

काशी हिन्दू
विश्वविद्यालय

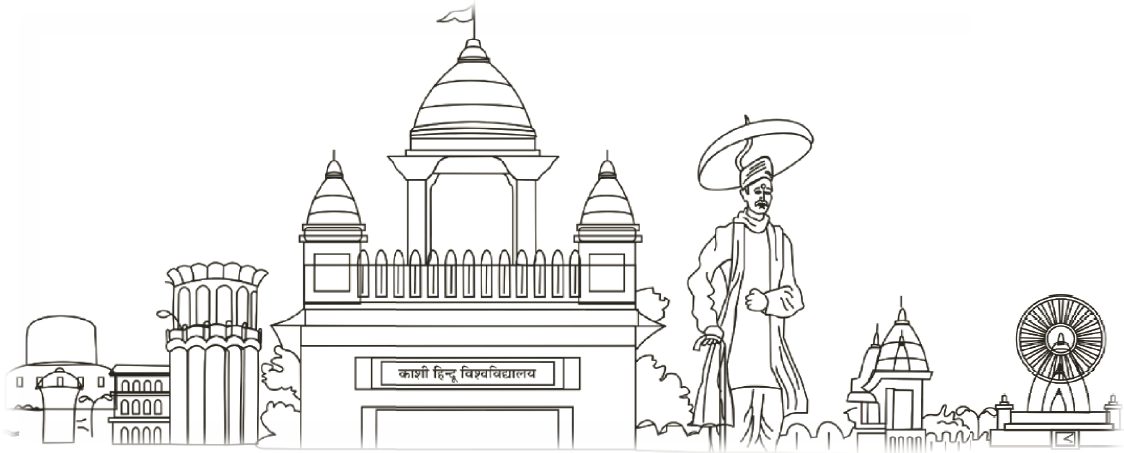


BANARAS HINDU
UNIVERSITY

ESTABLISHED BY PARLIAMENT BY NOTIFICATION NO. 225 OF 1916

COMBINED ALLOTMENT PROGRAM (CAP)

FOR ADMISSION TO UNDERGRADUATE PROGRAMS ACADEMIC SESSION 2024-25



DISCLAIMER

- ✓ The Banaras Hindu University, Varanasi reserves the right to revise, amend or delete any part of the Combined Allotment Program - Undergraduate - 2024 [CAP (UG)-2024] without prior notice. Any change so made shall be updated on the admission website of the Banaras Hindu University, Varanasi (BHU). Any change in allotment rules after the release of the CAP (UG)-2024 document shall become effective from the date it is posted on the admission website [Admission & Counselling - Banaras Hindu University, Varanasi, India. \(bhu.ac.in\)](https://www.bhu.ac.in)
- ✓ Every effort has been made to present the genuine, official rendition of this document's rules, regulations, and pertinent details to the best of our ability. Nonetheless, it must not be interpreted under any circumstances as a guarantee, whether explicit or implicit, concerning the comprehensiveness and precision of the referenced information.
- ✓ The BHU wants to clarify that it is not liable for any loss or damage that may be caused to an individual based on the information provided.
- ✓ Any errors on the admission website, Undergraduate Information Bulletin 2024 (UGIB-2024) and CAP (UG)-2024 document may be due to unintentional omissions or other reasons.
- ✓ This disclaimer applies to all parts of the CAP (UG)-2024, including notifications, corrigendum, amendments, addendums, and regulations posted on the website and attached or contained within.
- ✓ Regularly visit the admission page of the official BHU website for the latest updates on admissions, guidelines, schedules, and important policies.
- ✓ Any disagreements or legal issues related to CAP (UG)-2024 admissions will be handled exclusively by the Hon'ble High Court of Allahabad, UP.

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LIST OF ABBREVIATIONS

AEC	Ability Enhancement Courses
AICTE	All India Council for Technical Education
AIU	Association of Indian Universities
AMPG	Arya Mahila PG College
BHU	Banaras Hindu University, Varanasi
CAC	Central Admission Committee
CAP (UG)	Combined Allotment Program (Undergraduate)
CBSE	Central Board of Secondary Education
CML	Combined Merit List
CUET (UG)	Common University Entrance Test (Undergraduate)
DAV	DAV PG College
DEPwD	Department of Empowerment of Persons with Disabilities
DMC	Department Main Campus
EW	Employee Ward
EWS	Economically Weaker Section
FMC	Faculty Main Campus
MMV	Mahila Mahavidyalaya, BHU
MoE	Ministry of Education
NEP	National Education Policy
NTA	National Testing Agency
OBC-NCL	Other Backward Classes - Non-Creamy Layer
PML	Program-wise Merit List
PwBD	Person with Benchmark Disability
RGSC	Rajiv Gandhi South Campus, BHU
SC	Scheduled Caste
SEC	Skill Enhancement Courses
ST	Scheduled Tribe
UGIB	Undergraduate Information Bulletin
UR	Unreserved
VAC	Value Added Courses
VCW	Vasanta College for Women
VKM	Vasant Kanya Mahavidyalaya

