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POSTGRADUATE ENTRANCE TEST (PET) 2019

The Banaras Hindu University shall conduct Postgraduate Entrance Test, for admission to the MA in Heritage Management Postgraduate Course (Special Courses of Study) as given hereunder for the **Session 2019-2020**. Admissions will be made according to merit in the PET, subject to fulfillment of eligibility requirements mentioned below and availability of seats in the course.

SECTION A

1. COURSES OF STUDY, MINIMUM ELIGIBILITY AND DURATION OF COURSE

NOTE: Candidates are advised to read the Relaxation in minimum eligibility for Scheduled Castes (SC)/Scheduled Tribes (ST)/Other Backward Classes (OBC)/Physically Challenged (PC) candidates given under Clause 2 and Notes relating minimum eligibility requirements given under clause 3.

C. SPECIAL COURSES OF STUDY

NOTE: Candidates are advised to take note of the following:

- (i) The admission to following special course will be made on the basis of merit in the entrance tests. However, if the number of applicants for a particular special course is less than twice the minimum number of seats, no entrance test shall be conducted. In that case, admission to the special course would be made on the basis of merit in the qualifying examinations and/or written/subjective test conducted by the Departments/Faculty.
- (ii) In case the number of applicants to a special course is less than minimum number of seats in the course, the course would not run during the Session 2019-20.
- (iii) The Fee structure given below shall be in addition to the regular University Fee for the course.

(i) FACULTY OF SOCIAL SCIENCES

- (a) M.A. in Heritage Management **Duration:4 Semesters (2 Years)**
 Location : Department of Economics
 Seats : Min: 05 : Max : 50 Fee : Rs.30,000/- per semester
 Eligibility: Bachelor's Degree in any discipline under at least (10+2+3) pattern OR equivalent with a minimum of 50% aggregate marks.

2. COURSE NAME, COURSE CODE NUMBER AND NUMBER OF SEATS

Note: The candidates are advised to see Section A 1 for details on Minimum Eligibility Requirements, Age Limit, duration of the course, fee structure etc.

A separate test will be conducted for MA in Heritage management, details of which are available at Clause 15. The details of Courses offered, their Intake and course code is given below:

	COURSE NAME	LOCATION	INTAKE		COURSE CODE
			MINIMUM	MAXIMUM	
2. FACULTY OF SOCIAL SCIENCES					
2.1 Special Courses of Study					
(i)	Master in Heritage Management	Department of History	05	40	714

3. RELAXATION IN MINIMUM ELIGIBILITY FOR SCHEDULED CASTES (SC), SCHEDULED TRIBES (ST), OTHER BACKWARD CLASSES (OBC) AND PHYSICALLY CHALLENGED (PC) CANDIDATES

In the case of SC/ST candidates, for the course there will be no requirement for minimum percentage of marks in the aggregate in the qualifying examinations except that they must have passed the qualifying examination and appeared in the concerned Entrance Test. Further, for OBC and PC candidates, there will be a relaxation of 5% marks in aggregate in the qualifying examination in minimum eligibility requirements in comparison to general candidates.

4. NOTES RELATED TO MINIMUM ELIGIBILITY REQUIREMENT

- (i) Candidate shall be selected in order of merit on the basis of aggregate marks secured in the Entrance Test provided he/she fulfils the minimum eligibility criteria and minimum qualifying marks in the test. The minimum qualifying marks for the Postgraduate Entrance Test has been fixed as 35% for General category and Other Backward Classes and 25% for Scheduled Caste and Scheduled Tribe candidates for admission to various Postgraduate courses in the University.
- (ii) Candidates appearing in the Final Year of the Qualifying Examination may also apply and appear in the Test. However, the candidate will be required to produce the original mark sheet of the qualifying examination at the time of counseling for getting admission. Further, the candidates who are called for counseling for provisional admission in a course, but they are not able to produce the mark sheet of the qualifying examination(s) with minimum eligibility requirements at the time of counselling may also be allowed to take conditional admission. **However, the conditional admission will be on the condition that (a) such candidates give an undertaking that they will produce the original mark sheet of the qualifying examination with minimum eligibility requirement latest by 31st October, 2019. (b) It is evident from the mark sheet(s) of the previous examination(s) relating to the course of qualifying degree that the candidate has secured at least stipulated minimum percentage of aggregate marks (for example 50%) in the previous examination(s) (except final year examination/final year semester examination(s) of the qualifying degree. (This will not be necessary for SC/ST candidates). If they fail to produce the requisite mark sheet by 31st October 2019 their admission will be treated as cancelled and they will not claim for refund of fee paid for conditional admission.**
- (iii) If the applicant has passed the qualifying Exam where grades are awarded and:
 - (a) where the Grade Sheet does not mention the equivalent percentage of marks from grade points, the candidate should submit such a Certificate of conversion from the concerned Institution mentioning either the converted percentage, or the formula for the actual conversion of grade point average to percentage of marks;
 - (b) where the Grade Sheet itself mentions the equivalent percentage of marks from grade points, or the formula for such conversion, the candidate should get both sides of the Degree/Grade Sheet photocopied showing the equivalent percentage of marks/conversion formula.
- (iv) **“Aggregate percentage of marks” will also include grace marks awarded to a candidate. The percentage of marks in the aggregate will be computed as evidenced from the final marksheet of the qualifying examination. However, in case of graduate examinations, where the final marksheet is of two or more types based on only Honours subject or all the subjects studied in three years, the aggregate shall be computed on the basis of total marks secured in all the subjects studied in three years. For example, in case of students passing BA (Hons.)/B.Sc. (Hons.) from BHU, in earlier years the final marksheets were of two types viz based on only 1000 marks or on 1800 marks. In such cases, the aggregate shall be computed based on total of 1800 marks rather than on 1000 marks. Further, where final marksheet is based on only Hons subject but the candidate has studied other subsidiary/similar subjects also during the study of course, the marks of these subjects will also be included for computation of aggregate percentage.** Still further, in case of any ambiguity/interpretational difficulties, the decision of the University will be final.
- (v)
 - (a) Degrees/Certificates recognized by Association of Indian Universities (AIU) shall only be deemed as equivalent degrees/certificates.
 - (b) The Distance Education Council of Indira Gandhi National Open University (IGNOU)/Association of Indian Universities (AIU) will be the only authority to recognize the Degrees/Certificates of **Distance Education**. Such candidates may be **provisionally** permitted to appear in the Entrance Tests but will be required to submit certificates from Distance Education Council of IGNOU, New Delhi regarding recognition/approval of the courses.
- (vi) Notwithstanding anything contained in the Prospectus of Studies regarding the Courses in which admission is made through Entrance Test, the eligibility requirements for the purpose of admission shall be only those which are mentioned in the Information Bulletin of the academic session concerned.

