

My Dear Student,

Congratulations for your success in JEE-2009 and thanks for choosing IT-BHU.

I extend you a hearty welcome to this prestigious Institute of the Banaras Hindu University founded by the great visionary **Pandit Madan Mohan Malaviya Ji**. The spacious and uniquely beautiful campus of the Banaras Hindu University, spread over approximately 1300 acres, is situated at the south side of the holy city of Varanasi. The Institute of Technology is located on the southern end of the University. We sincerely hope that your four/five years of stay with us will be fruitful and a rewarding educational experience.

Academic session for the first year students who have already reported have commenced from today i.e., **July 27, 2009**. The registration for the second batch of first year students admitted through second counseling is scheduled **at 11.00 a.m. on Thursday, August 06, 2009**. Classes shall commence immediately thereafter.

1. You are advised to reach Varanasi at least a day before i.e. by Wednesday, August 05, 2009.
2. Banaras Hindu University is about 10 km from Varanasi Railway Station and the normal hiring charges for a three wheeler for coming inside the campus upto IT-hostels is around Rs. 100.00. The Institute is located at approximately 3 km from the Main Gate of the University. Student volunteers will be present at the Main Gate of the University for help and guidance.
3. You have been provisionally allotted accommodation in **Limbdri/Rajputana (Boys Hostel)/Gandhi Smriti Mahila Chhatravas (Girls Hostel)**. On arrival, you may contact the person on duty in the hostel to get your room opened. The formal allotment will be made by the Administrative Warden of the concerned hostel subject to your completing the necessary formalities.
4. You will be sharing the room with another student of your batch. Each one of you will be provided with some basic furniture. You are advised to bring your own mattress, pillows, bed sheets, towels, mosquito net, electric bulb, lock and key, etc. Each room is provided with a ceiling fan. Though the weather upto September may be humid and warm, it would be appropriate to bring warm clothing for use during November to January. It would not be possible for the Institute to provide accommodation to the accompanying guardians/parents within the campus.
5. You are required to bring the following documents for your **Enrolment** in the Banaras Hindu University during Registration on **Thursday, August 06, 2009**:
 - (i) *This offer letter.*
 - (ii) *Admit Card of JEE-2009.*
 - (iii) *Ten copies of your recent passport size photograph.*
 - (iv) *Two attested copies of all certificates/mark-sheets including 10+2 Public/University/School/Board examinations passed by you so far, **along with their ORIGINALS.***
 - (v) *Original Migration Certificate and **School Leaving/Transfer Certificate** from the College/School last attended.*
6. Total fees payable at the time of admission is Rs. 21285.00. Since Rs. 14700.00 (by General/OBC Candidates) or Rs. 7800.00 (by SC/ST candidates) have already been deposited at the time of counselling, the balance amount to be deposited through the demand draft only at the time of registration is given below:

General/OBC Category : Rs. 6585.00 SC/ST Category : Rs. 13485.00

The draft for above amount must be drawn in favour of "**REGISTRAR, BHU**" payable at the **State Bank of India, Banaras Hindu University, (Code 0211)**.
7. The Institute prescribes a ceremonial dress (navy blue blazer, white trousers, maroon tie and black shoes) which is mandatory to be used on all ceremonial occasions. The Institute makes special arrangements to provide blazer cloth, Institute crest and a tie at subsidised rates. You will be required to deposit a sum of Rs. 1000/- as an advance towards the cost of these materials through a separate Bank Draft in favour of "**Students Dress A/c Institute of Technology, BHU**" payable at **the State Bank of India, Banaras Hindu University, (Code 0211)**, at the time of registration in addition to the normal fees payable by you.
8. Please submit the both enclosed **Affidavit** on non-judiciary stamp paper of Rs. 10.00 each regarding ragging duly completed and signed, at the time of registration. **Download and read carefully 'The UGC Regulations on curbing the menace of ragging in higher education Institutions, 2009' before submission of the affidavit, details available on website: www.itbhu.ac.in.** The Institute on its part is also trying to curb ragging and is taking all necessary steps to stop the same.
9. The academic programme will be quite demanding during every semester. However, you will also be having ample scope for pursuing your hobbies/interests, etc.
10. You may further note that **hostel inmates** are not allowed to keep/use automated 2/4-wheelers while they are the students of this Institute. Therefore, keeping/using automated 2/4-wheelers by you as IT-student will be treated as violation of the University rules and will invite appropriate disciplinary action. All such vehicles will be towed away by the security people. Please also submit enclosed undertaking regarding vehicle at the time of registration.

