

काशी हिन्दू
विश्वविद्यालय



BANARAS HINDU
UNIVERSITY

COMBINED ALLOTMENT PROGRAM

CAP (PG) – 2025

**(FOR ADMISSION TO POST GRADUATE
PROGRAMS)**

[ACADEMIC SESSION 2025-26]



DISCLAIMER

- The Banaras Hindu University, Varanasi reserves the right to revise, amend or delete any part of the Combined Allotment Program Postgraduate – 2025 [CAP (PG)-2025] 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 (PG)-2025 document shall become effective from the date it is posted on the admission website https://bhu.ac.in/Site/AdmissionCounselling/1_2_16_Main-Site.
- Every effort has been made to present the genuine, official rendition of the rules, regulations, and pertinent details within this document 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 make it clear 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, Post Graduate Information Bulletin 2025 (PGIB- 2025) and CAP (PG)-2025 document may be due to unintentional omissions or other reasons.
- This disclaimer applies to all parts of the CAP (PG)-2025, 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 (PG)-2025 admissions will be handled exclusively by the Hon'ble High Court of Allahabad, Uttar Pradesh.

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LIST OF ABBREVIATIONS

AICTE	All India Council For Technical Education
AIU	Association of Indian Universities
AMPG	Arya Mahila PG College
BHU	Banaras Hindu University
C1_EWS	BHU Student EWS Category
C1_Gen	BHU Student General Category
C1_OBC	BHU Student OBC Category
C1_SC	BHU Student SC Category
C1_ST	BHU Student ST Category
CAP(PG)	Combined Allotment Program (Post Graduate)
CBSE	Central Board of Secondary Education
CML	Combined Merit List
CUET(PG)	Common University Entrance Test (Post Graduate)
DAV	DAV PG College
DMC	Department Main Campus
EW	Employee Ward
EWS	Economically Weaker Section
MMV	Mahila Mahavidyalaya, BHU
MoE	Ministry of Education
NTA	National Testing Agency
OBC-NCL	Other Backward Classes–Non-Creamy Layer
Paid_EWS	For Paid Seat EWS Category
Paid_General	For Paid Seat General Category
Paid_OBC	For Paid Seat OBC Category
Paid_SC	For Paid Seat SC Category
Paid_ST	For Paid Seat ST Category
PG	Post-Graduate
PGIB	Post Graduate Information Bulletin
PML	Program wise Merit List
PwBD	Person with Benchmark Disability
RGSC	Rajiv Gandhi South Campus, BHU
SC	Scheduled Caste
ST	Scheduled Tribe
UR	Un-Reserved
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 to 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 up to Doctoral/ Post-doctoral degrees are taught and pursued within a walled campus spread over 550 Hectares (1360 acres) and having 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 Special Assistance Program, 7-UGC- Innovative / TRIEA / Other Program and 3-DST-FIST (Fund for Improvement of Science & Technology) 4 departments/schools are supported under FIST program of DST. It also has four colleges (Arya Mahila PG College, D.A.V Post Graduate College, Vasant Kanya Mahavidyalaya and Vasanta College for Women) 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 has been established in the year 2006 in a sprawling campus of 1092.6 Hectares (2700 acres) located about 75 kms. away from the main campus, at Barkachha in Mirzapur district, Uttar Pradesh.

The candidate must note with the following general guidelines:

- 1.1 Admission to all post-graduate programs is based on the eligibility criteria and procedures specified by the university. These criteria and procedures are available on the University's website, Post Graduate Information Bulletin 2025 (PGIB-2025) and Combined Seat Allotment Program (Post-Graduate)-2025 (CAP (PG)-2025).
- 1.2 The eligibility criteria for every Program offered at the PG level have been published in the (PGIB-2025) available on the admission page of the BHU website
https://bhu.ac.in/Site/AdmissionCounselling/1_2_16_Main-Site
- 1.3 Candidates must check the eligibility criteria carefully from PGIB-2025 and the admission website. If there is any change/modification in eligibility criteria, the same will be stipulated through University website.
- 1.4 For the academic year 2025-26, admission to PG Programs of BHU will be done on the basis of the Common University Entrance Test- Postgraduate 2025 (CUET (PG) – 2025) only. Admitting students through BHU's online platform Combined Seat Allotment Program (PG)-2025 is binding on all Colleges and Departments, as applicable, of Banaras Hindu University, Varanasi.
- 1.5 CUET (PG) - 2025 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 (PG) - 2025, announcing results, and addressing inquiries related to the entrance test. However, merely participating in CUET (PG) - 2025 does not guarantee admission to BHU. To secure admission to BHU PG Programs, candidates must also apply through CAP (PG)-2025. (<https://bhucuetpg.samarth.edu.in>)

