



**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.
 - Undergraduate Programs
 - **LL.B. (5 Year)**
 - **B.Com.**
 - B.Com. (Hons)
 - B.Com. (Regular)
 - B.Com. (Self Financed)
 - **B.Sc. Mathematics Group**
 - Physics, Chemistry & Mathematics
 - Physics, Mathematics & Statistics
 - Physics, Mathematics & Geology
 - Physics, Mathematics & Astronomy
 - Physics, Mathematics & Computer Science
 - Mathematics, Statistics & Computer Science
 - Physics, Mathematics & Computer Science (Self Financed)
 - **B.Sc. Biology Group**
 - Chemistry, Botany & Zoology
 - Zoology, Botany & Geology
 - Geology, Botany & Chemistry
 - Botany, Geology & Anthropology
 - Zoology, Botany & Anthropology
 - Zoology, Geology & Anthropology
 - Genetics & Genomics*, Chemistry & Botany
 - **BCA**
 - **B.Voc (Renewable Energy)**
 - **UG Management (BBA/MBA 5 year)**
 - MBA (5 YEARS)
 - BBA
 - BBA (International Business)
 - BBA (Management Sciences)
 - BBA (Tourism)
 - **B.El.Ed.**

General Guidelines

- In the first step candidates have to register and submit choices.
 - They have to submit choice even if counseling is for a single option
 - e.g. LL.B. (5 year), BCA or B.Voc (Renewable Energy)
- Only candidates within the declared rank can participate in the online counseling.
- Detailed schedule of candidates who can participate in the Off Campus Online Counseling and counseling schedule would be announced along with declaration of the entrance test result.



University of Lucknow
Lucknow
Admissions 2019
Tentative Counseling Procedure and Guidelines

Tentative Day wise Activity

Day wise	Activity
Day 1 . Day 7	Registration and Choice Filling Documents to be uploaded <ul style="list-style-type: none">▪ Intermediate mark sheet Reservation Documents (As needed) <ul style="list-style-type: none">▪ Caste Certificate▪ Income Certificate▪ Any other for EWS
Day 8 . Day 9	Choice Filling
Day 13	First Allotment Result
Day 14 . Day 17	Seat Confirmation Fee Payment
Day 20	Second Allotment Result
Day 21 . Day 24	Seat Confirmation Fee Payment
Day 27	Further process would be announced for remaining seats (if any)

Important Instructions

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



University of Lucknow
Lucknow
Admissions 2019
Tentative Counseling Procedure and Guidelines

COUNSELING PROCEDURE

Step 1: Registration

- Only candidates within the declared rank can participate in the online counseling. This will be announced along with declaration of the entrance test result.
- 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** in class 12 examination and upload the class 12 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 or the validity of certificate printed in the income certificate.
 - 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 subject/college (for B.El.Ed.) 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 subject/college (for B.El.Ed.) that they want.



University of Lucknow
Lucknow
Admissions 2019
Tentative Counseling Procedure and Guidelines

- 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. In such case the advance fee will not be refunded.
- 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/College (for B.El.Ed.). 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 the subject/college (for B.El.Ed.) 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 a seat will have to download Provisional Allotment cum Confirmation 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 subject/college (for B.El.Ed.) or they want to go for the upgradation process.
- In case of up gradation they would be allotted a subject/college (for B.El.Ed.) of higher priority or the same subject/college (for B.El.Ed.) depending upon the vacancy. In no case a subject/college (for B.El.Ed.) 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 cum confirmation letter only after the next allotment. The fee paid would be adjusted against the finally allotted subject/college (for B.El.Ed.). 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 cum confirmation letter.
- Candidates who opt to retain the allotted college can download their provisional allotment cum confirmation letter after paying the subject/college (for B.El.Ed.) confirmation fee as given in column 4 of Table 1.
 - SC and ST candidates who have opted for zero fees and have uploaded their income certificate can directly download this provisional



University of Lucknow
Lucknow
Admissions 2019
Tentative Counseling Procedure and Guidelines

Allotment cum Confirmation letter. However they have to get their proper income certificate verified at the University/allotted college. In case the certificate is found to be incorrect they will have to pay the remaining amount of balance fee at the University/college.

