

Dated: 01st November, 2021

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 in through the counselling of UPCET 2021/AKTU in the **Round 1, Round 2 & Round 3 phase**, are required to report at the Pt. Ram Prasad Bismil Auditorium of the Institute for provisional registration and completion of the admission procedure as per following schedule:

| Date | Time | Counselling Status |
|--------------------------|-------------------------|---|
| 08-11-2021 09-11-2021 | 10:00 AM to 04:00 PM | Freeze candidates after 1 st 2 nd & 3 rd round of counselling Important Note: <u>Allotment letter should be generated on/after 18th October, 2021 with Freeze status of the seat.</u> |

The students must report on the date mentioned above along with the following:

1. Remaining amount of fee (after adjusting the Seat Confirmation Fee paid during counseling).
(Students who have been allotted seat under Fee Waiver Category are not required to pay Tuition Fee component of the fee)
2. Four recent and identical passport size photographs same as affixed in counselling with Name, Entrance Examination Roll No., Allotted Program/branch and rank written on the back.
3. **TWO** sets of-self-attested photocopies of following documents along with their originals:
 - (a) Entrance Examination Admit card.
 - (b) **Seat Allotment Letter from UPCET-2021 downloaded on/after 18th October, 2021 after Freezing of seat.**
 - (c) Receipt of Seat Confirmation Fee deposited during counselling.
 - (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 01/04/2021)
 - (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 01/04/2021)
 - (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 prescribed format (to be submitted in original)
 - (p) Character Certificate as per prescribed 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)
4. Students are required to complete the registration process including depositing of fee latest by 04:00 PM on the day of reporting. 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.
5. All newly admitted students are advised to keep a PDF copy of all the above documents (individual file size less than 400 KB, name the PDF incorporating the specific document name, name of student, course year name e.g.: 12_MS_VinodKumar_BTechI_2021 or OBC_VinodKumar_MBA_2021) as these will shortly be required to be uploaded on the university ERP during the enrollment.

Note: The classes of newly admitted students of B. Tech. first year, MBA first year and MCA first will be held in online mode. Therefore, they are not required to deposit Hostel. Mess and HMC fee.

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** and show the **Allotment Letter generated on/after 18th October, 2021a after Freezing of the seat of the particular round of counselling.**

Sign the attendance sheet and write your mobile number in the spaces 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) Entrance Examination Amit Card.
 - b) Seat Allotment Letter from UPCET-2021 **Generated after Freezing the seat of the particular round of counselling.**
 - c) **Receipt of Seat Confirmation Fee deposited.**
 - d) Graduation Mark sheets (all years/ Semester for MBA/MCA).
 - e) Diploma/B.Sc. Mark sheets (all year/semester for B. Tech. Second year Lateral Entry).
 - f) Class XII Mark sheet.
 - g) Class X Pass 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/FW Certificate must have been issued after 01-04-2021)
 - 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- 04-2021).
 - l) Aadhar Card.
 - m) Transfer Certificate /Migration Certificate (to be submitted in Original).
 - n) Gap Affidavit Certificate as per format (to be submitted in original).
 - o) Medical Certificate as per format (to be submitted in original).
 - p) Character Certificate as per 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)

(iii) After verification is done collect the following from Registration & Verification Desk.;

- Registration form.
- Fee deposit slip of the institute.
- AKTU Enrolment Form.

(iii) Complete the Registration form and fee deposit slip. Move to the bank counter for fee deposit.

Step 3. BANK DESK

- 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.
- Take the fee deposit receipt and move to Accounts Desk.

Step 4. ACCOUNTS DESK

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

Step 5. REGISTRATION & VERIFICATION DESK

Submit the completely filled registration card with photograph, 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.

C. Fee Details: (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 (Regular), Electrical

Engineering, Electronics & Communication Engineering, Mechanical Engineering.
Bank Draft of Rs. 89775.00 (Deduct the amount of Seat confirmation fee deposited during Counseling) favoring “**Director I. E. T., Lucknow**” payable at Lucknow.

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

Bank Draft of **Rs. 104775.00** (Deduct the amount of Seat confirmation fee deposited during Counseling) favoring **“Director I. E. T., Lucknow” payable at Lucknow.**

3. B. Tech. (First year) Computer Science & Engineering (AI) and Computer Science& Engineering (Self Finance).

Bank Draft of **Rs. 104775.00** (Deduct the amount of Seat confirmation fee deposited during Counseling) favoring **“Director I. E. T., Lucknow” payable at Lucknow.**

4. MBA (First year)

Bank Draft of **Rs. 79775.00** (Deduct the amount of Seat confirmation fee deposited during Counseling) favoring **“Director I. E. T., Lucknow” payable at Lucknow.**

5. MCA (First year)

Bank Draft of **Rs. 64775.00** (Deduct the amount of Seat confirmation fee deposited during Counseling) favoring **“Director I. E. T., Lucknow” payable at Lucknow.**
