

Institute of Engineering & Technology,
Sitapur Road, Lucknow-226021
(College Code 0052)

UPDATED ADMISSION NOTICE FOR NEW STUDENTS

A. Guidelines

Students, who are allotted a seat in B. Tech. (First year), B. Tech. (Second year Lateral Entry), MBA (First year) and MCA (First year) Programs of Institute of Engineering & Technology, Sitapur road, Lucknow through the counseling of UPSEE 2020, are required to report at the Pt. Ram Prasad Bismil Auditorium of the Institute on **21st, 23rd and 24th November, 2020** between 10:00 AM and 04:00 PM (**Please note that 22nd November 2020, being a holiday the office would remain closed and hence there will not be any reporting**) for provisional registration and completion of the admission procedure as per following schedule:

S. No.	Date/Time	Program/ Course
1.	21/11/2020 10:00 AM to 04:00 PM	<u>B.Tech. (First Year and Second year Lateral Entry)</u> Computer Science & Engineering, Information Technology, Civil Engineering <u>MCA(First year)</u>
2.	23/11/2020 10:00 AM to 04:00 PM	<u>B.Tech. (First Year and Second year Lateral Entry)</u> Electronics & Communication Engineering, Electronics & Instrumentation Engineering, Electrical Engineering <u>MBA(First year)</u>
3.	24/11/2020 10:00 AM to 04:00 PM	<u>B.Tech. (First Year and Second year Lateral Entry)</u> Mechanical Engineering Chemical Engineering Besides all remaining students who could not report on their designated days.

The students must report on the date mentioned along with

1. Remaining amount of fee after deducting the Seat Confirmation Fee (paid during counseling)
2. Four recent and identical passport size photographs same as affixed in UPSEE 2020 form (with Name, UPSEE Roll No., Allotted Program/branch and UPSEE rank written on the back)
3. **TWO** sets of self attested photocopies of following documents along with their originals:
 - a) UPSEE-2020 Admit Card
 - b) Seat Allotment Letter from UPSEE 2020 **generated after Fourth round of Counselling**
 - c) Receipt of Seat Confirmation Fee deposited.
 - d) Graduation Mark sheets (all years/semesters for MBA/ MCA)
 - e) Diploma/ B. Sc. Mark sheets (all years/semesters for B. Tech. Second year Lateral Entry)
 - f) Class XII Mark sheet
 - g) Class X School Certificate
 - h) Category Certificate as per prescribed format (**for students allotted seat under any particular**

category shown on allotment letter under allotted category, OBC/ EWS certificate must be issued after 01/04/2020)

- i) Sub Category Certificate as per prescribed format **(for students allotted seat under particular sub category shown on allotment letter under allotted sub category)**
 - j) Domicile Certificate **(if passed qualifying examination outside UP)**
 - k) Income Certificate **(for students allotted seat under FW category issued after 01/04/2020)**
 - l) Aadhar Card
 - m) Transfer Certificate/ Migration Certificate **(to be submitted in Original)**
 - n) Gap Affidavit (In case of gap in education period) **(to be submitted in Original)**
 - n) Medical Certificate as per UPSEE 2020 format **(to be submitted in Original)**
 - o) Character Certificate as per UPSEE 2020 format **(to be submitted in Original)**
- (One set of the self attested photocopies of the above documents is to be attached to the completely filled AKTU Enrolment Form)**

- Students are required to complete the registration process including depositing of fee latest by 04:00 PM of 24th November, 2020 as notified by UPSEE 2020. If a candidate, for whatever reason, fails to report for admission and deposit the required fee at the Institute within specified period of time, the seat allotted to him/ her shall be treated as **CANCELLED** and the candidate shall subsequently have no claim on the seat. Any request for admission after the last prescribed date shall not be considered.
- After the physical reporting at the Institute, UPSEE will be conducting Internal sliding of the reported students on the seat remaining vacant. All the newly reported students allotted seat in B. Tech. have to compulsorily give their willingness/ unwillingness option for participation in this Internal Sliding at the time of reporting at the Institute.
- All newly admitted students are advised to keep a PDF copy of all the above documents (individual file size less than 40 KB, name the PDF incorporating the specific document name, name of student, course year name eg: 12_MS_VinodKumar_BTechI_2020 or OBC_VinodKumar_MBA_2020) as these will shortly be required to be uploaded on the university ERP during the enrollment.

B. Steps for Admission Process:

For smooth facilitation of admission process, candidates are advised to follow the steps given below:

Step 1: REPORTING AT HELP DESK

- (i) Mark your presence in the sheet and receive the token for verification of your documents.
- (ii) Move to your assigned Registration and Verification Desk.