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- (vii) Application Forms of candidates who submitted forged/fake certificates or adopted fraudulent means shall be REJECTED. Further, such candidates shall be debarred from appearing in any subsequent Entrance Tests conducted by BHU.
- (viii) Candidates are allowed to appear at the Entrance Tests **provisionally** subject to the final verification of Mark sheets/Degrees/Certificates, validity of Certificates/Mark sheets of Qualifying Examination and also of non-involvement in the adoption of unfair means in any of the University Examinations/Entrance Tests held earlier, at the time of admission.
- (ix) Mere appearance in the Entrance Test or securing pass marks at the PET does not entitle a candidate to be considered for admission to the Course unless he/she fulfils the eligibility conditions. **APPLICANTS MUST FULLY SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY AS PRESCRIBED ABOVE, BEFORE FILLING IN THE APPLICATION FORM.**
- (x) If an applicant is inadvertently allowed to appear at the Entrance Test who otherwise does not fulfill the minimum eligibility requirements, he/she cannot, at a later date, use that as a right to claim that he/she meets the eligibility requirements.
- The University reserves the right to cancel/refuse admission at any point of time if it is found that:

 - (i) Minimum eligibility requirements are not fulfilled.
 - (ii) False documentation has been done, or, facts have been suppressed.
 - (iii) Any other similar valid reason.
- (xi) Candidates admitted to any Course in this University shall not be eligible to pursue simultaneously any other full-time Course in this or in any other University/Institution.
- (xii) **A candidate can apply for any number of courses for which he/she is eligible, provided** the Entrance Tests are on different dates (please refer to the Entrance Test Schedule).

5 RESERVATIONS

(i) **Scheduled Castes/Scheduled Tribes:**

Seats shall be reserved for Scheduled Caste (15%) and Scheduled Tribe (7.5%) candidates in each Course. **Admission against these seats will be made provided the candidate has passed the Qualifying Examination and appeared in the Entrance Test.**

Every SC/ST candidate shall have to submit a self attested copy of the Certificate mentioning that the candidate belongs to SC/ST community. Such certificates shall be subject to verification from the concerned District Magistrate. The following are empowered to issue the certificate:

- (a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Addl. Deputy Commissioner/ Deputy Collector/1st Class Stipendiary Magistrate/ City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner.
- (b) Chief Presidency Magistrate/Addl. Chief Presidency Magistrate/Presidency Magistrate.
- (c) Revenue Officer not below the rank of Tehsildar.
- (d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- (e) Administrator/Secretary to the Administrator/ Development Officer (Lakshadweep Islands).

Candidates must note that Certificate from any other person/authority shall not be accepted in any case. If the candidate happens to belong to SC or ST, his/her caste/tribe must be listed in the appropriate Govt. of India schedule. The Caste Certificate should clearly state: (a) Name of his/her caste/tribe (b) whether he/she belongs to SC or ST (c) District and the State or Union Territory of his/her usual place of residence and (d) the appropriate Govt. of India schedule under which his/her caste/tribe is approved by it as SC or ST.

However, if an SC/ST candidate seeks admission under some other category (for example: PC/Employee Ward etc.) the candidate should satisfy the minimum eligibility requirement for that category.

(ii) **Other Backward Classes (OBCs):**

27% Reservation to candidates belonging to OBC category (excluding under creamy layer) will be provided in different courses. The authorities to issue the OBC certificate are the same as in case of SC/ST provided in section 5 (i) above. The caste in the OBC certificate will be those only which are in the list of Central Govt. Further the OBC certificate should clearly mention that the candidate is not under creamy layer. However, if an OBC candidate seeks admission under some other category (for example: PC/Employee Ward etc.) the candidate should satisfy the minimum eligibility requirement for that category.

(iii) **Economically Weaker Sections (EWSs)**

In accordance with O.M.F.No.12-4/2019-U1 dated 17th January 2019 of the Department of Higher Education, MHRD, Government of India, reservation for Economically Weaker Sections shall be provided in admission to certain courses during the Academic Session 2019-20. The details of courses covered under the staggered implementation plan and their revised intake during 2019-20 would be notified later on at BHU's Entrance Test Portal (www.bhuonline.in).

(iv) **Physically Challenged:**

5% seats shall be reserved for Physically Challenged Candidates: (a) blindness and low vision; (1%) + (b) deaf and hard of hearing; (1%) + (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (1%) + (d) autism, intellectual disability, specific learning disability and mental illness; (1%) + (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities: (1%) (on horizontal reservation basis). Such candidates will have to submit a self attested copy of Disability Certificate issued by the District CMO with the Application Form. The candidates called for Counseling for possible provisional admission will be examined by a Medical Board constituted by BHU and if necessary, will be referred by the Medical Board to other recognized bodies for the purpose, as per criteria fixed by the University. The decision of the Medical Board constituted by BHU will be final. The Entrance Test for Blind candidates will be held at Varanasi Centre only.

'Writer' for Blind Candidates:

'Writer' will be provided by the University to each blind candidate. The qualifications of 'writers' shall be decided by the University. Such a candidate is required to apply for 'writer' to the Controller of Examinations on the prescribed application form for the purpose at least 15 days prior to the date of the Entrance Test. For this purpose, the candidate has to collect the form from the Office of the Controller of Examinations, and submit the same affixing a passport size photograph similar to that affixed on the application form. Such candidate will have to appear before the Head, Department of Ophthalmology for clinical examination and his opinion/recommendation will be considered before providing 'writer'. All the blind candidates will be accommodated at one Centre at Varanasi only.

