



## 1 महत्वपूर्ण निर्देश IMPORTANT INSTRUCTIONS

1.1 प्रवेश सम्बन्धी निर्देश विश्वविद्यालय अधिनियम, परिनियम, अध्यादेशों तथा नियमों के अनुसार हैं।

The instructions related to the admissions given here are as per the Act, Ordinances, Rules & Regulations of the University.

1.2 गैप प्रमाण-पत्र: यदि स्नातक परीक्षा/अर्हता परीक्षा के बाद प्रवेश लेने में अन्तराल हो तो अन्तराल के कारण का 10रु0 के स्टाम्प पेपर पर निर्गत नोटरी द्वारा सत्यापित शपथ-पत्र प्रवेश के समय जमा करें।

Gap Certificate: If there is gap in taking admission after graduation/qualifying examination, then a certificate by the Notary on Rs. 10.00 Stamp paper has to be submitted at the time of admission.

1.3 यदि आप आरक्षण (reservation) अथवा शून्य शुल्क (zero fee) का लाभ चाहते हैं तो सम्बन्धित प्रमाण-पत्र का विवरण आनलाइन आवेदन के साथ अवश्य दें। आवेदन पत्र प्रेषित करने के पश्चात् किसी भी अभ्यर्थी को भारण या आरक्षण में परिवर्तन की अनुमति नहीं मिलेगी।

If you want benefit of reservation or zero fees, then give the details of the related certificates during the filling of the Online application form. No candidate will get the permission for any change in weightage or reservation after the form is submitted.

1.4 प्रवेश प्रक्रिया की विस्तृत सूचना विश्वविद्यालय के वेबसाइट पर उपलब्ध रहेगी। अभ्यर्थियों को सलाह दी जाती है कि वे विश्वविद्यालय की वेबसाइट नियमित रूप से देखते रहें।

The detailed information of the admission procedure will be displayed on the University website. Candidates are advised to check the University website regularly for updates.

1.5 योग्यता सूची घोषित होने पर इसकी प्रति विश्वविद्यालय की वेबसाइट पर देखने के लिए उपलब्ध रहेगी। अभ्यर्थी को स्वयं अपना योग्यता-क्रमांक, योग्यता-सूची से ज्ञात करना होगा। योग्यता-सूची समाचार-पत्रों में प्रकाशित नहीं करायी जायेगी।

After declaration of the merit list a copy of the list will be displayed on the University website. The candidate himself/herself will find his/her merit number from the merit list. The merit list will not be published in the newspaper.

1.6 वे अभ्यर्थी जो अनुसूचित जाति/जनजाति एवं अन्य पिछड़ा वर्ग के हैं तथा उत्तर प्रदेश के मूल निवासी हैं, उन्हें ही आरक्षण का लाभ अनुमन्य होगा तथा अन्य प्रदेशों के अनुसूचित जाति/जनजाति, अन्य पिछड़ा वर्ग के अभ्यर्थी सामान्य श्रेणी के माने जायेंगे।

The benefit of reservation will be permissible only to Scheduled Castes/ Scheduled Tribes and Other Backward Classes candidates originally belonging to Uttar Pradesh. Scheduled Castes/ Scheduled Tribes and Other Backward Classes candidates of other states will be treated as general candidate.

1.7 रजिस्ट्रेशन के समय जमा किया गया समस्त शुल्क किसी भी स्थिति में वापस नहीं किया जायेगा।

All fees deposited at the time of registration will not be refunded under any circumstances.

1.8 छात्रत्व के दौरान रैगिंग जैसी कुत्सित घटना में सम्मिलित होने पर छात्र के विरुद्ध माननीय उच्चतम न्यायालय के निर्देशानुसार कार्यवाही की जायेगी।

As directed by the Hon'ble Supreme Court, action will be taken against the students who indulge in incidence like ragging during studentship.