SECTION 1: GENERAL INFORMATION

The Banaras Hindu University (BHU), founded by Mahamana Pandit Madan Mohan Malaviya ji in 1916, is one of the most prestigious Central Universities in the country. An autonomous institution of distinction and having the Hon'ble President of India as its Visitor, BHU is the largest residential University in Asia. Being a living embodiment of such visionaries as Mahamana Malaviya ji, Dr. Annie Besant and Dr. S. Radhakrishnan, this seat of learning epitomizes a synthesis of ancient wisdom and modern scientific temper. Its holistic model of education, conceived and enriched by its illustrious founder, offers refreshingly new perspectives to young minds and nurtures and facilitates their creative talents. This University was conceived as a residential university, keeping in view its objective of complete character development and thorough mentoring of students. Perhaps this is the only university in the world where courses ranging from nursery and primary school to Doctoral/ Post-doctoral degrees are taught and pursued within a walled campus spread over 550 Hectares (1360 acres) and has majestic buildings of great architectural delight. It enshrines within its precincts, a phenomenal range of teaching disciplines incorporating almost all conceivable subjects of Science, Engineering & Technology, Medical Sciences, Humanities, Social Sciences, Commerce, Law, Education, Visual Arts, Performing Arts, Sanskrit Vidya Dharm Vigyan, Agriculture, Veterinary Sciences, Library Science, Journalism and a large number of Indian and Foreign Languages. There are at present 5 departments receiving support under the Special Assistance Programme, 7-UGInnovative / TRIEA / Other Programme and 3-DST-FIST (Fund for Improvement of Science & Technology) 4 departments/schools are supported under the FIST programme of DST. It also has four colleges admitted to the privileges of the university which are located in the city. The university also has three schools apart from having a Kendriya Vidyalaya housed in the Campus. In addition, the Rajiv Gandhi South Campus was established in the year 2006 in a sprawling campus of 1092.6 Hectares (2700 acres) located about 75 km away from the main campus, at Barkachha in Mirzapur district, Uttar Pradesh.

- ✓ Admission to all undergraduate programs is based on the eligibility criteria and procedures specified by the university. These criteria and procedures are available on the University's website, Undergraduate Information Bulletin 2024 (UGIB-2024) and Combined Allotment Program (Under Graduate)-2024 (CAP (UG) 2024).
- ✓ The eligibility criteria for every Program offered at the UG level have been published in the UGIB-2024 available on the admission page of the BHU website https://www.bhu.ac.in/Site/AdmissionCounselling/1_2_16_Main-Site
- ✓ Candidates must check the eligibility criteria carefully from UGIB-2024 and the admission website. If there is any change/modification in eligibility criteria, the same will be stipulated through the University website.
- ✓ For the academic year 2024-25, admission to UG Programs of BHU will be done

based on the Common University Entrance Test- Undergraduate 2024 (CUET (UG) - 2024) only.

- ✓ CUET (UG) - 2024 serves only as an entrance examination administered by the National Testing Agency (NTA). It's crucial to understand that the scope of NTA's involvement is confined to conducting CUET (UG) - 2024, announcing results, and addressing inquiries related to the entrance test. However, merely participating in CUET (UG) - 2024 does not guarantee admission to BHU. To secure admission to BHU UG Programs, candidates must also apply through CAP (UG) 2024.
- ✓ CAP (UG)-2024 serves as the centralized platform for admission to all UG programs across various Faculties/Colleges of BHU. Candidates aspiring to join a Program at BHU are required to apply exclusively through CAP (UG)-2024. Valid admissions are only those granted through BHU's official online portal, CAP (UG)-2024.
- ✓ Before commencing the registration process, it is advisable for candidates to thoroughly review the UGIB-2024 and CAP (UG)-2024, and to consult the BHU Act, 1916, along with its amendments and Statutes. The Ordinances, Rules, Regulations, and Notifications available on BHU's official website shall be considered definitive and binding.
- ✓ Candidates should refer to the UGIB-2024 for Program-Specific Eligibility criteria and CUET (UG) - 2024 Test paper applicable to their desired program.
- ✓ It is imperative for candidates to review the list of Programs, Program-Specific Eligibility Criteria, seat details, fee structure, and any other pertinent information provided on BHU's admission website.
- ✓ Candidates are required to apply and submit preferences through online mode using the CAP(UG)-2024 portal of BHU. Registration submitted through any other means will not be considered under any circumstances. For all communications and updates regarding admissions, candidates are strongly advised to regularly check their dashboard, email, and university website:
https://www.bhu.ac.in/Site/AdmissionCounselling/1_2_16_Main-Site
<https://bhucuet.samarth.edu.in>
- ✓ Seat allotment for all UG Programs will be solely based on scores achieved in CUET (UG) - 2024, except for practical-based courses/ Sports Quota.
- ✓ Only the candidate who has appeared in CUET (UG)-2024 and has passed Class XII from a single recognized board will be eligible to apply for the CAP (UG)-2024.
- ✓ For the allotment of seats in Practical/Sports Proficiency-based Programs, and in the Sports Supernumerary Quota, a composite score combining CUET (UG) - 2024 and Practical/Sports Proficiency test/trials and/or certificates will be evaluated.
- ✓ The merit list(s) for CAP (UG)-2024 published on the admission website will be followed by all Faculties/Colleges of BHU, where applicable.
- ✓ If vacancies remain in the Supernumerary quota(s), they will not be reassigned

to any other category.

