

BANARAS HINDU UNIVERSITY ADMISSION (2020-21)

COUNSELLING PROCESS STEPS (in short)

ONLINE MODE	OFFLINE MODE
1. Read all guidelines, procedures and documents required for counselling very carefully as mentioned in Call Letter.	Read all guidelines, procedures and documents required for counselling very carefully as mentioned in Call Letter.
2. If you are opting for ONLINE MODE be sure that there is <u>NO need for attending Physical Offline Counselling</u> on the day of your call. FIVE days will be given from the date of receipt of Call letters to fill preference entry and uploading documents.	If you are opting for OFFLINE MODE and attending physical counselling then NO NEED OF UPLOADING DOCUMENTS but fill the Preference Entry. Once you upload documents, you will be not entertained for same procedure on the day of Offline counselling.
3. Download Call Letter for counselling from your student login of counselling portal of bhuonline.in You are advised to check bhuonline.in counselling portal every day.	Download Call Letter for counselling from your student login of counselling portal of bhuonline.in You are advised to check bhuonline.in counselling portal everyday.
<p>4. The following Documents are mandatory for ONLINE Counselling-</p> <ol style="list-style-type: none"> i. HighSchool (10th) Marksheet (for Date of Birth) ii. Intermediate (12th Marksheet): Must for UG course iii. For PG courses (All sem/year) Marksheet iv. Caste Certificate & Income Certificate v. PWD (Person with Disabilities) Medical Certificate by CMO with <u>Annexure 9</u> vi. EWS cert to claim seat under EWS quota. vii. BHU/College Student Certificate: for IP viii. BHU/College Employee Cert: for EMP ward ix. <u>Annexure 10</u> Declaration for online counselling 	Same documents (self-attested one set photocopy) are also required during Offline Physical mode of counselling except annexure 10.
<p>5. The Other documents if available may be uploaded and if not then upload signed undertaking for missing documents for its submission within the stipulated time-</p> <ul style="list-style-type: none"> • Transfer Cert (TC) • Character Cert • Migration Certificate (If applicable) • Anti-Ragging Declaration Cert • Residence-cum Dossier Form 	Same documents are also required during Offline Physical mode of counselling. If not available, then a declaration for submission within the stipulated time is required.
6. Candidates are advised that scan/take pic of the documents mentioned above in good light condition and sharpness so that all details should be visible to Admission committee. Files should be in JPEG. If you have more than one page of document for Graduation marksheet section, take pic of multiple pages and convert to one PDF and upload.	Self-attested one set photocopy with Original documents required for Offline mode on the day of counselling. Originals will be returned after verification. Check details of requirement in Call Letter.
7. Once all the compulsory documents uploaded, click Proceed button visible at the last for submission.	On the specific Date & Time of Offline counselling, follow the procedure and instructions given at Venue for preference entry and verification.

<p>8. After upload, preference entry page will appear. For UG Courses: Fill the Qualifying Exam marks in percentage (mostly 12th Marks) For PG courses: Fill the Qualifying Exam marks in percentage (Graduation total marks, if CGPA covert into marks). In case the last year results are awaited, upload all except final year marksheets.</p>	<p>Same steps at the venue will be followed.</p>
<p>In Preference Entry page, give Option for Hostel and consideration under Paid seats. Most important entry is giving Preference Order for courses/subject combination and campuses/colleges For UG where many subject combinations are available, fill all preference in your interest order with FMC, DAV,AMPG, VKM, VCW, RGSC campuses/college preference. In PG courses, there will preference of course and campus/college. Fill your preference. Save & Confirm. You may allow to edit options only till admission committee confirm verification. Status of verification may be checked at your student login after completion of verification.</p>	<p>Same steps at the venue will be followed.</p>
<p>9. A confirmation page will appear with all details of Candidate, their Preference Order and list of documents uploaded by you. Print or Save this page of confirmation as proof of submission.</p>	<p>Take back original documents after verification.</p>
<p>10. You are advised to check the status of course/subject allotment at your student counselling portal everyday from the date of counselling mentioned in your call Letter. If you are allotted the course or subjects, it will be visible at allotment page. Proceed for Online Fee submission (see details in Call letter). Only 24 hours till 5pm will be given for Fee submission. No request for extension of fee submission will be entertained. (See Fee rules in details)</p>	<p>11. You are advised to check the status of course/subject allotment at your student counselling portal every day from the date of counselling mentioned in your call Letter. If you are allotted the course or subjects, it will be visible at allotment page. Proceed for Online Fee OR Cash in the Bank Counter only situated inside BHU Campus submission (see details in Call letter). Only 24 hours till 5pm will be given for Fee submission. No request for extension of fee submission will be entertained. (See Fee rules in details)</p>
<p>12. SEND EMAIL FOR LOCKING THE SUB/COURSE if you are satisfied. FOR UPGRADATION, wait for next rounds (see upgradation rules). After locking of course / subject, the Final Admission Admit Card will be visible at your portal. Report the Department/College at Date and time mentioned in admit card with all originals.</p>	<p>13. SEND EMAIL FOR LOCKING THE SUB/COURSE if you are satisfied. FOR UPGRADATION, wait for next rounds (see upgradation rules). After locking of course / subject, the Final Admission Admit Card will be visible at your portal. Report the Department/College at Date and time mentioned in admit card.</p>