- 1.6 CAP (PG)-2025 serves as the centralized platform for admission to all PG programs across various Departments/Colleges of BHU. Candidates aspiring to join a Program at BHU are required to apply exclusively through CAP (PG)-2025. Valid admissions are only those granted through BHU's official online portal, CAP (PG)-2025.
- 1.7 Before commencing the application process, it is advisable for candidates to thoroughly review the PGIB-2025 and CAP (PG)-2025, 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.
- 1.8 Candidates should refer to the PGIB-2025 for Program-Specific Eligibility criteria and CUET (PG) – 2025 Test paper applicable to their desired program.
- 1.9 It is imperative for candidates to review the list of Programs, Program-Specific Eligibility Criteria, seat matrix, fee structure, and any other pertinent information provided on BHU's admission website.
- 1.10 Candidates are required to apply and submit preferences through online mode using the CAP(UG)-2025 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>
- 1.11 Seat allotment for all PG Programs will be solely based on scores achieved in CUET (PG) –2025, except practical based courses/ GD-PI based courses /Sports Quota.
- 1.12 For the allotment of seats in Performance/Practical/Audition/Sports Proficiency based Programs, and in the Sports Supernumerary Quota, a composite score combining CUET (PG) - 2025 and Performance/Practical/Audition/Sports Proficiency test/trials and/or certificates will be evaluated.
- 1.13 The merit list(s) for CAP (PG)-2025 published on the Admission website (<https://bhucuetpg.samarth.edu.in>) will be followed by all Departments/Centres/Colleges of BHU, wherever applicable.
- 1.14 If vacancies remain in the Supernumerary quota(s), they will not be reassigned to any other category.
- 1.15 Candidates are strongly advised to regularly check their dashboard, email, university website (https://bhu.ac.in/Site/AdmissionCounselling/1_2_16_Main-Site) and admission website (<https://bhucuetpg.samarth.edu.in>) for all communications and updates regarding admissions.
- 1.16 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.
- 1.17 Candidates must personally appear for document verification as and when notified by the University/Department/Centre/College.

- 1.18 Candidates are solely responsible for demonstrating their eligibility for reservation under any reserved categories. Those applying under SC/ST/OBC-NCL/EWS/PwBD/Sports/EW categories must upload the respective certificates/documents issued by the Competent Issuing Authority.
- 1.19 Participation in the admission process is provisional. If it is discovered at any stage that eligibility criteria are not met, admission, if granted, will be automatically 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.
- 1.20 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. Subsequent to completion of the Program, degree revocation may occur, and appropriate legal action will be pursued.
- 1.21 BHU bears no responsibility for candidates' lack of awareness regarding admission guidelines, schedules, Eligibility Criteria, and CAP (PG)-2025 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 (PG) - 2025

- 2.1 The provisions outlined in the CAP (PG)-2025 document will govern the provisional admission process for all PG Programs at BHU during the Academic Session 2025-26.
- 2.2 Allotment of seat and admission to all PG Programs at BHU for the Academic Session 2025-26 will be facilitated through the CAP (PG)-2025 document, adhering to the eligibility criteria outlined in PGIB-2025 and other regulations published by Banaras Hindu University, Varanasi on its official website.
- 2.3 An online platform, accessible at <https://bhucuetpg.samarth.edu.in>, will be provided for applicants seeking admission through CAP (PG)-2025. Candidates intending to take admission at BHU must complete the Application Form exclusively through online platform; offline submissions will not be accepted.
- 2.4 Candidates are advised to safeguard their login credentials, including login ID and password, to prevent misuse. Once created, login credentials cannot be altered or edited under any circumstances.
- 2.5 There will be a one-time CAP (PG)-2025 Registration fee (non-refundable):

Category of the Candidate	Registration Fee (non-refundable)
UR/OBC-NCL/EWS	300.00 (Rupees Three Hundred only) per program
SC/ST/PwBD	150.0 (Rupees One Hundred Fifty only) per program

- 2.6 The application process for each program will be deemed complete only upon the successful payment of application fee. Any payment made through alternative links or modes other than those provided by BHU will not be considered. The registration fee is non-refundable.
- 2.7 Candidates must meet all eligibility criteria for the Program(s) they are applying for and must have also participated in CUET (PG) - 2025 in the relevant Test Paper(s) as per the Program- Specific eligibility outlined in the PGIB -2025.

