



LETTER FOR REGISTRATION & ADMISSION 2022-23 IN UG COURSES

Sub: Online Counseling for provisional admission to Undergraduate (UG) courses subject to availability of seats at your normalized score.

Dear Applicant,

Banaras Hindu University is pleased to inform you that based on your normalized score obtained in the CUET-2022 conducted by the NTA, you are requested to register in the University's website <http://bhuonline.in> for participating in the ONLINE COUNSELING process for the provisional admission to various under-graduate course(s). You are advised to check your eligibility, if you are going to register or have already registered, as per the UET Information Bulletin-2022 of the University. **(Click on the link to check your eligibility: <https://ucanapplym.s3.ap-south-1.amazonaws.com/bhu/Bulletine-22.pdf>).**

The Call letter will not be issued to any applicant(s) for the UG courses for the academic session 2022-23.

Following mandatory steps are essential to complete the online counseling process:

1. The counseling shall be done in **online mode** only.
2. The candidate shall have to:
 - i) **Register on the Registration portal from 20th September 2022 to 03rd October 2022;**
 - A. First, the candidate must register on the Banaras Hindu University admission portal (<http://bhuonline.in/>) **by using CUET Application No. (User Id) and CUET Exam Roll No (as Password). Candidates are advised to change their password for security purposes.**
 - B. Next, the candidate shall sign-in on the Registration portal, fill in the required details, and upload all essential documents. Finally, Preview page will appear to confirm all the details filled by the candidate.
 - C. The candidate shall be required to upload the following documents pdf/jpeg format):
 - a. Score card of CUET (UG)2022
 - b. Matriculation or its equivalent certificate to ascertain the date of birth.
 - c. Mark sheet of 12th or qualifying examination.
 - d. Caste Certificate (SC/ST/OBC/EWS) and income certificate (SC/ST) issued by the appropriate authority, if admission is sought under that category.
 - e. PwD Certificate, if applicable.
 - f. BHU Employee certificate, if applicable.
 - g. those who are claiming under Sports quota, sports achievement certificates

Important Note: At the time of REGISTRATION it is ESSENTIAL to upload category certificates (OBC/EWS/SC/ST/PwD) documents. **Candidate is strictly instructed that No undertaking Affidavit will be considered for admission in particular category.**



- D. If required, the candidates are advised and allowed to edit their registration form before proceeding for payment. No change shall be permitted once the final payment is made.
- E. The candidate shall pay a **non-refundable registration fee** of Rs. 200/- (for General / OBC/ EWS) and Rs. 100/- (for SC/ST/PwD). **Online payment** (through Debit Card/Credit Card/Net banking) is to be made through the payment gateway available on the BHU Portal. Before proceeding for final submission of the registration form and payment the candidate must ensure that all the required documents are uploaded.
- ii) **Preference Entry Page will open ONLY when the eligibility criteria is satisfied as mentioned in UET Information Bulletin-2022-23 (check eligibility <https://ucanapplym.s3.ap-south-1.amazonaws.com/bhu/Bulletine-22.pdf>).**
- A. Fill up the preference entries through the BHU student counselling portal from 26th September 2022 to 04th October 2022.
- B. After completion of Registration process in the University's portal, a link will be activated for filling up the **Preference Entry Form on Counselling Portal from 26th September 2022** by using CUET Application No. and Password used during the Registration process. Those candidates registering for the courses on or after 26th September 2022 shall be allowed to fill the Preference Entry next day.
- C. On opening the counseling portal, the Preference Entry icon will appear on the dashboard. The candidate shall:
- select the concerned Course and University/college location
 - University preference denotes the courses of BHU Faculty and MMV; whereas College location denotes the courses of affiliated colleges [Arya Mahila P G College, Chetganj (AMPGC)/DAV P G College (DAVPGC)/Vasanta College for Women (VCW), Rajghat /Vasant Kanya Mahavidyalay (VKM), Kamachha]
 - fill the subject preference in order of her/his choice. **The candidates are advised to fill maximum number of subject combinations of BHU and other colleges (AMPGC/DAVPGC/VCW/VKM) separately to get an opportunity of admission in the University.**
 - fill in any other details like language/ancillary subjects, if required.
 - ensure that Preference Entry Page is appropriately filled. In case of error or editing, the candidate has to redo the process by the option given on Dashboard.
 - save and confirm for submission.

