



UNIVERSITY OF LUCKNOW
JEE B.Ed. 2010
THE COUNSELING PROCEDURE

The counseling procedure is divided in to two phases:

Phase-I : Off-Campus On-Line Counseling

(29.07.2010 to 01.08.2010)

Phase-II: On-Campus On-line Counseling

First Counseling (03.08.2010 to 20.08.2010)

Phase-I: Off-Campus On-Line Counseling (29.07.2010 to 01.08.2010)

- 1) A provision of off-campus on-line counseling has been made, and will be made available to all candidates from **29-7-2010 to 1-8-2010**. The candidates are strongly advised to exercise and experience the process of choice filling which will be useful for the on-campus on-line counseling
- 2) This facility is provided to enable the candidates to assess list of universities/colleges/institutions which are likely to be available to them according to their rank in the JEE B.Ed.2010.
- 3) **OFF CAMPUS COUNSELING IS ONLY A REHEARSAL.**
- 4) During this phase of counseling, the eligible candidates are advised to exercise their initial choices of university/college/institution through internet from places of their convenience.
- 5) A candidate has to log on to the B.Ed. website and click 'off-campus counseling' button displayed on the home page.
- 6) Login and password prompts will appear on the computer screen. Using the instructions given on the screen, the candidate will enter the login ID and password for which admit card would be required. If the candidate has misplaced his/her admit card, he/she can download the counseling letter which will have the required information.
- 7) The procedure for exercising choices or seeking other information is menu driven which guides the candidates through appropriate messages on the computer screen.
- 8) Information relating to institutions and categories (GE or BC or SC/ST etc.) will be available through each relevant dropdown menu for the purpose of exercising choices as well as for a feel of their competitive standing for their preferred choices among the logged-in candidates.
- 9) The name of counseling centre will be displayed on computer screen during Phase-I.
- 10) The candidates are permitted to exercise as many choices as they want. They can also change their preferences if they so desire. For changing preference, earlier entries are to be deleted and new choices can be added any number of times, based on the information which will appear on the computer screen. The candidates are free to consult their parents, teachers, friends and others for advice during Phase-I. The off-campus counseling will facilitate the selection of the most appropriate institutions at candidate's rank while submitting the final choices during the on-campus counseling.
- 11) Choices will be processed and indicative seat allocation will be put on the website at frequent intervals. The dates of next update of indicative seat allocation will be specified on the website.



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ON-CAMPUS ON-LINE COUNSELING (03.08.2010 TO 20.08.2010)

Eligible candidates will be required to report at the concerned counseling centre, which will be displayed on computer screen during Phase-I. They will have to stay there for two days. A list of counseling centers is also available on the website.

DAY ONE -The Counseling Day

- 1) On the first day of reporting (day one) as per schedule, the candidates will proceed to the document verification counters for verification of their certificates and admit card. Candidates are required to bring all certificates in original along with one set of photocopies of each document and four copies of their photograph identical to the one pasted on the application form. In case any candidate fails to produce the required original certificate at the time of counseling, he/she will not be allowed to exercise his/her option.
- 2) Thereafter the candidates will proceed to the fee collection counters. Counseling fee of **Rs. 500.00 (Rupees Five Hundred only)** and an Advance College fee of **Rs.5000.00 (Rupees Five Thousand only)** will be collected at the computerized fee counters. The deposits are to be made through a **crossed Demand Draft** issued in favour of **Finance Officer, University of Lucknow** payable at **Lucknow. Here it is to be pointed out that all deposits will be through Crossed Demand Draft and not through Account Payee Cheque.** Please **note** that the counseling fee of Rs.500.00 is **non-refundable** and no part of it will be refundable at any stage after the candidate has reported for on-campus on-line counseling at the counseling centre. The Advance College fee of Rs.5000.00 will be refunded if the candidate could not be allotted a seat from the choice locked by her/him. No refund of this amount will be made if a seat is allotted in a University/ College/ Institute and the candidate refuses to take admission for whatsoever reason.
- 3) Any discrepancy related to date of birth, category, sub-category, sex, weightage, state of eligibility etc. in the computer record generated on the basis of application form submitted earlier to JEE B.Ed.-2010 by the candidate and in the original certificates will be re-certified by the competent authorities at the counseling centre and their decision will be final in this regard. A printout of the modified record will be given to the candidate.
- 4) Any change in the candidate's name, father's name and the status of category, weightage etc. shall not be permitted under any circumstance.
- 5) Candidates must ensure in their own interest, that their state of eligibility, categories, sub-categories, weightage, if any, are mentioned correctly on the printout given to them.
- 6) After verification and fee submission the candidates will proceed to the next counter for Registration. After Registration, the candidates will be required to exercise their final choices of seats on-line by using choice button to indicate the choice of institution in order of their preference. The candidate can exercise all the choices for which he/she is eligible. Choices for which the candidate is eligible shall be displayed at the time of choice filling.
- 7) The current status of the available seats will continuously be displayed for the guidance of candidates.



