



**UNIVERSITY OF LUCKNOW**  
**MBA/MTTM ADMISSION 2018 – 19**  
**COUNSELING GUIDELINES**

**GENERAL INFORMATION**

- Candidates are advised to go through the counselling procedure and follow the guidelines strictly.
- The cut-offs will be declared on the basis of open rank for the OPEN seats while for OBC, SC and ST candidates these will be declared on the basis of their category rank.
- **Only candidates whose ranks are within the cut-off range in which the counselling is going on will be allowed to enter the counselling premises. Parents and Guardians are requested not to try to enter the premises.**
- **Please follow the given time schedule and ensure that you come according to the time slot allotted for your rank.**
- A list regarding information about the **reporting venue (Phase 1)** and **fee submission venue (Phase 2)** will be released separately.
- Candidates have to first report at the reporting venue and after completing all the formalities of Phase 1 have to go to the designated venue for Phase 2 of the counselling. Both Phase 1 and Phase 2 have to be completed on the same day.
- **Candidates should fulfil all eligibility conditions on the day of counselling. In no case provisional certificates or mark sheets would be entertained.**

**Important Information**

- **The University is adopting a totally cashless admission process.**
- **The admission fee has to be deposited on the day of counselling only through debit card / credit card**
- **Please ensure that you have a valid debit or credit card with appropriate limit for fee payment. Admission Fees can be paid using multiple cards.**
- **Since the fee amount is large the University has made an exception for candidates seeking admission to the MBA programs. They can also deposit their admission fee through bank draft in favour of “Finance Officer Lucknow University” payable at Lucknow.**

**Fee Structure**

Program	Type	Seat	Fees (Rs.) Per semester	Fee at time of admission	
				LU Graduates	Non LU Graduates
MBA	Regular	60	48173	53173	54173
MBA	Self Financed	60	81080	86080	87080
MBA (Finance & Control)	Self Financed	120	81080	86080	87080
MBA (Human Resources & Industrial Relations)	Self Financed	120	81080	86080	87080
MBA (Marketing)	Self Financed	120	81080	86080	87080
MBA (International Business)	Self Financed	60	81080	86080	87080
MTTM	Self Financed	60	28080	28080	29080

**\*Counselling for waiting list will be done only till seats are vacant.**

**Candidates of OBC, SC and ST category whose names are in the Open lists have to report for counseling in the Open lists**



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### Outline of the Process

- The University has adopted an On Campus Online counselling. This would comprise of the following sequential steps.
  - Reporting
  - Document Verification
    - High School / Intermediate and Graduation marks
    - Category Certificate
    - Income Certificate (if applicable)
  - Zero Fee Verification (for SC and ST candidates only )
  - Subject Allotment
  - Fee Submission
  - Biometric
  - Issue of Allotment Letter

### Reporting

- Candidates will be required to report for counselling at the designated place, date and time only.
  - **The reporting counter would open for only 30 minutes from the time the rank has been called to the counselling premises.**
  - Candidates reporting late for any reason will not be considered for counselling during that session. However they will be considered in the subsequent session if seats are available.
  - Since seats would be allotted on the basis of rank of candidates who have reported for counselling within the stipulated time, candidates reporting late will have no claim if seats of higher choice are filled up. They would be offered choices of subjects available at that point of time.

### Document Verification

- Candidates have to report for counselling along with the original and a photocopy of the following documents
  - Photo ID and Address Proof (any one of the following)
    - Aadhar Card, Voter ID, Driving Licence, Passport
  - High School Mark sheet and Certificate
  - Class 12 Mark sheet
  - Graduation Mark Sheet
  - CAT score card (for CAT candidates only)
  - 4 passport size Colour Photographs
  - Caste Certificate (If Applicable)
    - For OBC the caste certificate should be issued on or after July 1, 2015.
  - Income Certificate
    - Income certificate should be issued after February 1, 2018.
    - All certificates will be verified through the Government website.
    - Certificates whose details are not available on this website will not be entertained.
    - The benefit of zero fees will not be given to SC/ST candidates who do not have a valid income certificate issued by competent authority.
  - Sub Category Certificate
  - Weightage Certificate

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**Zero Fees**

- SC and ST candidates seeking the benefit of zero fee would have to bring the latest income certificate issued by the board of revenue and should be verifiable on the website.
- The admission of SC and ST candidates who have availed the benefit of zero fees would only be confirmed only if they fill the scholarship form within two days of depositing the admission fees.

**Fee Submission**

- The University is adopting a totally cashless admission process.
- The admission fee has to be deposited on the day of counselling only through debit card and credit card.
- **Please ensure that you have a valid debit or credit card with appropriate limit for fee payment.**
- **Admission Fees can be paid using multiple cards.**
- Graduates from other than University of Lucknow are required to pay additional one-time enrolment fee of Rs. 1000/-.

**Allotment Letter**

- Admitted students would be issued allotment letter indicating their details and subjects allotted.
- **All SC/ST students would need to fill their scholarship form online at the NIC portal and submit a copy of this form along with their allotment letter in the SC/ST cell of the University to receive their ID cards.**

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