Step 5: Report to University/Allotted College

- The candidate has to report to office of the Concerned Dean/Principal of the allotted college (for B.El.Ed.) **within four 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 Concerned Dean/Principal of the allotted college.
- 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 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 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.
 - 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 seat in choice of higher priority or the same choice depending upon the vacancy.



University of Lucknow
Lucknow
Admissions 2019
Tentative Counseling Procedure and Guidelines

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 fee as given in column 6 of table 1. They would be able to download their provisional allotment cum confirmation letter after payment of the fee.

Step 8: Report to University/Allotted College after second allotment

- The candidate has to report to office of the Concerned Dean/Principal of the allotted college (for B.El.Ed.) **within four 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 Concerned Dean/Principal of the allotted college.
- 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 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 upto Qualifying Examination.
 - Category, sub category and weightage Certificates in original in the prescribed format,
 - Original photo ID issued by Government
 - Two passport sized photographs
 - Copies of all Fees Receipts

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.



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

Table 1 Fee Details for various phases of counseling

Program	Fee [#]	Registration Fee	Advance Fee	Confirmation Fee	Confirmation Fee for Upgrade	Balance Fee
	1	2	3	4	5	6
B.Sc. (Mathematics Group)						
Physics, Chemistry & Mathematics	9277*	200	3000	6277	6277	0
Physics, Mathematics & Statistics	9277*	200	3000	6277	6277	0
Physics, Mathematics & Geology	10777*	200	3000	7777	6277	1500
Physics, Mathematics & Astronom	9277*	200	3000	6277	6277	0
Physics, Mathematics & Computer Science*	12277*	200	3000	9277	6277	3000
Mathematics, Statistics & Computer Science	12277*	200	3000	9277	6277	3000
Physics, Mathematics & Computer Science (Self Financed)	14580*	200	3000	11580	6277	5303
B.Sc. (Biology Group)						
Chemistry, Botany & Zoology	11277*	200	3000	8277	8277	0
Zoology, Botany & Geology	12777*	200	3000	9777	8277	1500
Geology, Botany & Chemistry	12777*	200	3000	9777	8277	1500
Botany, Geology & Anthropology	12777*	200	3000	9777	8277	1500
Zoology, Botany & Anthropology	11277*	200	3000	8277	8277	0
Zoology, Geology & Anthropology	12777*	200	3000	9777	8277	1500
Genetics & Genomics, Chemistry & Botany	24277*	200	3000	21277	8277	13000
Bachelor of Computer Application						
Bachelor of Computer Application	36080*	200	3000	33080	No Upgradation	-
B.Voc.						
B.Voc. (Renewable Energy)	7380*	200	3000	4380	No Upgradation	-
LL.B. (5 Year)						
LL.B. (5 Year)	26580*	200	3000	23580	No Upgradation	-
B.Com.						
B.Com. (Regular)	5277*	200	3000	2277	2277	0
B.Com. (Self Finance)	17080*	200	3000	14080	2277	11803
B.Com. (Hons)	29580*	200	3000	26580	2277	24303
UG Management						
MBA (5 YEARS)	42080**	200	3000	39080	28080	11000
BBA	41080**	200	3000	38080	28080	10000
BBA (International Business)	41080**	200	3000	38080	28080	10000
BBA (Management Sciences)	41080**	200	3000	38080	28080	10000
BBA (Tourism)	31080*	200	3000	28080	28080	0
B.El.Ed.						
B.El.Ed.	40000	200	3000	37000	0	0

* Includes Rs. 1000 as enrolment fee.

** Includes Rs. 1000 as enrolment fee and Rs. 5000 as caution money.

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.

#The fee mentioned is for semester 1 only.