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.

Consideration of Reserved Category Meritorious Candidates as General Candidates:

In a course, if the merit of a reserved category candidate is more than or equal to the merit of the last admitted general candidate in that course, the reserved category candidate will be treated as general candidate in that course. Provided further that if a meritorious reserved category candidate is admitted by relaxing the general qualifying standards (minimum eligibility requirement and/or age) or is admitted to a higher preferred course (allotment of Honours subject, Subject combination, Specialization, if any) which he/she would not have got by remaining under the general category, then his/her admission shall be adjusted against the concerned reserved category quota and the consequential vacancy created in the general category shall be filled up by a general category candidate in order of merit.

6. **SUPERNUMERARY SEATS:**

NOTE: 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.

- (i) **BHU Employee Wards:** 15% supernumerary seats in all the courses (including special courses) shall be available for the sons/daughters (including married daughters) of **permanent employees (including those on probation) of BHU currently in service or were so during the academic Session immediately preceding the Session for which the Entrance Test is held**, provided the candidate fulfils the minimum eligibility requirements **and** claims that he/she belongs to employee ward category in the Application Form and qualifies in the PET. BHU Employee Ward category applicants are required to submit a certificate issued by the Dy. Registrar (Administration), if called for Counseling.

Further, wherever the provision of employee ward quota for admission in a course of the University exists, the provision of granting benefit of Employee Ward will be extended to the following two groups of serving and retired/deceased employees also by creating one supernumerary seat (for each group) in addition to the seats available for the employee wards provided the merit index of the wards of the said two groups in the merit of entrance test conducted for admission in the course is not below the last admitted candidate under employee ward quota in

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that course:

- (a) employees joining the University on deputation; &
- (b) wards of the deceased employees and re-engaged/retired BHU employees subject to the condition that the privilege will be available upto the academic year succeeding the year in which the deceased employee would have attained/retired employee attains the age of 65 years.

(Note: Any fraction after computation of 15% seats in a course will be rounded off to the next integer.)

- (ii) **Foreign Nationals:** Provision to the extent of 15% supernumerary seats for Foreign Nationals exist, out of which 5% seats will be filled up by children of NRIs [Persons of Indian Origin (PIO)] and 5% by children of Indian workers in Gulf and South Asian Countries. The details about this may be obtained from the Office of the International Centre, C/3/3, Tagore House, Banaras Hindu University, Varanasi-221 005. (visit our BHU website: www.bhu.ac.in).

SECTION B

7. APPLICATION FORM:

The University has created its Entrance Test Portal with the domain name www.bhuonline.in. Its link is also available on the BHU website (www.bhu.ac.in). The entire process of making an application for admission in various courses during the academic session 2019-20 has been made ONLINE. Accordingly, candidates may note that Supplementary PET 2019 Information Bulletin and Application Form will not be sold (as there will be no offline mode) and the candidates desirous of admissions shall be required to register on the Entrance Test portal of BHU and fill up the application form ONLINE as per procedure provided on the Portal. **For further details visit the BHU website (www.bhu.ac.in) or the entrance test portal of BHU (www.bhuonline.in).**

8. APPLICATION PROCESSING/ENTRANCE TEST FEE:

The Candidate shall pay the following **Application Processing Fee/Entrance Test fee:**

COURSES	Entrance Fee	
	SC/ST/PC	Others
All courses (mentioned in this Bulletin)	Rs. 300.00	Rs. 600.00

SC: Schedule Caste/ST: Schedule Tribe/PC: Physically Challenged

Mode of Payment of Application Processing/ Entrance Test Fee

Candidate is required to fill up the SUPPLEMENTARY PET 2019 Application Form ONLINE as the printed Information Bulletin-cum-Application Form will not be sold by the University. After the candidate has filled up the application form online, he/she will have following options for payment of Application Processing/Entrance Test Fee:

- a) **Online payment through credit card/ debit card** through the payment gateway available on the Entrance test portal.
- b) **Payment of Entrance Test Fee in Cash through “Challan” in any branch of HDFC Bank (facility will be available only during banking hours on any banking day):** After filling up the application form, its submission and selecting this mode for payment, the candidate can print the Challan from the entrance test portal. The printout of challan will contain all necessary details of the candidate, bank account details of the Banaras Hindu University in which the entrance test fee will be deposited and the exact amount to be deposited. The candidate will be required to visit any branch of the **HDFC** Bank of his/her choice (**only during banking hours on any banking day**) where he/she will be required to deposit the requisite Fee amount to the Bank.

Further detailed procedure in this regard is prescribed in **Section 12**.

Note :

- (i) **The Application Form once submitted with the Application Processing/ Entrance Test Fee at concessional rate meant for SC/ST candidate shall be considered under SC/ST Category.**
- (ii) **The Application Processing/ Entrance Test Fee paid shall neither be refunded nor transferred to another course and shall also not be reserved for any subsequent year, in any case.**

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9. IMPORTANT DATES:

Availability of PET-2019 ONLINE Form on the Entrance Test Portal	:	05.06.2019
Last date for ONLINE submission of Application Forms	:	26.06.2019
Downloading admit Card for RET 2019	:	10-16.07.2019
Date of Online Entrance Test	:	16.07.2019

10. ENTRANCE TEST CENTRES:

The Test will be held at the following Centres, provided there are sufficient number of candidates for the concerned Centre:

Varanasi	Lucknow	New Delhi	Mumbai	Jaipur	Indore	Guwahati	Kolkatta	Hyderabad	Chennai
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1. For the attention of all applicants

- The University reserves the right to cancel any of the Centres except Varanasi without assigning any reason.** Candidates should, therefore, choose five Centres in order of preference in their Application Forms.
- The Centre allotted will be indicated in the Admit Card. Applicants must note that the Examination Centre **once allotted to a candidate shall not be changed.**
- The final decision to allot a Centre to a candidate shall rest with the University.
- An outstation Centre can be cancelled due to inadequate number of candidates or due to any other reason. The candidate in such a case shall be allotted another Centre**
- Blind candidates will be allotted Varanasi Centre only.