Step 2: REGISTRATION & VERIFICATION DESK

- (i) Report to respective Program/ Course **Registration & Verification Desk** with Allotment Letter generated after Fourth round of Counseling. Show your allotment letter generated after Fourth round of Counselling. Sign the attendance sheet and write your mobile number in the space provided.
- (ii) Submit one set of **self attested** photocopies of the documents listed below for verification from original documents for eligibility check (in the same order):
- a) UPSEE-2020 Admit Card
 - b) Seat Allotment Letter from UPSEE 2020 **generated after Fourth round of Counselling**
 - c) Receipt of Seat Confirmation Fee deposited.
 - d) Graduation Mark sheets (all years/semesters for MBA/ MCA)
 - e) Diploma/ B. Sc. Mark sheets (all years/semesters for B. Tech. Second year Lateral Entry)
 - f) Class XII Mark sheet
 - g) Class X School Certificate
 - h) Category Certificate as per prescribed format (for students allotted seat under any particular category shown on allotment letter under allotted category, OBC/ EWS certificate must be issued after 01/04/2020)
 - i) Sub Category Certificate as per prescribed format (for students allotted seat under particular sub category shown on allotment letter under allotted sub category)
 - j) Domicile Certificate (if passed qualifying examination outside UP)
 - k) Income Certificate (for students allotted seat under FW category issued after 01/04/2020)
 - l) Aadhar Card
 - m) Transfer Certificate/ Migration Certificate (**to be submitted in Original**)
 - n) Gap Affidavit (In case of gap in education period) (**to be submitted in Original**)
 - o) Medical Certificate as per UPSEE 2020 format (**to be submitted in Original**)
 - p) Character Certificate as per UPSEE 2020 format (**to be submitted in Original**)

(One set of the self attested photocopies of the above documents is to be attached to the completely filled AKTU Enrolment Form)

- (iv) After verification is done collect the following from Registration & Verification Desk:
- Registration form
 - Fee deposit slip of the Institute
 - Application form for Internal Sliding (only for B. Tech. students)
 - AKTU Enrolment form
- (v) Complete the Registration form and fee deposit slip. Move to the hostel desk (to

submit willingness form if interested in hostel allotment in future)

Step 3: HOSTEL DESK

(In view of the prevailing Covid-19 pandemic, classes would be conducted in the ONLINE mode which can be attended by students while staying at their homes. Upon receiving the directions from concerned authorities, Institute may switch/ include the offline teaching mode. Covid- 19 protocols has led to the reduction in the available hostel accommodation, which is otherwise sufficiently available. The allotment of the hostels will be done as per the Institute policy and norms at a later stage. Students are advised to deposit the hostel, HMC and mess advance when the Institute starts the classes in offline mode and hostel is allotted to him/her. However, if the candidates still wishes to deposit the hostel fee at present, they may do so. This fee will be adjusted upon/ refunded at the time of actual allotment of hostel accommodation later. Depositing the hostel fee at present will in no way entitle the student for confirm hostel accommodation.)

- (i) Submit Hostel accommodation willingness form if interested in hostel allotment in future

Step 4. BANK DESK

- (i) Attach the Demand Draft to fee deposit slip (Institute fee), deposit them at **Bank Desk** and get the fee slip signed and stamped by the Bank personnel.
- (ii) Take the fee deposit receipt and move to Accounts Desk.

Step 5. ACCOUNTS DESK-

- (i) Submit the Institute fee receipt foil marked Accounts Office Copy to the Accounts Desk.
- (ii) Move Back to Registration & Verification Desk (from where you received the registration card).

Step 6. REGISTRATION & VERIFICATION DESK-

Submit the completely filled registration card with photograph, willingness/ Unwillingness option for participation in Internal Sliding, Dean Academics copy of the Institute fee and the AKTU Enrolment form with self attested photocopies of all the documents
The student will sign at the designated space in the attendance sheet.

Your Registration is Complete.

C. Fee Structure: (refer to the fee structure notified on Institute website)

1. B.Tech. (First year and Second year Lateral Entry) Chemical Engineering, Civil Engineering, Computer Science & Engineering, Electrical Engineering, Electronics & Communication Engineering, Mechanical Engineering

- Bank Draft of **Rs. 89775.00** for Non Hosteller Students (Deduct the amount of Seat confirmation fee deposited during Counseling) favoring “**Director I. E. T.**

Lucknow” payable at Lucknow.

2. B.Tech. (First year and Second year Lateral Entry) Electronics & Instrumentation Engineering, Information Technology

- Bank Draft of **Rs. 104775.00** for Non Hosteller Students (Deduct the amount of Seat confirmation fee deposited during Counselling) favoring “**Director I. E. T. Lucknow” payable at Lucknow.**

3. MBA (First year)

- Bank Draft of **Rs. 79775.00** for Non Hosteller Students (Deduct the amount of Seat confirmation fee deposited during Counselling) favoring “**Director I. E. T. Lucknow” payable at Lucknow.**

4. MCA (First year)

- Bank Draft of **Rs. 64775.00** for Non Hosteller Students (Deduct the amount of Seat confirmation fee deposited during Counselling) favoring “**Director I. E. T. Lucknow” payable at Lucknow.**