1.9 काउन्सिलिंग की प्रक्रिया में अभ्यर्थियों (जिन्होंने निर्धारित समय में अपनी उपस्थिति की सूचना दी है) को उनकी रैंक व तत्क्षण महाविद्यालयों में सीटों की उपलब्धता के आधार पर आबंटन किया जायेगा। किसी भी आबंटित महाविद्यालय का बाद में परिवर्तन अनुमन्य नहीं होगा। विलम्ब से अपनी उपस्थिति की सूचना देने वाले उच्चतर मेरिट के अभ्यर्थी, यदि उच्चतर मेरिट की सीटें भरी जा चुकी हैं तो अपनी पसंद के महाविद्यालय के आबंटन का कोई दावा नहीं कर सकेंगे। उन अभ्यर्थियों को उस समय शेष उपलब्ध महाविद्यालय के विकल्प ही उपलब्ध कराये जा सकेंगे।

During counselling, seats are allotted on the basis of rank of candidates who have reported for counselling within the stipulated time and availability of seats in a particular college at that moment. No change of College would be allowed later. Candidates reporting late will have no claim if seats of higher choice are filled up. They would be offered choices of colleges available at that point of time.



- 1.10** वे अभ्यर्थी जो किसी भी विश्वविद्यालय/विद्यालय/संस्था से निष्कासित किये गये हैं अथवा भारतीय दण्ड संहिता के अन्तर्गत दोषी पाये गये हैं वह लखनऊ विश्वविद्यालय के किसी भी पाठ्यक्रम में आवेदन करने के लिये अयोग्य होंगे।  
Those candidates who have been expelled from any University/College/Institution or found guilty under Indian Penal Code are not eligible to apply for any course in the University of Lucknow.
- 1.11** ऐसे अभ्यर्थी जो वर्तमान वर्ष में अर्हता परीक्षा में सम्मिलित हो रहे हैं, वे भी इस प्रवेश परीक्षा में आवेदन करने हेतु अर्ह होंगे। ऐसे अभ्यर्थियों को काउंसिलिंग प्रक्रिया के पूर्व न्यूनतम अर्हता धारित करना अनिवार्य होगा।  
Candidates who are appearing in the qualifying examination in the current year can apply for admission but they should fulfill all eligibility conditions on the day of admission.
- 1.12** आरक्षण का लाभ उत्तर प्रदेश सरकार/लखनऊ विश्वविद्यालय के नियमों के अन्तर्गत दिया जायेगा।  
The reservation shall be given as permissible under the Uttar Pradesh Government / University Rules.
- 1.13** विश्वविद्यालय के पास किसी भी प्रवेश को किसी भी अवस्था में निरस्त करने का अधिकार सुरक्षित है।  
University reserves the right to cancel any admission at any stage.
- 1.14** प्रवेश से सम्बन्धित सभी कानूनी विवादों का न्याय क्षेत्र लखनऊ ही होगा।  
All the legal matters pertaining to the admission shall be subject to Lucknow Judicature only.

## 2 About the B.El.Ed. program

- 2.1** The Ordinances pertain to the Bachelor of Elementary Education (B.El.Ed.), which is a four- year professional degree programme of Teacher Education offered after Senior Secondary. The Programme is in a regular full time mode. It aims to prepare teachers for the elementary stage of education. i.e. for Classes I to VIII. In addition, the programme prepares students for a wide range of professional and academic options in elementary education including teaching in elementary schools with special orientation for government schools; leading elementary school systems in various capacities; teaching and research in elementary education in the government and non-governmental sector; pursuing post-graduate and research studies in education and other disciplines; and working as teacher educators in various State/Central Institutes and University Departments/Colleges offering programmes in elementary education.
- 2.2** The B.El.Ed. programme shall be offered only in a constituent or affiliated college of Lucknow university offering undergraduate studies in liberal arts, humanities, social sciences, commerce, mathematics and sciences, or a constituent or affiliated college of Lucknow University offering multiple Teacher Education Programme or Department of Education, Lucknow University itself.
- 2.3 Duration**
- 2.3.1** The integrated Elementary teacher education Degree programme ,henceforth , called the Bachelor of Elementary Education (B.El.Ed.), shall be of a minimum duration of four academic years, including an Internship of a minimum **20** working weeks of which **4** weeks shall be in third year of study and **16** working weeks shall be in a fourth/ final year of study.
- 2.3.2** Candidates admitted in this programme shall complete the final year examination within 6 years from the year of admission.
- 2.3.3** There shall be at least two hundred working days each year exclusive of admission and conduct of examination, and inclusive of the period of classroom transaction, practicum, engaging with schools and school internship. The institution shall work for a minimum of thirty six hours in a week (five or six days), during which faculty shall be available for the requirements of the programme including interaction with and mentoring students.
- 2.3.4** The minimum attendance of student teachers shall be 80% for all course work including practicum, and 90% for school internship.