- 2.8 Upon verification of all documents and fulfillment of eligibility criteria, the Department/Centre/College will provisionally approve the Allocated Seat. In such cases, candidates must secure admission to the allocated seat by paying the admission fee within the specified timeframe.
- 2.9 Candidates must adhere to the prescribed timelines for all allocation and admission rounds of CAP (PG)-2025.
- 2.10 Candidates found to have submitted invalid documents due to deliberate forgery or cheating will be disqualified from participating in CAP (PG)-2025.

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

SECTION 3: APPLICATION FORM

3.1 General Information

Candidates are advised to read the PGIB-2025 and CAP (PG)-2025 document before filling the CAP (PG)-2025 Form (<https://bhucuetpg.samarth.edu.in>) of BHU.

The CUET (PG) – 2025 Application Number is a prerequisite for registration on CAP (PG)-2025. The candidate's name, date of birth, NTA Score(s), signature, and photograph will be automatically imported from the CUET (PG) – 2025 portal, and these fields cannot be modified.

Before commencing the application process, candidates are advised to scan and retain copies of all necessary documents/certificates on their Computer/Laptop.

ADVICE: Candidates should diligently complete the CAP (PG)-2025 Application form since editing will not be permitted once the form is submitted successfully.

The CAP Application form consists of three steps:

Step 01: Profile Completion

Step 02: Program Application(s)

Step 03: Registration Fee Payment

3.2 New Registration

To initiate the registration process for CAP (PG)-2025, new users must click on the "NEW REGISTRATION" link. The following details are required for registering for CAP (PG)-2025:

1. CUET(PG)-2025 Application Number
2. Name (as per CUET(PG)-2025)
3. Date of Birth [as per CUET(PG)-2025]
4. Email address
5. Phone Number

The candidate's application number, name, and date of birth must match the information provided in CUET (PG)-2025 for authentication purposes.

To complete the registration successfully, candidates must enter the OTP received on their registered email address. Upon successful registration, candidates should **"Log in"** to their dashboard to proceed with completing the CAP (PG)-2025 application form.

3.3 Profile Section

- In the Profile Section, candidates are required to furnish their personal information. It is imperative that the details provided align precisely with the information stated in the candidate's certificates/documents. Any inconsistencies or disparities may result in the rejection of the CAP (PG)-2025 Application Form at any stage. Candidates must diligently complete their Profile.
- **Candidates who selected the PwBD category in CUET (PG)-2025 are not permitted to alter their category in CAP (PG)-2025, as they would have already benefited from PwBD accommodations (such as additional time and provision of a scribe) during CUET (PG)-2025.**
- Candidates must verify that the Bank Account details provided are accurate and belong either to the candidate or their parent/guardian. It should be noted that any refunds issued by BHU will be credited to this account exclusively. Any change to Bank Account details is strictly prohibited throughout the entire admission process.
- Once the registration part of the form is submitted, certain personal details cannot be modified, including Parent's Name, Category/Sub-Category/Caste/Supernumerary Quota, Gender, Email address, Mobile number and Bank details.
- **Employee Ward Category:** Candidates opting for the employee ward quota are advised to ensure that they possess a valid employee ward certificate. Candidates belonging to the employee ward category must meet the eligibility criteria applicable to the General category, along with adhering to the additional guidelines outlined in the PGIB-2025. Candidates, whose parent is employed in the colleges admitted to the privilege of BHU, will be considered under this category for their parent's respective college, if applicable.
- **Sports Section:** Candidates intending to apply for admission under the Sports Quota are advised to submit self-attested copies of up to three Merit/Participation Sports Certificates obtained in the preceding three years in a one PDF file, specifically issued between May 1, 2022, and April 30, 2025. For further information, please refer to PGIB-2025.

3.4 Documents Upload

Candidates applying for reservation under SC/ST/OBC-NCL/EWS/PwBD/Sports categories must verify that their name in CUET (PG) - 2025 matches the name on their corresponding qualifying certificates. Additionally, the names of the candidate's parents must also align with those stated on the certificates.