11. Though the Institute's class rooms, laboratories etc. are within walking distance from the hostels, many of our students normally use bicycles for quick movement within and outside the campus.
12. The cooperative mess is mandatory to new entrants. You will be required to deposit Rs. 2000.00 in cash in the hostel towards mess charges. Out of which Rs. 1800.00 will be adjusted in your mess bills at the end of the Session.
13. If you are receiving any medical attention, please bring relevant prescription(s) and health/test reports with you. These will help our physicians to attend to you in case of an emergency.
14. Your **admission is liable to be cancelled** at any time during course of study if:
 - a. It is detected that you have submitted **false certificates/information** or **have concealed facts** during registration.
 - b. You are involved in acts of **misconduct/indiscipline/ragging**.

In case you need any further help after arriving in our campus, please contact your '**Hostel Administrative Warden/Warden**'.

Congratulating you once again on your admission to IT-BHU and wishing you a happy journey,

Some Important Contact Numbers for Emergency Purposes:

Academic Section, IT : 0542-2307039; 6702067; 6702070; 9415447687; 9454820126.

Enclosures:

1. UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009, AFFIDAVIT BY THE STUDENT
2. UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009, AFFIDAVIT BY THE PARENT/GURDIAN
3. UNDERTAKING BY THE CANDIDATE REGARDING PHOIBITION OF VAHICLES

AFFIDAVIT BY THE STUDENT

1. I, _____, JEE Reg. No. _____, AIR _____, Son/Daughter of Shri/Smt. _____, having been admitted to _____, **Institute of Technology, Banaras Hindu University**, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Education 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 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 behaviour 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 _____ on this the _____ day of _____ month of _____ year.

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ day of _____ month of _____ year after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN

- 1) I, Mr./Mrs. _____ (full name of parent/guardian) father/mother/guardian of Mr./Ms. _____, JEE Reg. No. _____, AIR _____, having been admitted to _____, **Institute of Technology, Banaras Hindu University**, 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 behaviour 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 or any 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: _____

Tel./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 _____ on this the _____ day of _____ month of _____ year.

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ day of _____ month of _____ year after reading the contents of this affidavit.

OATH COMMISSIONER

UNDERTAKING BY THE CANDIDATE
REGARDING PROHIBITION OF VEHICLES

I,, S/D/W/o
....., a candidate for admission to UGD/IDD/IMD Part-I Programme in the
Department/School of during the Session
2009-10 at the Institute of Technology is in the know of the fact that, **Keeping of automated
two/four wheelers in hostel premises and also using the same in Institute premises/university
campus and indulging in teaching in coaching institutes are strictly prohibited, and as per rules
any students found using the motorized two/four wheelers in hostels/institute premises and
university campus and indulging in teaching in coaching institute, shall be subject to severe
disciplinary action including expulsion.**

I promise to abide by the Discipline Rules of the University and I hereby undertake that I shall
neither indulge myself nor instigate any other students in such activities or create nuisance to the
academic atmosphere of the institution.

**In case I am found indulging myself in any act amounting to violation of discipline or misconduct
or the acts falling under the definitions / breach of above undertaking, disciplinary action be taken
against me as per University rules.**

Date _____

Signature of the candidate

Declaration by Parent/Guardian

I, father/guardian of
Mr./Ms., a candidate for admission to
UGD/IDD/IMD Part-I Programme in the Department/School of
....., at the Institute of Technology, Banaras Hindu
University, am aware of the law in regard to the use of motorized two wheelers and indulging in
teaching in coaching institute and agree to abide by the punishment meted out to my ward in case
he/she is found involved in acts of misconduct, indiscipline. This undertaking mentioned above
would be binding on me till my ward remains in the Banaras Hindu University.

Date _____

Signature of Parents/Guardian

Place _____