010 and January 2011. For admission to January 2011 the forms will be available for sale from the counters of the Office of the Controller of Examinations between 15th to 24th December 2010. The applicants interested in obtaining admission in January 2011 are advised to visit the BHU website www.bhu.ac.in for further details during November 2010.**

(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.**
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.

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

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/ Adl. 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.
- (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 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. There is age relaxation of 5 years for 'Physically Challenged' candidates in upper age limit wherever upper age limit is prescribed.
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, either on cash payment of Rs.50/- (fifty only) from 11.00 a.m. to 3.00 p.m. on working days or through Registered Post by sending a written request letter in an envelope superscribed "SPECIAL COURSES" (Diploma and Certificate Course) mentioning: (a) Full name of the applicant (in capital letters) (b) Complete postal address along with telephone no., if any (c) Name of the Course and (d) Complete details of the **MICR** Demand Draft along with: (i) A crossed Demand Draft issued by any nationalized/scheduled Bank (**only MICR**) for **Rs.100/-** (including charges for Registered Post) in favour of the Controller of Examinations, Banaras Hindu University, Varanasi indicating name of candidate and course name on its reverse. (ii) A self-addressed envelope of the size 32 cm x 26 cm without affixing postal stamps.

F. ENTRANCE FEE

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

| Courses | Entrance Fee | |
|--|--------------|----------|
| | General | SC/ST |
| All courses (mentioned in this Bulletin) | Rs. 200/- | Rs.125/- |

The Entrance 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.

NOTE:

(i) The applicant is advised to write his/her **(a)** Name, **(b)** Name of the Course and **(c)** Application Form number on the reverse of the **MICR** Demand Draft/Banker's Cheque. (ii) SC/ST candidate must enclose a self attested photocopy of the Caste Certificate along with Application Form and claim the category of the Application Form in order to avail of the Entrance Fee at concessional rate. (iii) The Application Form once submitted with the Entrance Fee at concessional rate meant for SC/ST candidate shall in no case be considered under General Category even if the candidate offers to pay the difference later on. (iv) The Entrance Fee paid shall neither be refunded nor transferred to another course (except under the circumstances mentioned in "NOTE" under clause "A") and shall also not be reserved for any subsequent year, in any case. (v) The applicant is advised to ensure that the **MICR** Demand Draft/Banker's Cheque is of the required amount and fulfills the following requirements:

- *In favour of: "Controller of Examinations, Banaras Hindu University", payable at Varanasi.*
- *It clearly mentions: (a) Date of issue (b) Name & Code No. of issuing branch (c) Name & Code Number of drawee branch (d) Signature of the authorized person along with specimen signature number (e) Amount in words and figures.*
- **(a)** Applicant's name, **(b)** Name of the Course and **(c)** Application Form number on the reverse of the MICR Demand Draft/Banker's Cheque (form number is given on the top of Application Form).

IMPORTANT: If the MICR Demand Draft/Banker's Cheque (issued by a Bank) is incomplete/incorrectly drawn or is a non-MICR, the candidate will be disqualified unless he/she resubmits the corrected MICR Demand Draft/Banker's Cheque along with an additional fee of Rs.150/-.

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

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| Commencement date of sale of application forms from the counter and by post | : 15.02.2010 |
| Last date for receipt of requisition for sending the application forms by registered post | : 26.02.2010 |
| Last date for sale of application forms from the office counter | : 17.03.2010 |
| Last date for receipt of duly completed application form both by hand and by post (without late fee) | : 10.03.2010 |
| Last date for receipt of duly completed application forms both by hand and by Post (with late fee Rs.150/-) | : 17.03.2010 |

- (i) THE COMPLETED APPLICATION FORM SHOULD BE SUBMITTED BY HAND OR SENT THROUGH REGISTERED POST TO **THE CONTROLLER OF EXAMINATIONS, BANARAS HINDU UNIVERSITY, VARANASI – 221005** SO AS TO REACH HIS OFFICE ON OR BEFORE 10.03.2010. However, the candidates who are not able to submit the application forms on or before 10.3.2010 may submit the

application form upto 17.03.2010 with a late fee of Rs.150/- through a MICR Demand Draft in favour of Controller of Examinations, BHU. APPLICANTS ARE REQUIRED TO RETAIN ACKNOWLEDGEMENT SLIP IN RESPECT OF SUBMISSION OF THEIR APPLICATION FORMS AT THE COUNTER OF THE OFFICE OF THE CONTROLLER OF EXAMINATIONS, BANARAS HINDU UNIVERSITY.

- (ii) 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.
- (iii) 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 XEROXED 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/COURIER 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 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.

| |
|---|
| 2-Year DIPLOMA COURSE IN TOURISM MANAGEMENT |
|---|

- (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

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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) MICR Demand Draft/Banker's Cheque of requisite amount as entrance fee.
- (B) 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. In case the applicant is appearing/has appeared in the qualifying examination and the result is awaited, a certificate from the Head of the institution/Dean of the Faculty last attended must be submitted confirming that the candidate is appearing/has appeared in the qualifying examination and the result is awaited. The certificate so issued must also mention the combination of subjects (if any) offered by the candidate.
 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.

(C) Candidates are required to arrange the application and enclosures thereto in the following order:

1. MICR D.D./Banker's Cheque
2. Main application form
3. Attested copies of all mark-sheets and certificates;

(D) 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 MICR D.D./Banker's Cheque of requisite amount.
- (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 mark-sheets of qualifying examination / appearing certificate in the qualifying examination.

Non-submission of an appearing/or appeared certificate from the Head of the Institution last attended by the candidate confirming that the candidate has appeared/is appearing in the qualifying examination and the result is awaited. **The certificate issued must also mention the Combination of subjects (if any) offered by the candidate.**

- (e) Non-submission of self-signed recent (current year) photograph at appropriate place. **(Xeroxed copy of photograph shall not be accepted).**
- (f) Lack of signature of the candidate at appropriate place (under the declaration) in the form.
- (g) Tampering of any kind in the application form and/or the supporting documents.
- (h) 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. No admission shall be made on the basis of CONFIDENTIAL MARKSHEETS OR PROVISIONAL RESULTS unless original mark-sheet after official declaration of the result is presented at the time of admission. Any other document/sealed or confidential mark-sheet issued by the authority like VC/Rector/PVC/Registrar/CE, etc. in regard to marks obtained by a candidate shall not be entertained under any circumstances.

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 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 attached Demand Draft/Banker's Cheque of requisite amount as Entrance fee.
6. Have you attached a certificate from the Head of the Institution/Department last attended confirming your status as an appearing candidate? (For appearing candidates only)
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 specified 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.