



**University of Lucknow  
Lucknow  
Admissions 2019  
Tentative Counseling Procedure and Guidelines**

**Programs**

- University of Lucknow will be adopting an Off Campus Online Counseling for the following programs.

**General Guidelines**

- All interested candidates who have appeared in the entrance test and interview for MBA and have been allotted open rank in the merit list are eligible to participate in the counseling process
- In the first step candidates have to register and submit their choices.
- Only candidates within the declared rank can participate in the online counseling.
- **Candidates whose graduation results have not yet been declared are advised to wait till the declaration of this result before registration. They can register till July 10, 2019.**

**Tentative Day wise Activity**

Day wise	Activity
June 18, 2019 to July 10,2019	<b>Registration and Choice Filling</b> <ul style="list-style-type: none"><li>• <b>Registration and Choice Filling can be done simultaneously.</b></li></ul> Documents to be uploaded <ul style="list-style-type: none"><li>▪ Graduation Final year mark sheet</li></ul> Reservation Documents (As needed) <ul style="list-style-type: none"><li>▪ Caste Certificate</li><li>▪ Income Certificate</li><li>▪ Certificate for EWS</li></ul>
July 11, 2019	<b>Only Choice Filling</b> <ul style="list-style-type: none"><li>• <b>For candidates who have paid the counseling fee on or before July 10, 2019 and did not complete the choice filling at that time</b></li></ul>
July 13, 2019	<b>First Allotment Result</b>
July 13, 2019 (after 5:00 PM) to July 17, 2019	<b>Seat Confirmation Fee Payment</b>
July 20, 2019	<b>Second Allotment Result</b>
July 20, 2019 (after 5:00 PM) to July 24, 2019	<b>Seat Confirmation Fee Payment for second allotment</b>



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**Important Instructions**

**• Document Required for Upload**

- Scanned copy of Documents Required before Counseling
  - **For General**
    - Graduation Final Year Mark sheet
  - **For OBC (Creamy Layer)**
    - Graduation Final Year Mark sheet
  - **For General (EWS)**
    - Graduation Final Year Mark sheet
    - Certificates as per Government directives.
  - **For OBC (Non Creamy Layer)**
    - Graduation Final Year Mark sheet
    - Valid Caste Certificate
    - Income Certificate issued after January 1, 2019
  - **For SC/ST (Non zero fee)**
    - Graduation Final Year Mark sheet
    - Valid Caste Certificate
  - **For SC/ST (Zero fee)**
    - Graduation Final Year Mark sheet
    - Valid Caste Certificate
    - Income Certificate issued after January 1, 2019

- **All documents would be verified online through Government websites.**
- **In case, the documents are found incorrect/fake or the benefit has been falsely claimed by the candidate, they will be debarred from participating in the admission process any further.**



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## **COUNSELING PROCEDURE**

### **Step 1: Registration**

- All interested candidates who have appeared in the entrance test and interview for MBA 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.
  - In case they have forgotten the password they can regenerate it through the link provided on the admission portal.
- The following have to be done during registration
  - Enter the total marks obtained of **all subjects** of graduation examination and upload the graduation final year marks sheet.
  - Enter the bank account details of either self or father or mother
    - This will be required for refunding the advance fee if seat is not allotted. Registration fees can be paid from any bank account.
  - For SC and ST candidates who want the benefit of zero fee have to upload and provide details of proper income certificate issued after January 1, 2019.
  - For General candidates who want the benefit of 10% reservation for Economically Weaker Section (EWS) have to upload and provide details of proper certificates as per Government directives.
  - All candidates have to pay Rs. 3200 (Rs. 3000 as advance fee which is refundable and Rs. 200 as Registration fee which is non refundable) through online modes (Net banking, Debit Card and Credit Card) only. Details of fee to be deposited at various stages are given in **Table 1**.
    - In case the candidate is not allotted a seat the advance fee of Rs. 3000 would be refunded into the account details provided by them.
    - If the candidate is allotted a seat then the advance fee will be adjusted in the total fee for that program.
    - In case the candidate is allotted a seat and she/he does not deposit the seat confirmation fee, the advance fee of Rs. 3000.00 will not be refunded.
    - The registration fee is non refundable under any circumstances.
  - Only registered candidates will be able to fill the choices.

### **Step 2: Choice Filling**

- Candidates registered for counseling have to fill their choices of MBA program 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 in order of preferences any number of times till final submission



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- 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 MBA programs according to their preferences.
- 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.
  - If the candidate has registered for counseling but not submitted the choices, she/he would not be considered for seat allotment.
- Seat allotment result will be available on candidate login.
- All allotments would be provisional and subject to verification of documents on reporting to the University. The admission of such candidates whose documents are not found to be in order would be cancelled.