IMPORTANT NOTE: Candidates may note that any change in the content of this Information Bulletin including Cancellation of Test Centre/Date of Conduct of Test/Withdrawal of Courses/ Notifications relating to Conduct of Test/ Display of Provisional Key etc. will be made on BHU Entrance Test Portal: (www.bhuonline.in) only. The candidates are therefore advised to regularly visit the said website for updates.

11. INSTRUCTIONS FOR SUBMISSION OF APPLICATION FORM:

12.1 Online Application Form for the Applicants of PET -2019:

The Application Form for Supplementary PET 2019 is available on the BHU's entrance test portal (www.bhuonline.in). The online application making process will have following six stages:

Step 1: Registration on the Portal [www.bhuonline.in]- This step involves authentication of Candidate's email id and mobile number. As all important communications related to Entrance Test and Admission will be sent to the registered email id and mobile number, candidates are advised to give their correct email id/ mobile number (in use).

Step 2: Filling up Identification details - Only after successful registration on the Portal [www.bhuonline.in], the candidates would be required to fill up an Identification Form giving particulars of the documents for authentication of their identity. For the purposes, following photo identification documents are allowed: (i) Aadhaar Card; (ii) Passport; (iii) Voter ID issued by the Election Commission of India; (iv) Bank Passbook affixed with the photograph (v) Driving License; (vi) Pan Card; (vii) any other valid Government ID Number and (viii) Admit Card issued by the concerned Boards (students appearing in Class 12). Candidate's should carefully write the correct spelling of their names as carried in their Aadhaar/identification document (as applicable). The candidates shall be compulsorily required to carry their identification document (as provided in the application process) to the examination centre, for authentication of their identity, alongwith the Entrance Test Admit Card, failing which such candidate shall not be allowed in the examination hall.

Step 3: Online Application Form Entry and Course Selection- After successful authentication of identity, candidates would be allowed to fill-up details in the online application form and select the course after ensuring their eligibility for the concerned course in which they are desirous.

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Step 4: Uploading of photographs and signature- Candidates have to scan their photo and signature as per instruction given in the portal and upload it.

Step 5: Payment of Application Processing/ Entrance Test Fee- After the candidate has filled up the application form online and clicks on the “CONFIRM” button, he/she will be provided with following options for payment of application processing/test fee:

- a) **Online payment through credit card/ debit card through the payment gateway available on the Entrance test portal.**
- b) **Payment of Entrance Test Fee in Cash through “Challan” in any branch of HDFC Bank (facility will be available only during banking hours on any banking day):** After filling up the application form and its submission, the Challan can be printed from the portal. The printout of challan (in two folds) will contain all necessary details of the candidate and the bank account details of the Banaras Hindu University in which the entrance test fee will be deposited. The candidate will be required to visit any branch of the HDFC Bank of his/her choice (only during banking hours on any banking day) where he/she will be required to deposit the requisite Fee amount to the Bank and the bank will retain one fold of the Challan and its second fold containing the necessary Entrance Test Fee payment details will be given to the candidate. The candidate is required to retain it for his record.

NOTE:

The candidate is required to check the status of fee payment at BHU website (www.bhuonline.in) and if the status is ‘OK’, then only candidate will be able to take printout of Confirmation Page. In case, the fee payment status does not show the payment id/ OK status, the candidate is advised to act as follows:

- (i) If the fee is paid through e-challan by depositing cash in designated bank, the candidate should immediately contact the concerned bank to update his/her fee status on the website within the last date for submission of online application form.
- (ii) If the fee is paid through credit/debit card and status is not OK, it means the transaction is cancelled and the amount will, automatically, be refunded to concerned credit/debit card within 7 – 10 days. Therefore, such candidate has to pay the fee once again and ensure the OK status within the last date for submission of online application form.

Step 6: Printout of Application Form for the record of candidates- After online submission of application form and successful payment of Application Processing/ Test Fee, candidates are advised to take a printout of the online filled up application form (containing the details he/she has filled in and the transaction details of payment of application fee) from either the Entrance Test portal for their own record.

NOTE:

1. The application form is to be filled up and submitted online. Detailed instruction for filling up the application form, online payment of application fee and online submission is provided on the BHU’s entrance test portal.

The Supplementary PET Application Form shall be treated to have been successfully submitted only after the candidate has paid the Application Processing Fee/ Entrance Test Fee through either of the two modes given above at Step 5.

12. REASONS FOR REJECTION OF THE APPLICATION FORMS:

- (i) Submission of application form without payment of requisite amount of **Application Processing/ Entrance Test Fee.**
- (ii) Any other inadequacy detected.

NOTE: If at any stage it is found that the applicant is not eligible for admission in a discipline under University rules, his/her candidature will automatically stand cancelled. Please note that thorough checking of Application Form, Minimum Eligibility requirements, Original documents in support of Academic Certificates and Categories-claimed will be done only at the time of admission/counseling (if called for the same). At that stage also the candidature of the applicant will stand cancelled, if he/she does not fulfill all the requirements for admission.

13. ADMIT CARD

1. **Candidates can download the ADMIT CARD** from the BHU Entrance Test Portal (www.bhuonline.in) around one week prior to date of conduct of test providing the unique registration ID allotted to them at the time of online submission of application form.
2. E-mail/SMS alert regarding loading of Admit Card will also be sent on the email id/mobile phone number registered by the

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candidate. **Therefore, the candidates are advised to give correct e-mail addresses/ mobile phone numbers for correspondence while filling up the online application form.**

3. If a candidate is unable to download the Admit Card till **03 days before the date of the Test**, he/she should contact the Office of the Controller of Examinations, BHU, Varanasi on **Help Desk Phone Number and email id. available on Entrance Test Portal.**
4. The candidate should carefully examine the Admit Card received by him/her for all the entries made therein. In case of any discrepancy the candidate should inform the Office of the Controller of Examinations immediately. No consideration will be given, if discrepancies are not pointed out timely.
5. A passport size photograph be affixed (same passport size photograph which has been used for online submission) in the space provided on the printout of the Admit Card under self-attestation.