The candidate bears full responsibility for the authenticity and accuracy of the certificates they upload. They must exercise utmost caution to ensure that all uploaded documents/certificates are genuine and correct.

Discovery of any false attestation or falsified records will result in the candidate's disqualification from the University and/or its colleges, accompanied by appropriate penal measures. No refunds will be provided in such instances. Furthermore, any incomplete or unavailable certificates/documents will not be accepted as substitutes for an undertaking.

ADVICE: The candidate must upload the required relevant documents which are clearly visible and readable.

3.5 Preview

The candidate will have the opportunity to review the information they have provided before finalizing it. If necessary, the candidate can choose to edit or make changes. It is imperative that the candidate thoroughly review all submitted details before progressing to the Program Selection section. Once the application form is successfully locked and submitted, no changes or modifications will be permitted in the Profile Section.

3.6 Submit

After the completion of profile section and document upload, the candidate should carefully review all the information. After clicking "Submit" profile will be finalized, and no further changes will be possible.

SECTION 4: PROGRAM SELECTION & PREFERENCE

After completing application, candidates are required to choose the program(s). Candidates can select multiple programs and location (departments/centres/colleges) and order their preferences. This will be used during the allotment and admission process.

4.1 Program-Selection

- Candidate can apply only for those program(s) for which the candidate is eligible and has appeared in relevant subject test(s) conducted by NTA.
- It is recommended that candidate must double-check his/her course preferences before submitting the application. Only the courses selected by the candidate will be considered for allotment.
- When entering the academic details in the application, ensure to provide accurate and complete information. These details will be used to break ties in the event of scores being equal. Accurate information ensures a fair chance for everyone involved. In case of a tie, eligibility marks will determine who receives the program offer.

4.2 Confirmation of Eligibility

- The candidate is required to verify the eligibility criteria specific to their chosen program (Please refer to PGIB-2025 of BHU for detailed information). The candidate's merit will be evaluated based on the Program-Specific Eligibility criteria they have selected.

4.3 Prioritizing of Preferences

- For the Programs chosen by the candidate, they must also indicate their Department/College preferences (if applicable).
- The candidate should exercise extreme caution when prioritizing the preferences, as this will impact seat allocation. Take enough time while arranging the preferences and avoid rushing. Exercise patience and carefully review the eligibility criteria outlined in the PGIB – 2025.
- Before submitting the registration fee, the candidate has the option to rearrange the preferences of the selected courses, if desired.
- It is highly recommended for the candidate to list the maximum number of preferences possible. We recommend thoroughly reviewing the program eligibility details before making your selections.

ADVICE: While ordering the preference, candidates are suggested to keep “Regular Fee Course” above to the “Paid Fee Course” for any selected program and/or location.

4.4 Academic Section

- In the Academic Section, candidate has to provide details about qualifying degree (graduation, post-graduation, or equivalent) that determines the eligibility for the program applied.

Here's what the candidate needs to enter:

- Degree Details: Specify qualifying degree (e.g. M.Sc., M.A., M.Com. etc.)
- Percentage: Enter the overall percentage obtained. For awaiting results (appeared/appearing), provide average percentage up to the 4th or 6th or 8th semester exams, as the case maybe.
- CGPA/Percentage till last semester as entered by the candidates will be considered for score

calculation. If qualifying degree uses a CGPA format, convert it to an equivalent percentage as per your university conversion method. Failing to which, the candidature is liable to be rejected.

- Accurate information is crucial for determining your program eligibility.
- Provide details for each semester (or year for annual exams) which have been completed in the qualifying degree in a single pdf file.
- Enter the percentage marks for each semester separately up to two decimal places (e.g., 57.52%). Round up of marks is not allowed.

ADVICE: It is recommended that transcripts or mark sheets should be ready with the candidate to ensure accurate data entry. Accuracy is important since these marks will be used to break ties if scores are equal.

4.5 Review, Pay, and Lock-in Your Choices

- Carefully review application, including program selections and order of preference. Ensure all details are accurate.
- After satisfied review, proceed to the payment section. Candidate must note that after paying the registration fee, editing or changing preferences is not permitted.
- Order of program choices reflects candidate's preference. The candidate cannot edit the preference list after submitting application.
- Application will be considered only after successful payment of the fee within the deadline. Payment can only be made through the provided Payment Gateway link on dashboard. No other payment methods are acceptable.