### 2.4 Essential Qualification

2.4.1 The minimum qualifications for admission to the B.El.Ed. shall be a pass in the 10+2 Senior Secondary Examination or any other examination recognized as equivalent thereto with a minimum aggregate of Fifty percent marks.

### 3 आरक्षण नीति / Reservation Policy

सभी आरक्षण राज्य सरकार की नीतियों और विश्वविद्यालय के दिशानिर्देशों के अनुसार दिए जाएंगे

All reservations would be given as per State Government policies and University guidelines

#### 3.1 आरक्षण / Reservation

3.1.1 उर्ध्वाधर / Vertical maximum percentages  
अधिकतम आरक्षण

3.1.1.1 Scheduled Caste\* 21%

अनुसूचित जाति

3.1.1.2 Scheduled Tribe\* 2%

अनुसूचित जनजाति

3.1.1.3 अन्य पिछड़ा वर्ग (नॉन क्रीमी लेयर) \* 27%

OBC (Non Creamy Layer)\*

3.1.1.3.1 अन्य पिछड़ा वर्ग नॉन क्रीमी लेयर श्रेणी के आवेदकों को काउंसलिंग के समय निम्नलिखित प्रमाणपत्रों की आवश्यकता होगी

- 1 जनवरी, 2020 को अथवा उसके बाद जारी किया गया अन्य पिछड़ा वर्ग (नॉन क्रीमी लेयर) का प्रमाणपत्र।
- यदि अन्य पिछड़ा वर्ग (नॉन क्रीमी लेयर) श्रेणी का प्रमाण पत्र 1 जुलाई, 2017 के बाद और 1 जनवरी, 2020 से पहले जारी किया जाता है, तो उन्हें अन्य पिछड़ा वर्ग (नॉन क्रीमी लेयर) श्रेणी प्रमाण पत्र के साथ 1 जनवरी, 2020 के बाद जारी किए गए आय प्रमाण पत्र को प्रस्तुत करना होगा। यदि अन्य पिछड़ा वर्ग (नॉन क्रीमी लेयर) श्रेणी का प्रमाण पत्र 1 जुलाई 2017 से पहले का जारी है, तो वैध नहीं होगा।

Applicants of OBC Non Creamy Layer category would require the following certificates at the time of counseling

- OBC Certificate issued on or after January 1, 2020.
- If the OBC category certificate is issued after July 1, 2017 and before January 1, 2020, they will have to submit the income certificate issued on or after January 1, 2020 along with the category certificate. The OBC Non Creamy layer certificate issued before July 1, 2017 will not be considered.

3.1.1.3.2 \* अनुसूचित जाति/जनजाति एवं अन्य पिछड़ा वर्ग के अभ्यर्थियों को उत्तर प्रदेश के मूल निवासी होने पर ही आरक्षण का लाभ देय होगा तथा अन्य प्रदेशों के अनुसूचित जाति/जनजाति, अन्य पिछड़ा वर्ग के अभ्यर्थी सामान्य श्रेणी के माने जायेंगे।

\*The scheduled caste, scheduled tribes and other backward class candidates originally belonging to Uttar Pradesh will be given the benefit of reservation. Scheduled castes, scheduled tribes and other backward class candidates of other states will be treated as general.