- ✓ Failure to comply with admission requirements, including non-submission of relevant documents and/or non-payment of fees within the specified timeframe, will result in the candidate forfeiting their admission rights.
- ✓ Candidates must personally appear for document verification as and when notified by the University/Faculties/College.
- ✓ Candidates are solely responsible for demonstrating their eligibility for reservation under any reserved categories (including PwBD and EW). Those applying under SC/ST/OBC-NCL/EWS/PwBD/Sports categories must upload the respective certificates/documents issued by the Competent Issuing Authority.
- ✓ Admission in the allotment process is provisional. If it is found at any stage that eligibility criteria are not met, admission if granted, will be cancelled, and appropriate legal action will be taken. The University will not refund fees in cases where candidates are found ineligible at a later stage. The University reserves the right to cancel the admission of any candidate found to have violated BHU's rules and regulations.
- ✓ A candidate whose documents are found to be invalid owing to willful forgery/act of cheating will be debarred from CAP(UG)-2024.
- ✓ If, at any point, documents submitted by a candidate are found to be fake, non-genuine, or defective in any manner, the candidate will be denied admission or, if already admitted, their admission will be revoked without prior notice. After completion of the Program, degree revocation may occur, and appropriate legal action will be pursued.
- ✓ BHU bears no responsibility for candidates' lack of awareness regarding Admission Guidelines, Eligibility Criteria, and CAP (UG)-2024 regulations. It is incumbent upon the candidate to consistently monitor their dashboard, email, and BHU's admission website. BHU retains sole authority over determining eligibility and verifying documents for admission.

SECTION 2: INFORMATION ABOUT CAP (UG) 2024

Admissions Process for BHU Undergraduate Programs (2024-25)

This section outlines the admission process for all undergraduate programs at Banaras Hindu University (BHU) for the academic session 2024-25.

- ✓ Eligibility and Guidelines: Admissions will be governed by the rules outlined in the CAP (UG)-2024 document. The candidate must meet the eligibility criteria outlined in the UGIB-2024 and other relevant regulations published on the BHU website.
- ✓ Application Process: Applications are accepted exclusively online through the CAP (UG)-2024 portal: <https://bhucuet.samarth.edu.in>. Offline applications will not be considered.
- ✓ Login Credentials: Upon registration, you will receive login credentials (username and password) for accessing the application portal.

- ✓ Important: Keep your login credentials confidential to prevent unauthorized access.

ADVICE: It is advisable to fill out the form through a desktop/laptop. Avoid filling out the form using a mobile phone

- ✓ There will be a one-time CAP(UG)-2024 Registration fee (non-refundable):

Category of the Candidate	CAP(UG)-2024 Registration Fee (non-refundable)
UR/OBC-NCL/EWS	Rs.500.00 (Rupees Five Hundred only)
SC/ST/PwBD	Rs.250.00 (Rupees Two Hundred Fifty only)

- ✓ The CAP(UG)-2024 registration is only complete after paying the fee through the official BHU admission portal. Payments made through other methods will not be accepted.
- ✓ The registration fee is non-refundable. Before applying, candidates should carefully verify their eligibility for the desired programs and ensure they have appeared for the necessary CUET(UG)-2024 sections as outlined in the UG information bulletin 2024.
- ✓ To be eligible for BHU admission, candidates must have completed Class XII or its equivalent from a recognized board and have appeared for the CUET(UG)-2024 in subjects matching their Class XII qualifications.
- ✓ Candidates who don't meet the eligibility criteria for any BHU program will have their registrations rejected. If a seat is allotted, the candidate must complete the admission process by paying the required fee within the specified timeframe.

SECTION 3: CAP (UG) - 2024 REGISTRATION FORM

Candidates should carefully review the UGIB-2024 and CAP(UG)-2024 guidelines before starting the application process. Your CUET (UG)-2024 registration number is required for the CAP(UG)-2024 application, and your name, signature, and photo will be automatically transferred from the CUET (UG)-2024 portal and cannot be changed.

Make sure to have scanned copies of all necessary documents ready before you begin the registration process.

Candidate must fill the CAP (UG)-2024 Registration form with utmost care as editing will not be allowed once the form is successfully submitted.

PERSONAL DETAILS SECTION

- ✓ In the Personal Section, it is crucial that the details entered by the candidate match with those stated in their certificates and documents. Any discrepancies or mismatches may result in the rejection of the CAP-(UG) 2024 Registration

Form at any stage.