4.6 Program-Specific Uploads

- The documents need to upload may vary depending on the programs been chosen. Here's what the candidate might need to submit, based on selected eligibility criteria.
- If the candidate has qualifying degree from another university, candidate needs to submit a Migration Certificate at the time of reporting. However, if qualifying degree is from BHU itself, the candidate might need an ID card issued by the last BHU institute you attended.
- If the candidate's result is awaited at the time of filling application, the candidate need to submit an undertaking stating to fulfill the minimum eligibility criteria by October 31, 2025.

4.7 Payment Information

- Candidate can conveniently pay using any of these methods:
 - Net Banking
 - Debit Card
 - Credit Card
 - UPI
- Make sure to review the specific upload requirements for each program selected, and complete payment before the deadline. Save transaction details for future reference for tracking and resolving any issue related to payment.

SECTION 5: ALLOTMENT RULES

- 5.1 In terms of provisional allotment, an 'Allotted Seat' denotes a distinct pairing of Program + Location (Faculty/College). For instance, the allotment of "Master 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 "Master of Art in Hindi at AMPG" is an Allotted Seat respective program at AMPG College.
- 5.2 The University will utilize the scores provided by NTA (National Testing Agency) to calculate merit according to Program-Specific Eligibility criteria.
- 5.3 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.
- 5.4 The allotment of the highest 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 (PG)-2025, PGIB– 2025, or published on BHU's admission website.
- 5.5 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.
- 5.6 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 PGIB-2025). Missing or invalid certificates will exclude you from being considered in your chosen category.
- 5.7 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.
- 5.8 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.
- 5.9 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 candidate login/portal 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 (in case of fresh allotment) / 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, UPGADATION & 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 (PG)-2025 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 allotted 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 highest 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 the 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: ADMISSION CANCELLATION

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

- Failure to pay the admission fees by the deadline.
- If any documents submitted during the registration process are found to be fake or invalid at any stage.

- Not meeting the minimum eligibility criteria set by BHU, 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: MID-ENTRY REGISTRATION

The candidates who failed to apply in CAP(PG)-2025 within declared time and are now desirous to register can apply through mid-entry registration. The mid-entry registration fee would be same as CAP(PG)-2025 registration fee (refer page 8). The university will announce such registration through its official website (www.bhu.ac.in). However, such mid-entry registration will not be allowed for the courses having group discussion/ personal interview/ practical test/ physical fitness exam as criteria for admission or admission under Sports quota.

Allotment of such candidates will be done in subsequent rounds only after the allotment of applicants who have applied in CAP(PG)-2025 in the initial phase of registration. Mere mid-entry registration does not guarantee admission seat. Allotment will be subject to availability of seats, eligibility criteria and other CAP(PG)-2025 rules.

SECTION 11: SPOT ROUND ALLOTMENT

After the regular Combined Allotment Rounds for PG programs are completed and few seats remain vacant, BHU may hold additional allotment rounds called "Spot Rounds". However, there will be no Spot Round in courses having practical components.

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 upgradation process.

Candidates who applied for CAP (PG)-2025 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 PG Counseling so far.
- b) Candidates who registered for the BHU PG 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.

Note: Candidates who are holding a seat or have already Freezed their seat in the regular rounds will not be eligible for Spot Round.

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.).

SECTION 12: TIE-BREAKING RULES

If two or more candidates have the same score for a program in the CUET (PG) -2025, the following criteria will be used in a stated order to break the tie:

- ✓ The candidate with the highest marks in the qualifying degree examination shall be given preference. Provided that in case of those students whose final semester/year results have not been declared, the qualifying degree examination percentage shall include marks obtained till last semesters.
- ✓ If the tie persists, the candidate with the higher marks in their last available semester/year final year of the qualifying degree will be considered. The process will move to considering marks in the preceding semesters (or years) until the tie is broken.
- ✓ If the tie remains, the older candidate (based on their Class X certificate date of birth) will be given preference.
- ✓ If the tie remains, Application number of the candidate; preference will be given to the candidate who applied earlier in the CAP-PG 2025.

SECTION 13: 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 bhugpayment@gmail.com. By following these guidelines, candidate can ensure a smooth and successful payment process for confirming admission.