#### 3.1.2 क्षैतिज आरक्षण / Horizontal Reservation

3.1.2.1 Son/daughter / spouse of LU Teachers/Employees As per University rules  
लखनऊ विश्वविद्यालय अध्यापकों/कर्मचारियों के पुत्र/पुत्री/पत्नी/पति

3.1.2.2 Son/daughter/spouse of LU affiliated Govt./Aided Colleges of Lucknow University and Govt. Ayurvedic College As per University rules

लखनऊ विश्वविद्यालय से सम्बद्ध राजकीय अनुदान प्राप्त महाविद्यालय एवं राजकीय आयुर्वेद महाविद्यालय के अध्यापकों के पुत्र/पुत्री/पत्नी/पति

3.1.2.3 Physically Handicapped/Disabled (including 1% for blinds) 5%

विकलांगों के लिए (दृष्टि बाधितों हेतु 1% को सम्मिलित करते हुए)

- 3.1.2.4** Son / Daughter / Grand Son / Grand Daughter of Freedom Fighters from U.P. 2%  
स्वतन्त्रता संग्राम सेनानियों के पुत्र/पुत्री/पौत्र/अविवाहित पौत्री के लिए
- 3.1.2.5** Son/Daughter of Retd. Defence Personnel or Physically Handicapped Defence Personnel or Defence Personnel killed in war or Defence Personnel posted in UP. 5%  
सेवानिवृत्त भूतपूर्व सैनिकों (स्वयं) अथवा शारीरिकरूप से विकलांग सैनिकों अथवा युद्ध में शहीद हुये सैनिकों अथवा वर्तमान में उत्तर प्रदेश में सेवारत सैनिकों के पुत्र/पुत्री के लिए
- 3.2** वर्ग प्रमाण पत्र जारी करने हेतु सक्षम अधिकारी /Competent authorities for issuance of certificates
- 3.2.1** विकलांग  
जनपद के मुख्य चिकित्सा अधिकारी  
Physically Handicapped (3.2.2.3) Chief Medical Officer of District
- 3.2.1** स्वतन्त्रता संग्राम सेनानी  
जिलाधिकारी  
Freedom Fighter (3.2.2.4) District Magistrate
- 3.2.3** अनुसूचित जाति \*  
जिलाधिकारी, अपर जिलाधिकारी, सिटी मजिस्ट्रेट, परगना मजिस्ट्रेट अथवा तहसीलदार  
Scheduled Caste (3.2.1.1) District Magistrate, Additional District Magistrate, City Magistrate, Pargana Magistrate or Tehsildar
- 3.2.4** अनुसूचित जनजाति \*  
जिलाधिकारी, अपर जिलाधिकारी, सिटी मजिस्ट्रेट, परगना मजिस्ट्रेट अथवा तहसीलदार  
Scheduled tribes (3.1.1.1) District Magistrate, Additional District Magistrate, City Magistrate, Pargana Magistrate or Tehsildar
- 3.2.5** अन्य पिछड़ा वर्ग \*  
जिलाधिकारी, अपर जिलाधिकारी, सिटी मजिस्ट्रेट, परगना मजिस्ट्रेट अथवा तहसीलदार  
Other backward class (3.2.1.3) District Magistrate, Additional District Magistrate, City Magistrate, Pargana Magistrate or Tehsildar
- 3.2.5.4** आय-प्रमाणपत्र (छ: माह के अन्दर का) \*  
जिलाधिकारी, अपर जिलाधिकारी, सिटी मजिस्ट्रेट, परगना मजिस्ट्रेट अथवा तहसीलदार  
Income certificate (within 6 months) District Magistrate, Additional District Magistrate, City Magistrate, Pargana Magistrate or Tehsildar
- 3.2.6** विश्वविद्यालय के अध्यापक/कर्मचारी  
कुलसचिव लखनऊ विश्वविद्यालय। प्रवेश के वर्ष के 01 मार्च या उसके बाद निर्गत प्रमाण पत्र ही मान्य होंगे।  
Teachers/ Employees of University (3.2.2.1) Registrar, University of Lucknow. The certificates issued on or after 1st March of the year of admission will only be considered.
- 3.2.7** राजकीय अनुदान प्राप्त लखनऊ विश्वविद्यालय से सम्बद्ध महाविद्यालय एवं राजकीय आयुर्वेद महाविद्यालय के अध्यापक  
महाविद्यालय के प्रधानाचार्य। प्रवेश के वर्ष के 01 मार्च या उसके बाद निर्गत प्रमाण पत्र ही मान्य होंगे।  
Principal of the college. The certificates issued on or after 1st March of the year of admission will only be considered.  
Teacher of the affiliated Govt./Aided Colleges of Lucknow University and Govt. Ayurvedic College (3.2.2.2)
- \* आरक्षण तथा आय प्रमाण पत्र वेबसाइट से सत्यापित किया जायेगा।  
\* Caste & Income certificates shall be verified form relevent Government websites.