Important:

- (i) No candidate shall be allowed to appear in the Test without a valid Admit Card.
- (ii) Candidates to note that there will be no postal dispatch of Admit Card, which can only be downloaded and printed from the candidate's e-mail account or downloaded from the BHU's entrance test portal by giving the unique Registration id allotted at the time of online form submission.
- (iii) **The Tests shall be held on 16th July 2019.** Schedule of Tests has been given at the end of the Information Bulletin (**Section 22**) and Venue details will be given on the Admit Card.
- (iv) **The candidate is required to retain the Admit Card in safe custody after the Test for presenting it before the Admission Committee, if called for counseling.**
- (v) In all matters relating to Postgraduate Entrance Test and admission to respective Courses, the decision of the University shall be final and binding.

SECTION C

14. DURATION OF TEST AND STRUCTURE OF QUESTION PAPER

Important Note:

1. **There shall be a separate test.**
2. **The admission to the course shall be made on the basis of merit of the candidate at the time of Counseling and his/ her eligibility for the course.**
3. **Mere appearance in the entrance test does not entitle the candidate for consideration of admission in the course and he/she shall have to meet the eligibility criteria for the course(s).**

The entrance test structure for the said course is given below:

- (i) **Master in Heritage Management (Special Courses of Study)**

The structure of Question Paper shall be as follows:

It shall be of 120 minutes duration carrying 360 marks containing 120 multiple-choice questions broadly distributed in following four sections: Section I : Verbal ability (knowledge of Language) and Reading Comprehension; Section II : Data interpretation and Logical reasoning; Section III : Quantitative ability; Section IV : General Knowledge and Current Affairs.

15. METHOD OF ANSWERING IN THE TEST

- (i) **The CBT requires the candidate to sit on an allocated computer terminal (node) according to his/her Roll Number on the Admit Card at the allotted Test Centre.** After due verification at the Test Centre, a computer terminal (node) indicating roll number will be allocated to each candidate. Candidates should find and sit on their allocated computers only.
- (ii) Candidates would be required to login in the computer terminal using the login-ID and password given to them. The computer terminal allotted to the candidate will display WELCOME login screen, Candidate's photograph and Course Name and Course Code opted by the candidate.

- (iii) After login, the candidate shall be able to see the detailed instructions for the examination. Candidates are advised to go through the instructions carefully regarding the type of questions and marking scheme. At the designated time of start of the **Test**, the candidates will be able to proceed and see the questions on the computer screen.
- (iv) For each question candidates will get four alternatives of answer. One of them would be correct. The candidate would be required to mark the correct option as Answer. Below the question and Answer Options, **Four (04) buttons** titled as **“SAVE AND NEXT”, “SAVE AND MARKED FOR REVIEW”, “CLEAR RESPONSE” AND “MARKED FOR REVIEW”** will be available. There are two additional buttons titled as **“BACK”** and **“NEXT”** using which the candidate may move to next question or go back to previous question as desired.
- (v) **Procedure for answering questions:**
 - (a) In case a candidate is certain about the correct answer to a question, he/she will select the right option by clicking in the space provided for the purpose and thereafter **SAVE** the Answer by clicking **“SAVE & NEXT” button**. **Candidate may also click “SAVE and MARKED for REVIEW” button, if he/she intends to review the answer later.** Saving of answer is essential for evaluation. **In case answer is not saved by the candidate the same will not be evaluated.**
 - (b) In case a candidate is not certain about the correct answer to a question and intends to revisit the question later, he/she may click **“MARKED FOR REVIEW” button**. **In such situation the question will not be evaluated as the answer has not been marked.**
 - (c) In case a **candidate intends to change the previously saved answer of any question, he/she should first** select the corresponding question from the Question Palette **and then click “CLEAR RESPONSE” button. Thereafter, he/she may click the desired option followed by clicking “SAVE & NEXT” button.**
 - (d) **In case a candidate intends to skip a question, he/she may do so by clicking “NEXT” button. It may be noted that “BACK” and “NEXT” buttons are available using which the candidate may move to next question or go back to previous question, as desired.**
- (vi) The on-screen computer clock counter of every candidate will be set at the server. The countdown timer in the top right side of computer screen will display the time remaining (in minutes) available for the candidate to complete the **Test**. When the timer reaches zero, the examination will end by itself. Candidate will not be required to end or submit the **Test**.
- (vii) **The Question Palette displayed on the right side of screen will show the status of each question.**
- (viii) Blank Sheets for doing rough work/calculations shall be provided to the candidates. The Blanks Sheets would have a Header page for the candidates to write down his/her Name and Roll Number. All calculations/writing work are to be done only in the Blank Sheets provided at the Centre in the examination Room/Hall and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall.
- (ix) **A sample/mock test will be available on bhuonline.in website for practice purpose and to give the candidate look and feel of the Computer Based Test. A detailed manual for familiarizing the candidates with the conduct of Entrance Test in CBT mode is available on BHU Entrance Test Portal (bhuonline.in).**

16. PROCEDURE FOR CHALLENGING THE QUESTIONS/PROVISIONAL ANSWER KEYS:

Computer Based Test Mode, the question paper of the candidate, answer marked by him/her and the provisional answer key will be uploaded on BHU’s entrance test portal (www.bhuonline.in) within 02-03 days of the date of conduct of Test. The candidate can login the portal and see the provisional answer key. The facility to challenge the provisional Answer Key and questions shall be available for 03 days from the date of upload. The Candidates would be required to pay online a sum of Rs.100/- (one hundred only) as Processing Fee for each question/answer key challenged. The payment of the Processing Fee may be made through online only (Debit/Credit Card/ Net Banking). The Processing Fee will be refunded online in the same account (Debit/Credit Card/Net Banking), if the challenge is found correct. No challenge will be entertained through email/offline modes and without receipt of Processing Fee. The challenges made by the candidates will be reviewed by the subject matter Experts of the University. Accordingly, the final evaluation will be done with key so finalized by the experts and no request for review will be entertained thereafter. The decision of the experts of the University regarding Question(s)/ Key will be final.