BHU Admission Fee Refund Policy:

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 Registration fee, Mid entry fee and Spot registration fee are non-refundable. No refund will be made after the last date of cancellation declared by the university.

Once all admissions are closed, BHU will initiate the refund process. Candidate must ensure that they have provided correct bank details while applying.

SECTION 14: PHYSICAL VERIFICATION OF ORIGINAL DOCUMENTS

Upon completion of CAP (PG)-2025, 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 PG Program at BHU for the Academic Session 2025-26.

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

SECTION 15: 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 their direction and decision.

SECTION- 16: PROGRAMS WITH DIFFERENT ENTRANCE EXAM COMPONENTS

Programs Requiring CBT, Group Discussions (GD), Personal Interviews and Practical Examination: The applicants for these programs will undergo assessments including a Computer-Based Test (CBT), group discussions (GD), and personal interviews.

- Admission to Master of Fine Arts & Master of Performing Arts shall be based on the combined score of (i) CUET and (ii) Practical Test.
- The Faculty of Visual Arts and Faculty 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 examination 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.
- 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 17: 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 PGIB 2025.

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 18: 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 PGIB-2025:

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

Refer PGIB-2025 for detailed information on admission in supernumerary quotas.

SECTION 19: 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 PGIB 2025 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 20: DOCUMENTS REQUIREMENT

LIST OF DOCUMENTS REQUIRED AT THE TIME OF **APPLYING**:

Candidates applying for postgraduate programs at Banaras Hindu University (BHU) must upload scanned copies of the following documents (matching the details submitted in CUET (PG)-2025 Form) during the application process:

- ✓ UG Mark sheets (all semesters/years; provided if all semester mark sheets are not available, the candidate should upload mark sheets of available semesters/years)
- ✓ Class XII Mark sheet
- ✓ Class X certificate (or equivalent) as proof of birth date.
- ✓ Passport-sized photograph (will be auto-fetched from NTA Portal)
- ✓ Signature (will be auto-fetched from NTA Portal)
- ✓ 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 (Upload filled in undertaking if any of the additional document is not available. The format of undertaking is attached at the end of this document).

LIST OF DOCUMENTS REQUIRED AT THE TIME OF **REPORTING**:

The candidates are required to bring with them the following original documents along with one set of its photocopy and six passport size photographs:

- ✓ High School, Intermediate, U.G. Mark sheets and Certificates.
- ✓ Category & Income Certificate (OBC/EWS/SC/ST/PwBD whichever applicable)
- ✓ Original copy of TC, Migration Certificate and Character Certificate
- ✓ Undertaking for non-involvement in Ragging form student and their parents/guardians (available at www.bhu.ac.in)
- ✓ Filled Residence/Dossier form (in triplicate), to be printed back to back (available at www.bhu.ac.in)
- ✓ BHU Registration Form having the preference order
- ✓ CUET NTA Application Form and CUET NTA Score card

SECTION 21: INSTITUTIONAL PREFERENCE

Institutional preference will be available to Banaras Hindu University students (except in MCA Course) as per directives of the Hon'ble Supreme Court, to a maximum of 25% out of the seats in the open category. In this reference, a "BHU student" is one who has passed the Qualifying Examination from Banaras Hindu University in the year of the admission or one year immediately preceding the admission year. Any seat left vacant out of the preferential seats for 'BHU students' consequent upon the aforesaid directions shall be made available for open General Category candidates.

Institutional preference is not available for Special Courses of Study.

SECTION 22: 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.

SECTION 23: TENTATIVE SCHEDULE OF PG ADMISSION

Activity	Tentative Date
Registration Starts	May 22, 2025
Registration Ends	June 10, 2025
Correction window (for registered candidates only)	To be announced later
Group Discussion/ Personal Interview/ Practical Test/ Physical or Fitness Test	June 30 – July 06, 2025
1 st Round Allotment	July 14, 2025
2 nd Round Allotment	July 18, 2025
Mid-entry Registration	July 22, 2025
3 rd Round Allotment	July 29, 2025
4 th Round Allotment*	Aug 01, 2025
Candidates reporting at their respective Department	To be announced later
CLASS STARTS	
Spot Round Registration	
Spot Round 1 Allotment*	
*Number of Allotment Rounds may change in due course.	

Undertaking by the Candidates PG Admission 2025

Name

Father's/ Mother's/ Guardian's Name

CUET Application No.