### 3.3 Reservation for Economically Weaker Sections (EWS)

3.3.1 सामान्य वर्ग के आवेदक जो आर्थिक रूप से कमजोर वर्ग (ई.डब्ल्यू.एस.) के आरक्षण का लाभ लेना चाहते हैं, उन्हें ऑनलाइन प्रवेश आवेदन पत्र भरने के समय निम्नलिखित दस्तावेज अपलोड करने होंगे

Applicants of the General category who want to claim the benefit of the EWS reservation have to upload the following documents during filling of online application forms

3.3.1.1 सक्षम प्राधिकारी द्वारा जारी आर्थिक रूप से कमजोर वर्ग (ई.डब्ल्यू.एस.) का प्रमाण पत्र।  
EWS certificate issued by the appropriate authority

3.3.1.2 स्व घोषणा पत्र।  
Self declaration certificate

### 4 Admission Process

4.1 Candidates seeking admission to the four year degree programme in Elementary teacher Education shall have to qualify the prescribed Centralized Entrance Test (CET), specially designed to assess the candidate's potential or any other selection process as per the policy of Lucknow University.

4.2 In the B.El.Ed. program shall be admitted on the basis of marks obtained in the entrance examination conducted for this purpose.

4.2.1 The entrance test will comprise of 100 objective type questions to be answered in 90 minutes. The questions will be from Language ability (Hindi and English), General Awareness, Logical Reasoning, Mental Ability

4.2.2 Order of Merit will be determined as follows :-

4.2.2.1 If two or more candidates have secured equivalent marks/rank in the merit Index, then the merit for admission will be determined as follows:-

4.2.2.2 If the marks secured in the entrance test are same in such cases first preference will be given to the candidate who secures higher percentage of marks at Intermediate or equivalent examination.

4.2.2.3 If the marks obtained at the Intermediate or equivalent examination are the same in such cases first preference will be given to the candidate who secures higher percentage of marks at High School or equivalent examination.

4.2.2.4 If the marks obtained at the High School or equivalent examination are the same, then in that case the older candidate will be given priority.

### 4.3 Intake

Total intake of B.El.Ed. Course in one unit shall not exceed fifty students in a class or decided by NCTE norms enforced from time to time.