IMPORTANT NOTE:

***The candidate shall repeat the same process of Preference entry for each course in university/ affiliated college separately.**

****The filled in preference entry of the candidates will be considered for both regular and paid seat of the University as well as for all the Colleges.**

3. Portals for both Registration and Preference Entry shall **close on 3rd October 2022 (11.59pm) and 04th October 2022 (11.59 pm) respectively.**

Important Note:

Those candidates not completing the Registration Process and Preference Entry shall not be considered for admission.



4. **The admission shall be done in order of merit on the basis of normalize score of the CUET 2022 conducted by the NTA and reservation policy will be followed as per the provisions laid down in the UET – Information Bulletin 2022 on the University's website <http://bhuonline.in>.**
5. It is the sole responsibility of the candidate to ensure the accuracy of information. If found inappropriate/incomplete at any stage, the provisional admission shall be canceled without any notice.
6. The first-round of allotment results shall be declared between 8th - 9th October 2022 followed by the subsequent rounds for Regular/Paid fee seats for the BHU and affiliated colleges. Additionally, there will also be Mop-up/ Spot Admission round to complete the process on vacant seats.
7. All the applicants participating in regular rounds shall also be eligible for Paid seats and Spot Round Admission.
8. The candidate must regularly check the student portal and his/her registered email for any updates or course allotment. If an admission offer is made, the candidate shall deposit the admission fee within the stipulated time given on the portal to remain in the admission process otherwise she/he shall forfeit her/his claim for admission to the course.

UPGRADATION AND LOCKING RULE:

Rearrangement in 2nd and/or subsequent Admission List(s): The candidates have to enter their preference of course (where choice is available) in the preference entry form. The module has been developed in a manner to ensure that if the seats fall vacant on expiry of deadline of fee payment (after declaration of any Round of results due to candidates holding higher merit do not take admission etc.), there are chances that the candidate who was initially allotted a course of his/her lower order of preference may get upgraded to a more preferred course as per his/her preference order. Accordingly, based on the preference given by the candidate at the time of counselling, there could be change in course allocation after its initial allotment. Rearrangement process will enable only upward mobility of a candidate in the order of preference filled up by him/her, vacancy being created and his/her merit order provided payment of admission fee has already been done for the initial allotment within the prescribed deadline.

Locking of Course Allotment: At times, if the candidates do not want any change in the Course allotted initially to him/her (say after 1st or subsequent round of result) thereby meaning that they want to be excluded from the aforesaid rearrangement process in the subsequent round. If he/she is satisfied with the course allocation after any round of declaration of admission list, **in such cases candidate will immediately email only through the Registered email ID of candidate** to the Convener of the concerned Faculty/Department Admission Committee to lock his/her concerned course allotment for which locking email ID will be available on the University's Website. If a candidate asks for lock option in the manner aforesaid, he/she will be excluded from the aforesaid rearrangement exercise in the succeeding rounds.

IMPORTANT NOTE:

- 1) **The Candidate(s) who got the 1st Preference the course allotment will be automatically locked.**
- 2) **No request for locking the initial allotment of course would be entertained, if the candidate fails to give a formal email request to the concerned admission Committee(s) within the deadline indicated above.**



- 3) The choice of locking a course allotment should be entertained by 02:00 pm on the day succeeding day of course allotment. Locking the course allotment can be done only after admission in that course has been secured by making payment of prescribed fee within the prescribed deadline in the manner given above.
- 4) It is advised to every candidate to be very clear and careful while filling up their preferences of the subject in Preference Entry Form as after locking the course allotment after submission of duly signed Preference Entry Form, the so allotted combination with Honours subject by the computerized Online Admission Module shall not be changed under any circumstances during the whole course period.

