



University of Lucknow
Lucknow
M.Ed. Admissions 2018
Tentative Counseling Procedure and Guidelines

Schedule

- All interested candidates who are eligible, have completed all the steps for M.Ed admissions and have been allotted open rank in the merit list are eligible to participate in the online counseling process. Online registration and choice filling will begin after 1:00 PM on August 6, 2018.

Month	Date	Day	Activity
August	6	Monday	Registration and Choice Filling
August	7	Tuesday	
August	8	Wednesday	
August	9	Thursday	
August	10	Friday	First Allotment Result
August	11	Saturday	Seat Confirmation Fee Payment
August	12	Sunday	
August	13	Monday	
August	14	Tuesday	Second Allotment Result
August	15	Wednesday	Seat Confirmation Fee Payment
August	16	Thursday	
August	17	Saturday	

COUNSELING PROCEDURE

Step 1: Registration

- All interested candidates who have appeared in the entrance test for M.Ed. and have been allotted open rank in the merit list are eligible to participate in the counseling process.
- Interested candidates have to register through the login credentials provided to them at the time of form filling.
 - Candidates have to login using their login detail. In case they have forgotten the password they can regenerate it through the link provided.
- The following have to be done during registration
 - Upload the self attested scanned copy of the B.Ed. final year mark sheet.
 - Enter the bank account details of either self or father or mother
 - This will be required for refunding the advance college fee if college is not allotted. Registration fees can be paid from any bank account.
 - For SC and ST candidates who want the benefit of zero fees have to upload and provide details of proper income certificate issued after January 1, 2018.
 - All candidates have to pay Rs. 5000 as advance college fee through online modes (Net banking, Debit Card and Credit Card) only.
 - In case the candidate is not allotted a seat the advance college fee of Rs. 5000 would be refunded into the account details provided by them.



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- Only registered candidates will be able to fill the choices.

Step 2: Choice Filling

- Candidates registered for counseling have to fill their choices of colleges according to their preferences.
 - Candidates can give as many choices as they want.
 - Lower rank candidates are advised to give more choices so that they are not denied allotment.
 - Choices can be rearranged any number of times till final submission
- Candidates can take a print out of the submitted choices even without locking. This is being done so that they can go through it and decide on the sequence of colleges that they want.
- Choices can be filled in multiple sessions. There is option to save these choices before logging out. Data not saved will be lost.
- **The choices filled by the candidate are final and cannot be changed once locked.**
 - If a candidate has submitted the choices but not locked after last date of choice filling is over, it will automatically be locked before seat allotment/retained if up gradation is requested.
- Seat allotment result will be available on candidate login.
- All allotments would be provisional and subject to verification of documents. The admission of such candidates whose documents are not found to be in order would be cancelled.

Step 3: College Allotment

- College allotment will be done strictly on the basis of overall rank of the candidate as well as the colleges they have selected in order of preference during choice filling.
- Seat allotment result will be available on candidate login only.

Step 4: Seat Confirmation and Provisional Allotment cum Confirmation letter download

- Candidates who have been allotted college will have to download Provisional Allotment cum Confirmation letter through the Lucknow University website after paying the balance amount of college fee of **Rs. 5000.00**.
- They have to give the option whether they want to retain the allotted college or they want to go for the upgradation process. **Only those candidates can give option for upgradation who has not been allotted their first preference.**
 - In case of up gradation they would be allotted a college of higher priority or the same college depending upon the vacancy. In no case a college of lower priority can be allotted.
- Candidates who opt for upgradation have to pay the college confirmation fee of **Rs. 5000.00** but they will be given the provisional allotment cum confirmation letter after the second allotment. The fee paid would be adjusted



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against the finally allotted college. They will not have to pay the college confirmation fee again.

- Candidates who opt to retain the allotted college can download their provisional allotment cum confirmation letter after paying the college confirmation fee.
 - SC and ST candidates who have opted for zero fees and have uploaded their income certificate can directly download this provisional Allotment cum Confirmation letter. However they have to get their proper income certificate verified at the allotted college. In case the certificate is found to be incorrect they will have to pay the remaining amount of balance fee at the college.

Step 5: Report to allotted college

- The candidate has to report to allotted college **within seven days** from the date of allotment with all the original documents along with provisional allotment cum confirmation letter.
- The original documents will be physically verified by the Principal of the allotted college.
- If the documents of candidates are not found valid by the college authority, his/her candidature shall be cancelled.
- **Documents required for reporting**
 - Candidates would need to carry the originals and self-attested copy of the following documents:
 - Printout of the provisional Allotment cum Confirmation letter from Lucknow University Portal
 - Copy of Application form and Admit Card.
 - Proof of Date of Birth: Class 10th certificate
 - All Mark Sheets and Certificates up to Qualifying Examination.
 - Category Certificates in original in the prescribed format,
 - Original photo ID issued by Government
 - Two passport sized photographs
 - Copies of all Fees Receipts
 - Income certificate if zero fees claimed.

Step 6: Second Allotment

- Second allotment would be carried out by the online process on Merit Cum Option basis on choices submitted by candidates in step 2 of these guidelines.
- Up gradation and allotment would be done simultaneously.
- The following candidates would be included in second allotment.
 - All candidates who were allotted college in first allotment and have paid the college confirmation fee with option for upgradation.
 - All candidates who had filled their choices but were not allotted any college during first allotment.
- The following candidates would not be considered during the second allotment process



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- Those who were allotted college during first allotment but did not pay the college confirmation fee.
- Those who were allotted college in first allotment and have opted to retain the allotted college.
- Second allotment would result in upgradation of allotment for candidates who have confirmed seats and have opted to upgrade.
 - In such case the candidate would be allotted a college of higher priority or the same college depending upon the vacancy.

Step 7: Seat Confirmation and Provisional Allotment cum Confirmation letter download after second allotment

- Candidates who have been allotted seats in the second allotment have to confirm their seat by paying the balance college fee. They would be able to download their provisional allotment cum confirmation letter after payment of the fee.
- Candidates who have opted for upgradation in the first round of allotment can directly download their provisional allotment cum confirmation letter. The fee paid earlier would be adjusted in the finally allotted college.

Step 8: Report to allotted college after second allotment

- The candidate has to report to allotted college **within seven days** from the date of allotment with all the original documents along with provisional cum allotment cum confirmation letter.
- The original documents will be physically verified by the Principal of the allotted college.
- If the documents of candidates are not found valid by the college authority, his/her candidature shall be cancelled.
- **Documents required for reporting**
 - Candidates would need to carry the originals and self attested copy of the following documents:
 - Printout of the provisional Allotment cum Confirmation letter from Lucknow University Portal
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