### 5 SEAT INFORMATION

|      | Name Of Institution   | Nature       | Status                    | Seats | Fee at time of admission |
|------|---|--------------|---------------------------|-------|--------------------------|
| 5.1  | Bhalchandra Institutie Of Education & Management, Dubagga, Post Kakori, Hardoi Road, Lucknow. | Co-education | Self Financed<br>Minority | 25    | 40000.00                 |
| 5.2  | Bora Institute Of Management Sciences, Sitapur Road, Lucknow                                  | Co-education | Self Financed             | 50    | 40000.00                 |
| 5.3  | C.D.Girls Degree College, Govind Vihar, Chinhat, Faizabad Road, Lucknow                       | Girls        | Self Financed             | 50    | 40000.00                 |
| 5.4  | City College, Uttardhauna, Tiwariganj, Chinhat, Faizabad Road, Lucknow                        | Co-education | Self Financed             | 50    | 40000.00                 |
| 5.5  | Eram Degree College, Shekhpur, Habibpur, Lucknow.   | Co-education | Self Financed<br>Minority | 25    | 40000.00                 |
| 5.6  | GSRM Memorial Degree College, Sarojni Nagar, Kanpur Road, Lucknow                             | Co-education | Self Financed             | 50    | 40000.00                 |
| 5.7  | Lala Mahadev Prasad.Verma Balika Mahavidyalay, Gosainganj, Lucknow                            | Girls        | Self Financed             | 50    | 40000.00                 |
| 5.8  | Modern College Of Education, Kurauni, Bijnor, Lucknow   | Co-education | Self Financed             | 50    | 40000.00                 |
| 5.9  | Rajat College Of Education & Management, Matiyari, Faizabad Road, Lucknow                     | Co-education | Self Financed             | 50    | 40000.00                 |
| 5.10 | Rajat Pg College, Kamta Panchwati, Chinhat, Faizabad Road, Lucknow                            | Co-education | Self Financed             | 50    | 40000.00                 |
| 5.11 | Rajat Womens College Of Education & Management, Faizabad Road, Chinhat, Lucknow.              | Girls        | Self Financed             | 50    | 40000.00                 |
| 5.12 | Shri Durga Siksha Niketan Mahavidyalay, Bakshi Ka Talab, Lucknow                              | Co-education | Self Financed             | 50    | 40000.00                 |
| 5.13 | Shri Durga Siksha Niketan Mahavidyalay, Bharwara , Gomti Nagar, Lucknow                       | Co-education | Self Financed             | 50    | 40000.00                 |
| 5.14 | Shri Mahaveer Prasad Mahila Mahavidyalay, Surya Nagar, Rajajipuram, Lucknow                   | Girls        | Self Financed<br>Minority | 25    | 40000.00                 |
| 5.15 | Swami Vivekanand Mahila Mahavidyalay, Eldeco, Lucknow   | Girls        | Self Financed<br>Minority | 25    | 40000.00                 |
| 5.16 | City Women's College ,Jankipuram Extension,Aliganj,Lucknow                                    | Girls        | Self Financed             | 50    | 40000.00                 |
| 5.17 | Lucknow Degree College, Baaj Nagar, Hardoi Road, Kakori, Lucknow                              | Co-education | Self Financed<br>Minority | 25    | 40000.00                 |