17. IMPORTANT INSTRUCTIONS TO CANDIDATES APPEARING IN PET

- (i) **Please check the Admit Card carefully for your Name, Gender, Category, Photograph, Signature, Course name, Course Code, etc. In case of any discrepancy, immediately contact the PET Section of the Office of the Controller of Examinations, BHU for necessary action but not later than 07 days from the issue of Admit Card.**
- (ii) The candidates shall be compulsorily required to carry their identification document (as provided in the application process) to the examination centre, for authentication of their identity, along with the Entrance Test Admit Card, failing which such candidate shall not be allowed in the examination hall.
- (iii) **No Candidate will be allowed** entry to the Test Hall **after** the start of the Entrance Test. The candidates are required to follow the instruction given in the Admit Card in this regard.
- (iv) The test will start exactly at the time mentioned in the Admit Card and an announcement to this effect will be made by the Centre Superintendent/invigilator.
- (v) A particular computer will be allotted to every candidate in CBT Mode. Candidate should find out and occupy their allotted computer only. Any candidate found to have changed room or the computer on his/her own other than allotted, his/her candidature shall be cancelled and no plea would be accepted for it.
- (vi) No Candidate will be allowed to carry any baggage inside the Examination Centre. The University will not be responsible for any belongings stolen or lost at the premises.
- (vii) **No Candidate shall be allowed** to leave the Test Hall **till the end** of the Test.
- (viii) There is no provision to provide or permit a 'writer' in the Entrance Test except for blind candidates, who will be provided 'writers' on request [for details please refer to [Section 5 \(iv\)](#) of this Information Bulletin].
- (ix) The Candidates shall be checked for any resource materials frequently and at random by the Invigilators and other staff conducting the Test, routinely and also on the slightest doubt.
- (x) **Calculators/watch calculators, electronic diary, pager, mobile phones, earphones, alarm clock, digital watches with memory, slide rule, etc. are not allowed in the examination hall. Also, carrying of licensed weapons, fire arms, tools which can be used as lethal weapons are not allowed in the examination hall.**
- (xi) **The Entrance Examination of a candidate shall be cancelled in case of any of the following actions by a candidate:**
Relevant or irrelevant resource material or loose paper found on his/her possession, or, lying on or around his/her seat, Possession of any unauthorized instrument or equipment as mentioned at (vi) above/document/paper/ information materials or any resource materials, Communication of information in writing or verbally Test period and any other malpractice amounting to obtaining undue advantage, Writing anything in the Admit Card, Carrying of the envelope of the Admit Card into the examination hall, Non-matching of signature made at the time of Entrance Test with that already done at the time of filling of Application Form.
- (xii) **The Entrance Examination of a candidate shall be cancelled and candidate shall be debarred to appear from future Entrance Tests in case of any of the following actions by a candidate:**
Tampering with the Admit Card including that of the photograph, Face not resembling the photograph on the Admit Card, Not occupying the allotted seat, Tampering/disturbing the seating arrangements, Making any attempt to influence the University authorities directly or indirectly, disturbing or trying to disturb the Entrance Test, Noting down the questions or their answers, Shouting of slogans or creating unruly scene at the examination hall/examination centre/University campus.
- (xiii) **Impersonation is a legally punishable offence.** No Candidate will be permitted to appear in the Test without a valid Admit Card. The Admit Card should be presented to the invigilators/other authorized officials for verification. The candidate's identity will be verified in respect of his/her details on the Admit Card. If the identity is in doubt, the candidate may not be allowed to appear in the Test. The authorities may at their discretion **provisionally** permit the candidate to appear in the Test after completing formalities including taking of thumb impression/several signatures for further verification. No extra time will be granted for these formalities to be completed.
Similarly, at the time of Counseling, the candidate's identity will be verified from the documents available with the University and in case of any doubt, his/her admission will be deferred till final verification.
A person found to impersonate a candidate shall be handed over to the Police under an FIR lodged by the University. **The candidate in reference shall be debarred from future Entrance Tests of the University.**
A student or employee of the University if found to impersonate in the Entrance Test will be respectively **rusticated or**

dismissed from the University service.

- (xiv) **Suppression/concealment of information:** The candidate must ensure that he/she is qualified to appear in the Entrance Test. If it is detected at any stage that he/she did not fulfill the minimum qualifications, or, there was something against the candidate which would have prevented him/her from being admitted in the concerned subject/course, or, the candidate has provided false information or no information about his/her previous involvement in an act punishable under law or act of gross misconduct and indiscipline, then his/her candidature shall not be considered and his/her admission, if already made, shall be cancelled at any stage and he/she shall be debarred from appearing in any of the future Entrance Tests of the University.
- (xv) Nobody other than the University authorized personnel is permitted to move around the Test venue. Any unauthorized person loitering around the Test venue shall be handed over to the police under an FIR lodged by the University.
- (xvi) **No scrutiny/re-evaluation of answer sheet of PET is allowed in any case at any stage.**
- (xvii) The candidate shall be bound by the BHU Statutes/Ordinances/Rules and Regulations framed from time to time.
- (xviii) Any litigation in respect of the PET shall be subject to the jurisdiction of the local Court of Varanasi and/or Hon'ble High Court of Judicature at Allahabad only.
- (xix) **For any interpretational difficulties, the interpretation through English language shall be deemed as correct.**

18. EVALUATION AND RESULT

There shall be negative marking in entrance tests for all Courses of study in PET. Three marks shall be awarded for each correct answer while one mark shall be deducted for each incorrect answer. Unattempted question will be awarded zero mark. candidate shall be selected in order of merit on the basis of aggregate marks secured in the Entrance Test provided he/she fulfils the minimum eligibility criteria and minimum qualifying marks in the test. **The minimum qualifying marks for the Postgraduate Entrance Test has been fixed as 35% for General category and Other Backward Classes and 25% for Scheduled Caste and Scheduled Tribe candidates for admission to various Postgraduate courses in the University.**

INTER-SE RANKING: In case of equal index in PET (for all courses), the following criteria shall be adopted for *inter-se* ranking:

- (a) Preference shall be given to the candidates who have higher aggregate percentage of marks at the Qualifying Examination. (in cases where candidates with graduation/post-graduation such as M.A. in Linguistics and M.A. in Mass Communication are eligible, the inter-se-ranking will be decided on the basis of percentage of marks in aggregate at graduation level)
- (b) In case the aggregate percentages of the marks at the Qualifying Examination are also equal then preference shall be given to a candidate who has higher marks in the concerned subject (wherever applicable).
- (c) In case the candidates have equal marks in the above stated examinations, then the candidate senior in age shall be given preference.