- ✓ Candidates who selected the PwBD category in CUET (UG)-2024 will not be permitted to change their category afterwards, as they would have already utilized PwBD benefits, such as compensatory time and the provision of a scribe, during CUET (UG)-2024.
- ✓ Once the form is submitted, the following personal details, including Parent's Name, Category/Sub-Category/Caste/Supernumerary Quotas, Gender, Email ID, Mobile Number, and Bank Account Details, cannot be changed.

ACADEMIC SECTION

- ✓ Candidates are required to enter the marks for all subjects in which they have passed Class XII. If the mark sheet includes marks for both Class XI and Class XII, only the Class XII marks should be provided.
- ✓ Candidates are advised to be extremely careful when filling in their Class XII marks, as these marks will be used to break any ties that may occur. If a candidate loses a seat due to incorrect entry of marks, which are subsequently used for tie-breaking, such a situation will not be considered for grievance redressal.

UPLOADS

- ✓ The candidate is required to upload the necessary and valid documents. The candidate's name seeking reservation under SC/ST/OBC-NCL/EWS/Employee Ward/PwBD categories must match the name on their School Board qualifying certificates and in CUET (UG)-2024. Similarly, the names of parents must match the certificates provided.
- ✓ The candidate bears full responsibility for the quality and authenticity of the certificates uploaded. They must ensure that all uploaded documents/certificates are genuine and accurate.
- ✓ Any instance of false attestation or falsified records will result in the candidate being barred from the University/Faculties or Colleges. Additionally, penal action will be initiated against the candidate, and no fees will be refunded in such cases.

PREVIEW

- ✓ The candidate can preview the CAP (UG)-2024 Registration form only after successfully submitting the form after uploading the mandatory documents, preference ordering and payment. Candidates must ensure that they pay the registration fee well before the deadline to avoid any last-minute issues.
- ✓ The candidate can edit or make necessary changes at the preview stage. It is crucial for the candidate to thoroughly review all submitted details before proceeding to the final submission. Once the registration has been successfully submitted, no further changes, edits, or modifications will be permitted.

FINAL SUBMISSION

- ✓ Once the CAP (UG)-2024 Registration Form is filled out and the required documents are uploaded, the candidate must proceed to submit the form by paying the CAP (UG)-2024 Registration fee. Eligibility to participate in CAP (UG)-2024 is contingent upon the successful realization of the registration fees within the stipulated time. The fee must be paid exclusively through the Payment Gateway link provided on the candidate's dashboard. Failure to remit the registration fee successfully will result in the registration not being considered for allotment under any circumstances. Candidates can make payments using any of the following modes: Net Banking, Debit Card, Credit Card, or UPI.

SECTION 4: PREFERENCE FILLING

After the CUET (UG)-2024 results are declared by NTA, BHU will initiate a Preference filling stage. Candidates must log in to their CAP (UG)-2024 dashboard to select the program(s) they wish to pursue if allotted. For admission, Banaras Hindu University will utilize the CUET (UG)-2024 scores provided by NTA to calculate Program-Specific merit scores. Candidates will be able to view their Program-Specific CUET scores for all eligible programs. These scores will be automatically calculated and displayed on the candidates' dashboard.

To fill preferences for Program and Faculty/College combinations for admission, candidates must follow these steps:

SUBJECT-MAPPING

- ✓ Candidate must fulfill the subject (studied at class XII) eligibility required for registered course.
- ✓ Candidate must map the studied subject, during filing academic details, with the subjects listed in the dropdown of application form on portal. In case any subject is not listed then select "Other" and map it with its closest subject from the dropdown subject list.
- ✓ The University reserves the right to determine subject equivalency through equivalence committee and its decision will be final and binding.
- ✓ Candidate should have appeared in NTA CUET(UG) 2024 test paper(s) (Language/Subject Domain) required for registered course. For further details refer, UGIB 2024.

PREFERENCE SELECTION

- ✓ A candidate may choose as many programs as they wish, provided they meet the eligibility criteria.
- ✓ The candidate should select maximum number of preferences, for which they are willing to accept admission, to have better opportunity for allotment.

- ✓ Candidates are allowed to specify and prioritize their preferences for both programs and faculty/colleges. They can select multiple combinations of "Program + Faculty/College". The "Available Preferences" tab will show all possible "Program + Faculty/College" options for candidates to choose from. Additionally, candidates can utilize the "Advanced Filter" option located at the top to refine their choices by filtering colleges and programs.
- ✓ They have the option to reorder these combinations to prioritize their preferences using the "Top, Bottom, and Preference Number" icons. The preference order submitted by the candidate will influence the allotment of seats as per allotment rules. Once filled and saved, the final order of preferences will be displayed in the "Selected Preferences" tab.
- ✓ Once the preference filling period is closed, candidates will not be permitted to add or delete preferences.
- ✓ Candidates must remember to save and submit their preferences before the deadline. Only the Program + Faculty/College combinations that are selected and saved during the Preference-Filling process will be considered for allotments and any potential upgrades. Candidates should preview their "Preference Selection" to verify and confirm their saved choices.