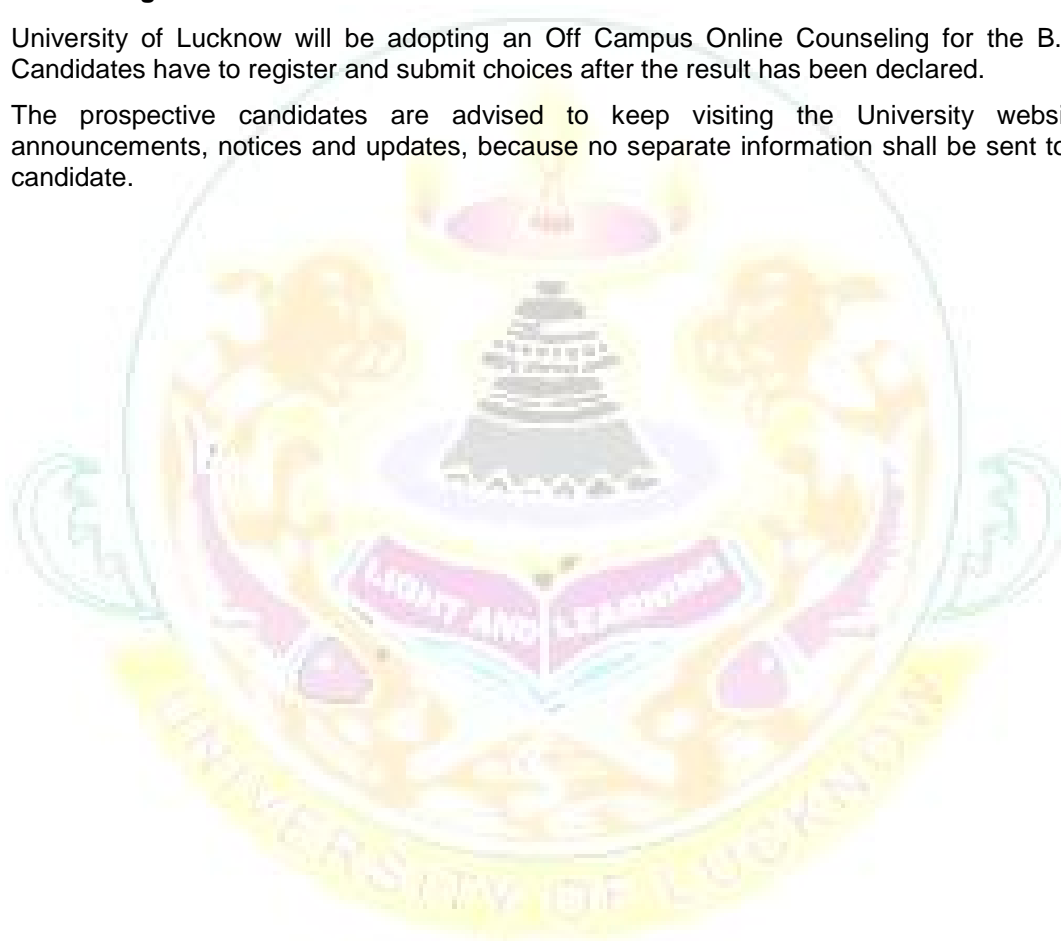
### 6 IMPORTANT DATES

| Event                         | Date                         |
|-------------------------------|------------------------------|
| Online form submission starts | March 16, 2020               |
| Last Date without late fee    | June 13, 2020                |
| Entrance Test                 | Dates will be declared later |

**Test Centre will be at Lucknow only**

### 7 Counseling Procedure

- 7.1** University of Lucknow will be adopting an Off Campus Online Counseling for the B.El.Ed. programs. Candidates have to register and submit choices after the result has been declared.
- 7.2** The prospective candidates are advised to keep visiting the University website regularly for announcements, notices and updates, because no separate information shall be sent to any prospective candidate.





## 8 Helpline

Technical Helpline

0522-4150500

Program Helplines

7991200570 (Dean, Faculty of Education)

9450093586





### REQUIREMENTS FOR FORM SUBMISSION

- **Valid Email ID**
- **Active Mobile Number**
  - Mobile number should be with the applicant at the time of form filling
  - All relevant information regarding admission would be sent to this mobile number.
- **Alternate Mobile Number** (Preferably of parent)
- **Photo** in JPEG format (Maximum upload size is 50 KB only)
- **Scanned Signature** in jpeg format (Maximum upload size is 50 KB only)
- **High School and Intermediate Mark sheet.**
  - **It is the sole responsibility of the student to go through the prospectus and check his/ her eligibility at the time of application. We are not verifying the eligibility at the time of application. The eligibility will be verified by the University at the time of counseling.**
- **Photo ID proof** (for entering number)
  - Any one of the following for entering the number at the designated place in the online application form
    - Aadhar Card, Voter ID, Driving License, Passport.
- **Application Fee**
  - General and OBC Rs. 1600.00
  - SC and ST Rs. 800.00
- **EWS Certificate**
  - Applicants who want to avail the benefit of Economically Weaker Section (EWS) seats have to choose yes in the personal information page. The certificate for this can be uploaded on the page where there option of uploading photo and signature. It is not compulsory to upload the certificate at the time of form filling. They would be needing the following certificates at the time of counseling
    - EWS certificate issued by the appropriate authority
    - Self declaration certificate
- **Caste certificate**
  - The number of caste certificate issued by the competent authority will have to be entered for availing the benefit of reservation for OBC, SC and ST applicants. Validity of these certificates will be verified from the Government website.
  - Applicants of OBC Non Creamy Layer category would require the following certificates at the time of counseling
    - OBC Certificate issued on or after January 1, 2020.
    - If the OBC category certificate is issued after July 1, 2017 and before January 1, 2020, they will have to submit the income certificate issued on or after January 1, 2020 along with the category certificate. The OBC Non Creamy layer certificate issued before July 1, 2017 will not be considered.
  - The scheduled caste, scheduled tribes and other backward class candidates originally belonging to Uttar Pradesh will be given the benefit of reservation. Scheduled castes, scheduled tribes and other backward class candidates of other states will be treated as general.