Date of Birth (DD/MM/YYYY)

I hereby submit my undertaking that I have **NOT** submitted the following document(s) at the time of registration, as per the requirements stated in Admission Brochure for CAP (PG) - 2025.

Name of the Document(s)	Please (✓) mark at appropriate box
Marksheet(s) of _____ Semesters/Year of Qualifying Degree	
OBC-NCL/ EWS Certificate, if not issued on or after 01.01.2025, as per the Central Government Format, the candidate must submit the certificate issued on or after 01.01.2025 at the date of Physical document verification, as notified by BHU.	
Migration/ Transfer / Character Certificate	

It is mandatory to submit the SC/ST/OBC-NCL/ EWS/ PWBD certificates for claiming the reservation in their respective category.

I understand that my admission is merely provisional. Further, in the event of my failing to provide documents to fulfil the criterion as mentioned in the PG Information Bulletin – 2025 and CAP (PG) – 2025 as per the deadline declared by the University, my provisional admission will **stand summarily cancelled**.

Date:

Place:

Signature of Applicant

BANARAS HINDU UNIVERSITY

**APPLICATION FORM FOR ALLOTMENT OF HOSTEL/CITY DELEGACY - CUM - DOSSIER FORM
(TO BE FILLED IN QUADRUPLICATE BY ALL STUDENTS)**

Affix self
attested
passport sized
photo

The Dean,
Faculty of _____
Banaras Hindu University

Madam/Sir,

I am seeking admission to : Course _____ Year _____

Subject/Group I request
you to allot me a seat in the Hostel/I seek permission to stay in the city (Tick whichever is applicable).

I promise to abide by all the rules of discipline of the University, failing which any disciplinary action
may be taken against me, including expulsion from the University.

Yours faithfully,

(Signature of the applicant)

Date:

Name:

Residence during previous Session (If a BHU student)

Name of the Hostel (if hosteller) :

Block No. Room No. If
city delegacy student, Name of the Delegacy

FOR OFFICE USE ONLY

Admit Km./Smt. as a
Hostel resident/ as a Day scholar in city.

Hostel/City
Dated:

(Signature with seal)
Dean

Residence allotted (Hostel with Room Number / Delegacy) Fee
Receipt No. Dated.....

Hostel Warden / Chief Warden, City Delegacy

NOTE: ADMISSION TO A COURSE OF STUDY DOES NOT GUARANTEE ACCOMMODATION IN THE HOSTEL

PARTICULAR TO BE FILLED BY THE APPLICANT

A. CUET Application No.
(for First Year students of a course)

B. Enrollment No.
(If already enrolled)

1. Name of the Applicant
2. Sex (Male/Female)
3. Date of Birth
4. Whether belongs to SC/ST/EWS/OBC-NCL/OBC Minority: Yes/No., If yes, Category
5. Blood Group (If known)
6. Identification marks
7. Any specific medical problem(s)
8. Father's Name
9. Mother's Name
10. Husband's Name (in case of married women)
11. Guardian's Name (if other than Father)
12. Relation of candidate with guardian
13. Permanent Address (Mention State, District, Town, Village & Post clearly)
.....
.....

14. Police Station
15. Name of the nearest Railway Station
16. Local Address (in the case city delegacy students)
.....
.....

17. **Whether ever Convicted/ Rusticated/ Debarred / Expelled / Suspended ? YES / NO**
If "YES" give details.
.....
.....

18. Name, Address and Telephone Nos. (if any) of person to be contacted in emergency.

(a) Outside Varanasi :
.....

Phone: Mobile

Email id:

(b) Inside Varanasi :
.....

Phone: Mobile

Email id:

Date:

Signature of the Applicant

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of (full name of student alongwith name of course to which admission is sought), having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that :

- a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
- b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name :
Address:
Telephone/Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (_____ place) on this the (_____ day) of (_____ month), (_____ year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (_____ day) of (_____ month), (_____ Year) after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY THE STUDENT

I, _____ (full name of student alongwith name of course to which admission is sought) S/o D/o Mr./ Mrs./Ms. _____, having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institution, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 0.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that:

- a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
- b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ____ day of ____ month of ____ year.

Signature of deponent

Name: _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (____ day) of (____ month), (____ year) after reading the contents of this affidavit.

OATH COMMISSIONER