**Step 3:      Seat Allotment**

- Allotment will be done strictly on the basis of overall rank of the candidate as well as their preferences for MBA programs during choice filling.
- Seat allotment result will be available on candidate login only.

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

- Candidates who have been allotted a seat will have to download Provisional Allotment letter through the Lucknow University website after paying the balance amount of fee given in **Table 1**.
- **The candidates who have not been allotted their first preference can opt for upgradation.**
  - They have to give the option whether they want to retain the allotted MBA program or they want to go for the upgradation process.
- In case of up gradation they would be allotted a MBA program of higher priority or the same MBA program depending upon the vacancy. In no case a MBA program of lower priority can be allotted.
- Candidates who opt for upgradation have to pay the seat confirmation fee as given in column 5 of Table 1 but they will be given the provisional allotment letter only after the next allotment. The fee paid would be adjusted against the finally allotted MBA Program. However they will have to pay the difference of fee (if any) as given in column 6 of Table 1 to get the provisional allotment letter after final allotment.
- Candidates who opt to retain the allotted MBA Program can download their provisional allotment letter after paying the MBA program confirmation fee as given in column 4 of Table 1.
  - SC and ST candidates who have opted for zero fees and are allowed for the same during online verification can opt for the upgradation without paying fees. The SC and ST candidates who have opted for



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zero fees and are allowed for the same during online verification and not opted for upgradation can directly download their provisional Allotment letter. In case the certificate was rejected during online verification they will have to pay the remaining amount of balance fee to the University.

**Step 5: Report to University**

- The candidate has to report to office of the Concerned Department **within four days** from the date of allotment with all the original documents along with provisional allotment letter.
- The original documents for educational will be physically verified by Head of the Concerned Department.
- If the documents of candidates are not found valid during verification, his/her candidature shall be cancelled. In such case fee paid will not be refunded.
- **Documents required for reporting**
  - Candidates would need to carry the originals and self-attested copy of the following documents:
    - Printout of the provisional Allotment letter from Lucknow University Portal
    - Copy of Application form and Admit Card.
    - Proof of Date of Birth: Class 10<sup>th</sup> 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 for OBC candidates.
    - EWS certificate.

**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 a seat in first allotment and have paid the seat confirmation fee with option for upgradation.
  - All candidates who had filled their choices but were not allotted any seat during first allotment.
- The following candidates would not be considered during the second allotment process
  - Those who were allotted seat during first allotment but did not pay the seat confirmation fee.



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

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

- Candidates who have been allotted seats in the second allotment have to confirm their seat by paying the balance fee as given in column 6 of table 1. They would be able to download their provisional allotment letter after payment of the fee.

**Step8:        Report to University after second allotment**

- The candidate has to report to office of the Concerned Department **within four days** from the date of allotment with all the original documents along with provisional allotment letter.
- The original documents will be physically verified by Head of the Concerned Department.
- If the documents of candidates are not found valid during verification, 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 letter from Lucknow University Portal
    - Copy of Application form and Admit Card.
    - Proof of Date of Birth: Class 10<sup>th</sup> 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 for OBC candidates.
    - EWS certificate

**Step 9:        Subsequent Allotment**

- If needed further choice filling and allotment would be done on remaining seats (if any). Details of this would be announced after fee submission for second round of counseling is completed.



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**Table 1 Fee Details for various phases of counseling**

<b>Program</b>	<b>Fee*</b>	<b>Registration Fee</b>	<b>Advance Fee</b>	<b>Confirmation Fee to retain the allotted seat</b>	<b>Confirmation Fee for opting Upgradation</b>	<b>Balance Fee</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
MBA	53173	200	3000	50173	25080	25093
MBA (Self Financed)	86080	200	3000	83080	25080	58000*
MBA (Finance & Control)	86080	200	3000	83080	25080	58000
MBA (HR & IR)	86080	200	3000	83080	25080	58000
MBA (Marketing)	86080	200	3000	83080	25080	58000
MBA (International Business)	86080	200	3000	83080	25080	58000
MTTM	28080	200	3000	25080	25080	0

\* Rs. 1000 as enrolment fee would have to be paid extra for candidates not already enrolled in Lucknow University  
In case the candidate is already enrolled in the University of Lucknow they have to enter the enrolment number and this fee would not be charged.