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- 8) The candidates will get two copies of the printout of all the choices submitted by them. One copy of the same will be signed by the candidate and returned after verification.
- 9) Candidates are advised to choose the college(s) taking into consideration that his/her choice on DAY-ONE and the subsequent allotment on DAY-TWO is final.

DAY TWO-THE ALLOTMENT DAY

- 1) The choices submitted through choice form on **Day One** will be processed centrally on the following day (day two) and the list of candidates who are allotted an institution along with subject stream for admission will be displayed on the website. These candidates will be called in order of Rank for the issue of seat allotment letter. The candidates must bring their copy of choice form along with fee receipt to get the allotment letter.
- 2) After allotment of seat the candidates are required to deposit the balance amount of admission fee through a **crossed Demand Draft** issued in favour of **Finance Officer, University of Lucknow** payable at **Lucknow** within 3 days of issue of allotment letter. The fee structure of different institutions is available on the website.
- 3) The candidates are required to report to the allotted University Department/College/Institute immediately after fees deposition.

SEAT CONFIRMATION FEES

- 1) The allotment letter will be issued to the candidates the day after the choice filling has been carried out.
- 2) **All candidates allotted a seat have to deposit a Seat Confirmation fees at the SEAT CONFIRMATION COUNTER within four days of choice filling.**
- 3) The amount of seat confirmation fees will be mentioned on the candidate's allotment letter.
- 4) If the candidate fails to deposit the seat confirmation fees within the stipulated time, he/she will have no claim over the seat anymore.
- 5) **The candidates have to report to the SEAT CONFIRMATION COUNTER for confirming their seats even if the amount of college fees is less than the advance fees of Rs. 5000.00.**
- 6) Several aided colleges have fees less than the advance fees of Rs. 5000.00. **Candidates allotted such colleges will be refunded the remaining amount from the respective college after they report there.**

REFUND OF FEES DEPOSITED AT COUNSELING CENTER

On day of Counseling

- 1) **Counseling Fee of 500.00 (Five hundred only) is non-refundable.**
- 2) The DD of Rs. 5000.00 submitted by the candidate as advance college fees would be returned to these candidates from the withdrawal counter only after withdrawal from the process.
- 3) Candidates not opting for any college can withdraw from the counseling process before selecting any choice.



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- 4) If the candidate has started the choice filling process and has selected some colleges, in such cases candidates have to report to the Counseling Coordinator before withdrawing from the process to seek refund of the advance College fees.

After completing the Counseling process

- 1) The Advance College fee of 5,000.00 (Five thousand only) submitted at the time of counseling will be refunded if the candidate could not be allotted a seat from the choice locked by him/her. No Refund will be made if a seat is allotted in a university/college/institute and the candidate refuses to take admission for any reason.

Documents needed by candidates for Counseling

1. Counseling Letter.
2. Admit Card
3. All original marks sheets/ certificates from High School onwards.
4. Weightage Certificates if claimed.
5. Original Income Certificate
6. Proof of PH/FF/AF etc special category in original
7. Original Category certificate for OBC, SC and ST candidates.
8. Photo copies of mark sheets and certificates.
9. Bank Draft of Rs. 500.00 in favour of **Finance Officer, University of Lucknow**, payable at **Lucknow** for **counseling fee**.
10. Bank Draft of Rs. 5000.00 in favour of **Finance Officer, University of Lucknow**, payable at **Lucknow** for **advance college fee**.
11. **PLEASE WRITE THE FOLLOWING ON THE BACK SIDE OF BOTH THE BANK DRAFTS.**
 - **YOUR NAME**
 - **FATHER'S NAME**
 - **ROLL NUMBER**
 - **FORM NUMBER**
 - **GENERAL RANK**