LOCKING OF PREFERENCES

- ✓ Candidates are allowed to rearrange their selected combinations of preferences before the deadline for Preference-Filling. Candidates must ensure the order of preferences aligns with their choices before submitting.
- ✓ After the deadline for Preference-Filling, editing the preference list of Program + Faculty/College combinations will not be permitted. This means candidates cannot change the order of preferences or add/delete any additional Programs or Colleges.
- ✓ The last saved preference order will automatically be locked upon reaching the Preference-Filling deadline. These locked preferences will serve as the basis for seat allotment in all rounds of CAP (UG)-2024.

SECTION 5: ALLOTMENT RULES

- ✓ In terms of provisional allotment, an 'Allotted Seat' denotes a distinct pairing of Program + Location (Faculty/College). For instance, the allotment of "Bachelor of Art in Hindi (Program) + Faculty of Arts (Location)" is an Allotted Seat in the respective program at the Faculty Main Campus. Likewise, the allotment of "Bachelor of Art in Hindi at AMPG" is an Allotted Seat respective program at AMPG College.
- ✓ The University will utilize the scores provided by NTA (National Testing Agency) to calculate merit according to Program-Specific Eligibility criteria.
- ✓ Each program will have two types of lists, where applicable: the Combined Merit List (CML) and the Program wise Merit List (PML). During allotment,

candidates from all backgrounds will be considered in the Combined Merit List (CML). However, the Program wise Merit List (PML) will exclusively include students for the said program, based on Program Specific Eligibility.

- ✓ The allotment of the TOP Possible Preference to a candidate will be provisional and based on the following criteria:
 - Seat availability.
 - Merit list specific to the program.
 - Social category (UR/OBC-NCL/SC/ST/EWS etc).
 - Any additional allotment rules, policies, or criteria outlined in CAP (UG)-2024, UGIB- 2024, or published on BHU's admission website.
- ✓ Fair Merit List for Unreserved (UR) Seats: The UR category merit list includes all candidates ranked by their NTA Score and other inter-se criteria. No one is excluded based on category if they meet the UR merit criteria. This means SC/ST/OBC-NCL/EWS candidates can also be included in the UR list based on their merit, not their category. Belonging to a reserved category doesn't disqualify the candidate from the UR list. Discrimination based on caste or category is strictly prohibited by Banaras Hindu University (BHU), Varanasi. Any violations will be met with disciplinary action.
- ✓ Valid Category Certificates Required: Applicants claiming SC/ST/OBC-NCL/EWS/PwBD/BHU Employee category must submit a valid certificate issued by the authorized body at the time of registration. (Refer UGIB-2024). Missing or invalid certificates will exclude you from being considered in your chosen category.
- ✓ Seat Allotment between Reserved Categories: If the seats in a particular program reserved for SC category remains vacant due to insufficient candidates, it can be filled by ST candidates only and vice-versa.
- ✓ Second Chance for UR Category (if applicable): If the candidate was initially allotted a seat in a reserved category but disqualified due to invalid social category documents, such a candidate might be considered for the UR category in subsequent rounds (if any). This depends on UR merit rank and available UR seats.
- ✓ To streamline the admissions process and commence the academic year promptly, the university may process additional seat allotments during the admission rounds, if required.

SECTION 6: SEAT ALLOTMENT AND ADMISSION

Once the merit lists-cum-allotment are released, check them carefully on admission portal dashboard. It is the responsibility of candidate to check CAP (UG)-

2024 dashboard regularly after each round of seat allotment. If seat is allotted, the candidate must complete all the required admission formalities. Candidate need to pay the admission fee/adjust the admission fee (in case of upgradation) to secure admission. The admission is considered incomplete unless the admission fee is paid.

If a candidate fails to pay/adjust the admission fee within the specified timeframe, it will be considered a cancellation of the allotted seat. This means the candidate:

- will lose the allotted seat.
- won't be considered for any further allotment rounds.
- will forfeit all rights associated with the allotted seat.

Advice: To avoid any last-minute stress, make sure to pay the admission fee well before the deadline.

SECTION 7: SUBSEQUENT ROUNDS OF ALLOTMENT, UPGRADE AND FREEZE

The University may hold several rounds of seat allotment based on vacancies created by rejections, cancellations, and withdrawals of provisional admissions. All applicants for CAP (UG)-2024 are eligible for every allotment round, except those whose admission was cancelled/rejected/withdrawn.

Candidates will be considered for upgradation to higher preference, subject to seat availability, provided that the candidate did not choose “Freeze” option. Once the candidate is upgraded to higher preference, the candidate cannot go back to his/her previous preference and the admission claim in the previous preference (allocated seat) stands cancelled.

Candidates must regularly check for upgrade opportunities. Failure to do so will not be grounds for appeal. If upgraded, candidates must complete the admission process. Applicants who are allotted their top program choice in any round will not be considered for that program in subsequent rounds. However, upgradation in quota will take place till candidate gets seat allotment in Unreserved.