- **Income Certificate**

- Applicants will have to enter the number of these certificates at the time of filling of the form.
- The Income certificate has to be issued on or after January 1, 2020 and will be verified through the Government website.
- Certificates whose details are not available on this website will not be entertained.
- The applicants who do not have a valid income certificate issued by competent authority will not be given benefit of zero fees at the time of admission.

### FORM FILLING

- During the form filling process the applicant can make the entries and save the information.
- If the applicant is unable to fill the form in one sitting or somehow the process is interrupted there is no need to register again. They can login using the credentials sent on their mobile numbers and continue the process.
- Applicants are advised to check all the data they have entered before submitting the application fee. If there is some error they can edit it or start the entire process again. Once they have submitted the application fee the data submitted in the registration page cannot be edited under any circumstances.
- **Step 1 Registration**
  - Applicants have to fill the relevant details in the form. These fields cannot be edited later.
  - Applicants will receive their login details in the mobile number and email ID provided at the time of registration.
- **Step 2 Personal Details**
  - Applicants have to enter their personal details
- **Step 3 Educational Qualifications**
  - Applicants have to fill their educational qualifications.
    - **Enter the marks of all the subjects mentioned in the mark sheets**
  - Those applicants who have appeared for their Class 12 examination in 2020 have to fill in the name of the examination board and roll number now. All such applicants have to login and fill their marks obtained in the Class 12 examination before appearing for counseling.
- **Step 4 Upload photo and signature**
  - Applicants have to upload their photo and scanned signature.
- **Step 5 Preview**
  - Applicants can preview all the entries made at this point. If there is some error they can edit these or start the entire process again. Once they have submitted the application fee the data submitted in the registration page cannot be edited under any circumstances.
- **Step 6 Application Fee**
  - If all the entries in the application form are correct the applicant can submit the form and proceed for payment of the application fees.
  - Form fees can be submitted by any of the following ways
    - Credit Card, Debit Card, Net Banking
- **Step 7 Print Application form**
  - Applicants can print their complete application form and fee receipt to complete the application process.
  - Applicants have to retain a printout of their application form which will be needed later on.
  - **Applicants do not have to send the print out of the application form to the University.**



### Data Editing

- Restricted data can be edited by the candidate by logging in to the admission website using the credentials sent to their email and registered mobile number. In case the candidate has missed out on the login details they can regenerate their password by clicking on the **forgot password** link and entering their registration number. The new login details will be sent to their registered mobile number. **The data submitted in the registration page and the opted category cannot be edited under any circumstances.**

### Important Note

1. In case the payment is not updated immediately, applicants are advised to wait for at least 72 hours before contacting the technical helpline 0522-4150500 during working hours. They are also advised not to make multiple payments. All payments that are successful on the console will get updated automatically. They should note that no late fee or fine would be imposed on them.
2. Those applicants who are appearing in their qualifying examination in 2020 have to fill in the name of the examination board and roll number now. All such applicants have to login and fill their marks obtained in the qualifying examination before appearing for counseling.
3. Applicants who want to avail the benefit of Economically Weaker Section (EWS) seats have to choose yes in the personal information page. The certificate for this can be uploaded on the page where there option of uploading photo and signature. It is not compulsory to upload the certificate at the time of form filling.
4. Applicants of the OBC, SC and ST category have to fill the caste certificate number in the space provided for this. In case they do not have the recent certificate they can enter the number of the old certificate or the acknowledgement number and fill the form. They can provide the certificate later.
5. Applicants of the SC and ST category who want to avail the benefit of zero fee are required to mention the income certificate number in the space provided for this. In case they do not have the recent certificate they can enter the number of the old certificate or the acknowledgement number and fill the form. They can provide the certificate later.