RESULT:

The University shall try to announce the results of the candidates around on **24/25 July, 2019** which would be available on BHU's Entrance Test Portal (www.bhuonline.in). In addition, marks obtained by the candidate in the test, his/her overall merit and merit within the category to which he/she belongs shall be emailed at his/her registered email address and sent through SMS at his/ her registered mobile number provided by the candidate in the application form. **Therefore the candidates are advised to give correct e-mail addresses/mobile phone numbers for correspondence.**

IMPORTANT:

Notwithstanding anything to the contrary contained anywhere in the Ordinances of the University, no scrutiny/ re-evaluation of the answer sheet/book of the test shall be allowed on any ground. Further, no representation or any query regarding the conduct/content of evaluated sheet of the test shall be entertained.

19. DOCUMENTS IN ORIGINAL REQUIRED AT THE TIME OF ADMISSION:

Only those candidates who are selected/ waitlisted shall be informed through a '**Call Letter**' (to be downloaded from the Entrance Test Postal) by the concerned Dean of Faculty/Head of the Department, BHU about their admission. If a candidate is called for admission to a particular course on a particular date/dates, he/she shall have to bring with him/her all the necessary documents

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mentioned below in ORIGINAL failing which his/her admission shall NOT be considered. (The 'Call Letter' will contain more details.)

- (i) Transfer Certificate.
- (ii) Migration Certificate, if passed from a university other than BHU (To be submitted not later than 90 days of admission).
- (iii) High School Certificate/equivalent Certificate.
- (iv) Intermediate (+2) Certificate/equivalent Certificate.
- (v) Mark sheets of High School/equivalent & Intermediate (+2)/equivalent.
- (vi) Mark sheet of the Qualifying Examination.
- (vii) PET Admit Card issued from the office of the Controller of Examinations, BHU.
- (viii) SC/ST/OBC Certificate on the basis of which reserved quota seat is claimed.
- (ix) Certificate(s) in support of claim for 'Sports Seats'.
- (x) Certificate of being the son/daughter of a permanent in-service employee/Retired/Reemployed/ Deceased employee of BHU in the prescribed format issued by the Central Registry.

Candidates must have in their possession all original documents such as High School Mark sheet and Certificate, Intermediate or equivalent Mark sheet and Certificate (if issued), Certificate of Reservation, Transfer Certificate, Migration Certificate (if issued by the Board) and ADMIT CARD OF THE RESPECTIVE ENTRANCE TEST at the time of admission failing which their admission shall not be considered. **However, Marksheet downloaded from the Website of the concerned examining body (subject to verification by the Admission Committee), CONFIDENTIAL MARKSHEETS or PROVISIONAL RESULTS issued by the Registrar/ Controller of Examinations of the concerned University or Secretary of the concerned Board (in case qualifying examination is of Senior Secondary level) shall also be entertained at the time of admission.**

20. ADMISSION PROCEDURE

The admission of a candidate in a course will be done only when he/she satisfies all the eligibility requirements, appears in the PET, qualifies in the Entrance Test and completes all formalities required for admission in the course. The admissions shall be made strictly on the basis of merit index in the PET, availability of seats in the course, as per rules given in this Information Bulletin and rules framed by the University from time to time.

The admission process will begin after the declaration of PET results. The admission will be done by the Admission Committees of the respective departments. The concerned Head of the Department/Coordinator will issue electronic **call letters** to the candidates for Counseling. As soon as the electronic call letters are issued, the shortlisted candidates may 'Login' on the **Candidate's segment of the Entrance Test Portal [www.bhuonline.in] for downloading the call letter. Information on issue of Call Letter will be sent to the candidate's on their registered e-mail ids/ mobile numbers. Therefore the candidates are advised to give correct e-mail addresses/mobile number for correspondence. Candidates may also note that there will be no postal dispatch of call letter.** The number of call letters will be nearly two-four times the number of seats available in the course. Admission is based strictly on merit index obtained in the Entrance Test.

NOTE: Sometimes there may be technical reasons for non-delivery of e-mails/SMS to candidates, therefore, candidates are advised to visit BHU's Entrance Test Portal (www.bhuonline.in) everyday after the entrance test results have been declared to have detailed information on counselling schedule, downloading call letters, offer of admission payment of fee etc.

Counselling Procedure:

The University will adopt computerised counseling procedure for admissions to various courses during the academic session 2019-20. The counseling procedure will involve following steps:

STEP 1: Online Preference Entry (on or after issue of Call Letter and before the Counselling Date)

Every candidate called for counseling for admission to a Course shall be required to fill up an online **Preference Entry Form which will be available and active on the on the Candidate' segment of the Entrance Test Portal [www.bhuonline.in] for online preference entry after they have received the password.** In the Preference Entry Form, a candidate is required to give his/her preference of the following:

- **Choice of Course.** This preference option is available only if admission to more than one course is done based on merit index/rank obtained in a Common Test [some of the PG programmes].
- **Preference of location** [Faculty/Department on the Main Campus or RGSC or Affiliated Colleges]. This preference option is available only if a course runs at more than one location.
- **Seat Type:** Whether the candidate wants seats with regular fee only or he/she is willing to take admission in Paid Seat if

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the regular fee seats are full. This preference option is not available for Special Courses of Study and certain other regular/professional programmes (such as MCA on the main campus).