Note: In case of Upgradation (including Preference and/or Quota upgradation), the candidate must exercise “Payment” option which will be available on the candidate’s admission dashboard for each round in all situations i.e. higher fee, same fee or lower fee in the upgraded course.

If the upgraded preference has higher fee, the candidate must pay the difference. On other hand, in case the upgraded course has lower fee, refund will be made as per university rules. If a candidate fails to pay/adjust the admission fee within the specified timeframe, it will be considered a cancellation of the allotted/upgraded seat. In case of non-payment, the admission will be cancelled.

After payment for allocated seat in any round, the candidate will have the opportunity to “Freeze” his/her desired allotted seat. Selecting “Freeze” confirms acceptance of the program + faculty/college the candidates are admitted. This seat becomes final and cannot be changed later. However, despite freezing the seat, upgradation in quota will take place till candidate gets seat allotment in Unreserved.

SECTION 8: CANCELLATION OF PROVISIONALLY ALLOTTED SEAT/ADMISSION

The admission offer is conditional and will be cancelled if fail to meet specific requirements by the deadline:

- ✓ Failure to pay the admission fees by the deadline will result in the cancellation of the allotted seat.
- ✓ If any documents submitted during the registration process are found to be fake or invalid at any stage, admission will be cancelled.
- ✓ Not meeting the minimum eligibility criteria set by BHU will lead to admission cancellation, even if initially allotted a seat.
- ✓ Not adjusting the payment of the admission fee, in case of upgradation.

SECTION 9: WITHDRAWAL OF ADMISSION

If the candidate has been admitted to a program but decides to withdraw, the candidate can cancel admission through the dashboard using the “Withdraw” option. However, keep these important points in mind:

- ✓ The candidate won't be able to participate in any subsequent regular allotment rounds in any program, even if they occur.
- ✓ Withdraw button will be available till the active period of admission fee payment in the round.
- ✓ Withdraw button will not be disabled after the payment deadline of any round and will remain inactive till the commencement of next round.
- ✓ The Withdraw option will no longer be available once the Spot Admission round(s) are announced.

SECTION 10: SPOT ADMISSION

After the regular Combined Allotment Rounds for UG programs are completed and few seats remain vacant, Banaras Hindu University (BHU) may hold additional rounds called “Spot Rounds”.

Before Spot Rounds are announced, admitted candidates will have a chance to upgrade to a preferred program. The final number of available seats for Spot Rounds will be determined after this upgrade process.

Candidates who applied for CAP (UG)-2024 but were not allotted a seat in any faculty during the regular rounds, candidates who missed the registration form before the start of the regular round, and candidates who were on the waiting list after the final regular round are eligible to participate in the Spot Rounds.

The following candidates will be eligible to register in the Spot-round:

- a) Candidates who have not registered for BHU UG Counseling so far.
- b) Candidates who registered for the BHU UG Counseling process but-
 - i) Were not offered any seat during the regular round allotment (waitlisted).
 - ii) Were offered seats but could not deposit the fee in stipulated time.
 - iii) Deposited the fee but got their admissions cancelled or withdrawal, rejected during verification.

The following candidates will not be eligible for Spot Round

- a) Candidates who are holding a seat or have already Freezed their seat in the regular rounds.
- b) There will be no Spot Round in courses having practical components.

Spot Round Process:

- ✓ **Announcement:** Once a Spot Round is announced, the online portal will be frozen for already admitted students. They cannot upgrade or withdraw their existing admissions.
- ✓ **Opting for Spot Round:** Eligible candidates who want to participate in the Spot Round must choose the "Spot Admission" option on their online dashboard and pay a non-refundable fee of Rs. 500/-
- ✓ **Seat Selection:** For Spot Round, BHU will display a list of programs with available seats.
- ✓ **Allotment Criteria:** Spot Round seat allotment will be based on the following factors:
 - Availability of seats in the chosen program.
 - Candidate's merit ranking for that specific program.
 - Order of preference for Faculties/colleges (if applicable).
 - Candidate's category (e.g., Unreserved, OBC-NCL, SC, ST, etc.).
- ✓ Any other admission rules or criteria mentioned in the official CAP (UG)-2024 documents or published on the BHU admissions website.

SECTION 11: TIE-BREAKING RULES

In case of a tie, where two or more candidates have the same CUET(UG)-2024 merit score for a Program + Faculty/College Combination, the tie-breaking rules will be applied in the following sequence:

- ✓ Preference shall be given to the candidates who have a higher aggregate percentage of marks at the Qualifying Examination.

- ✓ However, in cases for admission to B.Sc. and B.Sc. (Hons.) Ag., the aggregate marks in Science subjects shall only be considered for this purpose.
- ✓ Even, if case tie, then Preference will be given to candidates with higher aggregate percentages in the best three/four/five Class XII subjects.
- ✓ In case the candidates have equal marks in the above-stated Examinations, then the candidate senior in age shall be given preference.