Helpdesk email : helpdeskug@bhu.ac.in

Following links may be used for details

1. <http://bhuonline.in/pdfs22/UET-FINAL-BULLETIN-2022.pdf>
2. <http://bhuonline.in/pdfs22/LIST-OF-UG-COURSES-2022.pdf>
3. <http://bhuonline.in/counseling-portal22.html>
4. https://bhu1.ucanapply.com/CounsellingAdmission2022/Integration/entrance/?app_id=UEIZMDAwMjAzMA==
5. https://staging.ucanapply.com/univer/public/secure?app_id=UEIZMDAwMDA4Mg==

DISCLAIMER

- The Banaras Hindu University reserves the right to revise, amend, add or delete any part of the BHU Online Admission/Counseling Process-2022 without prior notice.
- Any change so made shall be updated on the Admission website of the Banaras Hindu University. Any change in admission process after the release of the portal document shall become effective from the date it is posted on the admission web site i.e <https://bhuonline.in>
- Due care has been taken to reproduce the authentic, official version of the rules and regulations and additional relevant information in this document as far as possible. However, it should, in no case, be construed as a warranty, express or implied, regarding the completeness and accuracy of the information provided as a reference.
- The BHU disclaims any liability towards any individual for any loss or damage caused to him/her arising out of any action taken on the basis of the provided information.
- Any error on the admission website, document may be due to inadvertent omissions and/or any other reason. This disclaimer shall apply to each and every part of the BHU Online Admission/ Counseling Process-2022, including all notifications, corrigendum, amendments, addendums, and regulations notified on the website and attached or contained herein.
- The candidate is responsible for regularly checking the admission website of BHU for updates, guidelines, schedules, and admission-related process.
- Any issue/dispute regarding admissions shall be amenable to Hon'ble High Court of Allahabad.

For notifications and updates regarding Under-Graduate (UG) Admissions-2022, Following links may be used for details:

- <http://bhuonline.in/pdfs22/UET-FINAL-BULLETIN-2022.pdf>
- <http://bhuonline.in/pdfs22/LIST-OF-UG-COURSES-2022.pdf>
- <http://bhuonline.in/counseling-portal22.html>
- https://bhu1.ucanapply.com/CounsellingAdmission2022/Integration/entrance/?app_id=UEIZMDAwMjAzMA==
- https://staging.ucanapply.com/univer/public/secure?app_id=UEIZMDAwMDA4Mg==

**BHU UG Admission 2022 Schedule (Tentative)**

1.	Opening of Registration Portal	20 th September 2022	
2.	Opening for Preference Entry Student portal	26 th September 2022	
3.	Closing of Registration & Pref Entry process	3rd October 2022	
4.	First Round Seat allotment & Result Pub	7th - 8th Oct 2022	
5.	Result declaration Round 2	10 th October 2022	
6.	Result of Round 3	12 th October 2022	
7.	Result of Round 4 / Paid seat Round, if reg seat full	14 th October 2022	
8.	Result of Round 5 / Paid seat Round, if reg seat full	15 th October 2022	
9.	Paid Seat (2 round) (131/2) / Spot Round others	17 th – 18 th Oct 2022	
10.	Mop-up / Spot round (<i>physical presence required</i>)	20 th October 2022	
11.	Commencement of Classes	21st October 2022	

Schedule for UG Admission Affiliated Colleges (Arts & Social Scs)

12.	Result of regular Rounds	19 th – 28 th October 2022	
13.	Paid Seat	29 th – 30 th October 2022	
14.	Mop-up / Spot round (<i>physical presence required</i>)	31 st October 2022	
15.	Commencement of Classes	31st October 2022	