Note:

Give your order of preference carefully. No section of the online preference form should be left blank. If any section is left blank, it will be presumed that candidate is not interested in that option. Candidates will get another opportunity of making changes in the entries made in the Online Preference Entry Form on the day of counselling (prior to verification of documents). Admission to Paid Seats will be done after the regular fee seats are full. All those candidates who opted for Paid Seat while filling up the 'Preference Entry Form' at the time of Counselling will be arranged in order of merit, their preference of a course (as given in preference entry form) and availability of seats. In case a candidate, who initially got provisionally admitted in regular fee seat of his/her lower preference, gets an opportunity of higher preference course/honours/honours (combinations)/ location under Paid Seat, he/she will be considered for Paid Seat for the course to migrate from his/her lower preference to higher preference.

STEP 2: Activity on the day of Counselling

- Reach the counseling venue at the prescribed time/date given in this Call letter. Contact the Counseling Centre/Venue Incharge and mark your attendance by signing the attendance sheet available with the Counseling Centre Incharge.
- Discuss with the teachers available at the Counseling Centre/Venue about the available options of PG courses [in case common entrance test is held for admission to more than one course], locations and fee structures, availability of hostels etc. In case you want to change your preference [earlier filled up by you ONLINE], you can do at this stage. Request the Counselling Centre/Venue Incharge for change. After preference entry form is finalised, get its printout, sign it and submit it alongwith other required original documents at the Verification Desk. **Preference Entry Form once signed and confirmed by a Candidate on the Counselling Date shall be final and shall not be changed later.** The computer will allot seats strictly in order of merit in the entrance test taking into account the order of preference filled up by the candidate and availability of seats.

NOTE: If a Reserved Meritorious candidate is called for counselling alongwith General category candidates his/her claim on seats reserved for his/her category shall remain intact.

- In case you are provisionally admitted, collect the Provisional Admission Letter from the Counselling Centre/ Venue Incharge at **10:00 am on the next day of Counseling**. The Admission letter will show the course in which you are provisionally admitted on the date of counseling, amount of admission fee (regular fee) to be paid and deadline for fee payment (**ordinarily 4:00 pm of the day following the Counseling date**). In case you are provisionally admitted to a special Course of Study or on Paid Seat, you will be required to pay the Special Course/ Paid Seat Fee in addition to regular Fee of the Course. Please checkup from the Counseling Centre Incharge about the amount, mode of payment and deadline for payment of Special Course/ Paid Seat Fee.
- **Mode of Payment of Admission Fee (Regular Fee of the University):** After the candidate has received the provisional admission letter from the Counseling Centre/Venue Incharge, he/she will have following options for payment of Admission Fee:
 - a) Online payment through credit card/ debit card through the payment gateway available on the Entrance Test portal
 - b) Payment of Fee in cash at the Fee Counters (check the location of the nearest Fee Counter at the Counseling Centre/Venue)

STEP 3: Activity on next day of Counselling date

Candidates must submit the proof of payment of admission fee to the Counselling Centre/Venue Incharge latest by 04:00 pm on the next day of the Counselling (deadline for payment of Fee). This will not be required if fee is paid Online payment through credit card/ debit card through the payment gateway available on the Entrance Test portal. In case they fail to produce the evidence/proof of payment by the said deadline, it will be presumed that he/she is not interested in the admission and his provisional admission letter shall be treated as cancelled/withdrawn.

NOTE:

- (i) After (i) each day of counselling and (ii) fee payment deadline, computerised allotment/rearrangement of seats in order of merit and based on preference of candidates and availability of seats will be done. There are chances of upward mobility of candidates in the order of preference filled up by him/her after subsequent days of counseling/ last day of counseling if the seats in the higher preferences of a candidate get vacated after he/she has attended the counseling. This will be done automatically by the computer. The final allotment will be done by the computer only after the expiry of payment deadline of the last date of counselling. Based on the preference of candidate given at the time of counseling, there could be change in course options, location and seat type (free to paid and *vice versa*). **The final allotment done in this manner shall be binding on the candidate.**

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- (ii) Candidates must have in their possession all the original documents mentioned above. **However, Marksheet downloaded from the Website of the concerned examining body (subject to verification by the Admission Committee), CONFIDENTIAL MARKSHEETS or PROVISIONAL RESULTS issued by the Registrar/ Controller of Examinations of the concerned University or Secretary of the concerned Board (in case qualifying examination is of Senior Secondary level) shall also be entertained at the time of admission. Failure to pay the fees within the prescribed period given in the admission letter will result in cancellation of the allotted seat.**

21. SCHEDULE OF POSTGRADUATE ENTRANCE TEST (PET) 2018

Day	Date	Shift	Course	Timings of Test	Duration
Sunday	16.07.2019	1 st	MA in Heritage Management	9:00AM - 11:00AM	2.00 hrs.

IMPORTANT DATES

Availability of PET-2018 ONLINE Form on the Entrance Test Portal	:	05.06.2019
Last date for ONLINE submission of Application Forms	:	26.06.2019
Date of Entrance Test	:	16.07.2019

IMPORTANT INSTRUCTIONS

- 1) The e-mail id and mobile number are required for downloading (i) the admit card (to appear in the entrance test), (ii) call letter (to appear in the counseling), (iii) for enrollment (after admission) and for filling examination form of regular examinations. Therefore, candidates are advised to note down the e-mail id and password and not to change the mobile number. Various messages relating to issue of admit card, admission etc. are sent to the registered mobile number only.
- 2) Before starting to fill the application get your photograph and signature scanned. Only jpg format is accepted. The photograph size should not be more than **100 KB** for the photograph and **100 KB** for signature (100 DPI and crop the image of signature to an approximate size of around 5 cm x 1.5 cm).
- 3) For scanning purpose use black sketch pen for signature.
- 4) You have to affix your photograph on the print out of admit card. Therefore, keep sufficient copies of the photograph you are using for scanning.