SECTION 12: REMITTANCE OF FEE AND REFUND POLICY

The candidate's admission is confirmed only after successful payment of the admission fee. Candidate can pay this fee through online candidate's dashboard using any of these methods: Net Banking, Debit Card, Credit Card, or UPI.

Important points to remember:

- ✓ Keep a record of payment details (transaction ID, card details, and date) for future reference.
- ✓ Make sure that the candidate has a stable internet connection before starting the payment process.
- ✓ Double-check payment information to avoid errors.
- ✓ If payment is deducted but candidate does not receive confirmation, contact the bank for verification.
- ✓ Complete the fee payment well before the deadline to avoid any last-minute issues.
- ✓ In case of payment failure: Retry the payment before the deadline.

If the retry fails, contact the HDFC Payment Gateway Helpline between 11.00 AM and 4.00 PM, Monday to Saturday (except second and fourth Saturdays) at +91-9236049557. You can also email them at bhupgpayment@gmail.com. By following these guidelines, candidate can ensure a smooth and successful payment process for confirming admission.

BHU Admission Fee Refund Policy:

Full Refunds:

- ✓ Candidate will receive a full refund of the admission fee if the candidate withdraws his/her admission before the last date of admission set by BHU.
- ✓ Please note that the following fees are non-refundable:
 - CAP (UG)-2024 Application Fee
 - SPOT - Round Application Fee
- ✓ Refund Processing Timeline: Once admissions are closed, BHU will initiate the refund process. They aim to settle all refunds within three months of closing admissions. We recommend that the candidate carefully review the refund policy before applying. This will help candidate to understand which fees are

refundable and the timeframe for receiving a refund if candidate withdraw his/her application.

SECTION 13: PHYSICAL VERIFICATION OF ORIGINAL DOCUMENTS

Upon completion of CAP (UG)-2024, all admitted candidates are required to report to their respective Faculty/Colleges and fulfill all admission formalities, including the physical verification of documents/certificates.

Admission of candidate is provisional and contingent upon the verification of original documents by the Faculty/College. The concerned Faculty/College will meticulously review all documents and certificates. If any document/certificate is deemed inadequate, insufficient, or inappropriate during physical verification, the admission will be cancelled. Additionally, such candidates will forfeit the opportunity for admission to any UG Program at BHU for the Academic Session 2024-25.

At any stage, if the candidate is found ineligible due to non-fulfillment of minimum marks in Class XII (due to re-totaling, re-evaluation, etc.), admission for such candidates will be cancelled without prior notice.

SECTION 14: GRIEVANCE REDRESSAL

Candidate encountering any admission related issue may email their query to admission.help@bhu.ac.in during BHU admission process. In case of any program specific issue, candidate may contact Admission Committee/Admission Incharge of the respective Faculty. If the Faculty couldn't address the candidate's grievance within a reasonable timeframe, candidate may escalate it to the Central Admission Committee (CAC) of the University through Academic Section of the Central Office, BHU. The CAC, in general, will only consider grievances forwarded by the Dean of the Faculty, along with their recommendations or remarks. The CAC will not consider grievances submitted directly by individual candidates. Grievance related to policy matter may be forwarded to University Admission Coordination Board (UACB) of the University for the direction and decision.

SECTION 15: ADMISSION TO BACHELOR OF PERFORMING ARTS (BPA) AND BACHELOR OF FINE ARTS (BFA)

Admission to Bachelor of Fine Arts & Bachelor of Performing Arts shall be based on the combined score of (i) CUET and (ii) Practical Test (Refer UGIB-2024 available on university website).

The Faculty of Visual Arts (offering Bachelor of Fine Arts) and Faculty of Performing Arts (offering Bachelor of Performing Arts) shall be sending call letters on their registered email to eligible candidate. The faculties will normally call candidates about 4 to 5 times of the available seats.

The candidate called for practical test shall have to appear to their respective faculties on the dates on which he/she is called for practical. If he/she fails to appear on the date, his/her candidature will be rejected. No request for change in practical test date will be entertained.

After practical the score of CUET and practical will be combined and final result will be declared. Rest of the admission process will be similar to non-practical courses/programs.

SECTION 16: ADMISSION TO SPORTS QUOTA

Candidates, who have sought admission under sports seat quota and have not got offer for Admission in regular seat category, shall receive call letters on their registered mail id for appearing before the university sports board.

These candidates shall have to appear before the University Sports Board and based on the test/trial conducted by the Board, decision to offer admission to them will be made.

To be considered for admission through the Sports Quota, candidates must meet the minimum eligibility criteria outlined in UGIB 2024 section.

Only complete and original Merit/Participation Sports Certificates will be accepted for evaluation. Certificates with any form of incompleteness, cutting, or overwriting will be disqualified.

Non-Qualifying Sports Certificates:

- ✓ Invitational Tournaments: Certificates earned in Invitational Tournaments will not be considered for Sports Quota admissions.
- ✓ Memorial/Open Tournaments: Similarly, certificates from Memorial Tournaments or Open Tournaments are not eligible for evaluation.
- ✓ Prize Money Leagues/Rankings: Participation or achievement certificates from Prize Money Leagues or Ranking competitions will not be accepted.
- ✓ Letters/Letter Heads: Letters or documents on letterheads claiming merit or participation in sports competitions will also not be considered.

SECTION 17: ADMISSION TO OTHER SUPERNUMERARY QUOTAS

There exists a provision for Supernumerary Seats over and above the sanctioned seats. Candidates seeking admission on a supernumerary seat under any of the following supernumerary quota shall be required to meet the eligibility conditions as are prescribed for general category candidates for the concerned course except Sports seats where minimum eligibility will be as per described in the section of Sports seats of UGIB-2024:

- ✓ Foreign National/NRI/PIO
- ✓ ICAR Seats
- ✓ Paid Seats
- ✓ BHU Employee Wards

Refer UGIB-2024 for detailed information on admission in supernumerary quotas.

SECTION 18: PERSONS WITH BENCHMARK DISABILITY (PWBD)

Five percent (5%) of the total program seats in all Faculties / colleges programs at BHU are reserved for PwBD candidates. Refer to the UGIB 2024 for a complete explanation of eligibility criteria and recognized disabilities under the PwBD category.

Applicants seeking admission under the PwBD quota will have a separate merit list.

Bench Mark of Disability for PwBD candidates applying for admission to different courses should not be less than 40%. The PwBD candidates called for counselling 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: Wherever the number of seats is small, the University will have the right to combine some of the groups to calculate the number of seats for reserved categories.

SECTION 19: LIST OF DOCUMENTS REQUIRED AT THE TIME OF APPLYING

Candidates applying for undergraduate programs at Banaras Hindu University (BHU) must upload scanned copies of the following documents (matching the details submitted in CUET(UG)-2024 Form) during the application process:

- ✓ Class XII Mark sheet
- ✓ Recent passport-sized photograph.
- ✓ A scanned copy of your signature
- ✓ Class X certificate (or equivalent) as proof of birth date.
- ✓ Category certificate, if applicable (SC/ST/OBC-NCL/EWS/BHU Employee Ward/PwBD/Sports)
- ✓ Any relevant mark sheet of the qualifying examination.
- ✓ Additional Documents (Optional): Transfer certificate, Conduct Certificate, Domicile Certificate, Migration Certificate)

Section 20: Other Relevant Information

ADMISSION OF FOREIGN NATIONALS/NRI/PIO

All the application forms may be submitted in the Office of the International Students Advisor, International Students Centre for processing for their admission. The International Students Advisor with the help of the Admission Committee constituted to look after the admission of the Foreign Nationals/NRI/PIO, shall examine the eligibility of each applicant to the course and also the equivalence of

the qualifying examination passed by the candidate. The International Students Advisor will issue the eligibility letter to the concerned foreign nationals if they are found eligible. If there is any problem regarding equivalence of the qualifying Examination passed by the candidate, the same may be referred to the Equivalence Committee constituted for foreign nationals at the International Centre. The details about distribution of seats under 15% supernumerary seats prescribed for Foreign Nationals/NRI/PIO may be obtained from the Office of the International Students Advisor, International Centre.

Note: The admission of FOREIGN NATIONALS/NRI/PIO is not done through CAP(UG) 2024. Their admission will be done directly through the Office of International Student Advisor, International Student Centre.

For admission, candidates can contact on internationalcentrebhu@gmail.com.

RAGGING IS PROHIBITED

In accordance with provisions contained in UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009, sworn affidavits for non-involvement in Ragging from students and their parents/guardians have to be obtained. The said regulations are available on the BHU website for information of all prospective students and their guardians/parents. The said affidavits are required to be furnished by the students at the time of admission (by new entrants as well as those promoted students who have not furnished it in the past academic session). The affidavits and the dossier form may be obtained from the admitted students when they report for classes.

HOSTEL ACCOMMODATION IS NOT GUARANTEED

Hostel accommodation, if it is available, shall be allotted strictly on the basis of a Composite Merit [100-point scale] derived by giving weightage to (1) the distance of their place of correspondence address from the University [upto 20 points] and (2) marks obtained by them in the entrance test [up to 80 points] as per Hostel Allotment rules as detailed in the Hostel Manual of the University. Mere provisional admission shall not entitle any student to a seat in the University Hostel.

RESIDENCE-CUM-DOSSIER FORM

A common Residence-cum-Dossier Form is made available to all the Faculties/Colleges for getting it filled by the students in quadruplicate at the time of admission in order to avoid time consuming formalities at the City Delegacy Office. The filled-in triplicate Residence-cum-Dossier Form would be sent one copy each to (i) The Chief Proctor, (ii) City Delegacy/Hostels & (iii) Faculty/Department. It may be ensured that each admitted student must indicate his/her hobby and sports preferences in the dossier form.