

**INSTITUTE OF ENGINEERING & TECHNOLOGY, SITAPUR ROAD, LUCKNOW-226021**

(Constituent Institute of AKTU, Lucknow)

(College Code 0052)

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**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 counselling of UPTAC-2023/AKTU, are required to **Physically report** at the Institute on between 10:00 AM and 04:00 PM for provisional registration and completion of the admission procedure as per following schedule:

Reporting	B. Tech. (1 <sup>st</sup> Year)	B. Tech 2 <sup>nd</sup> Year Lateral	MBA, MCA
Mandatory Physical Reporting at the allotted Institution for Freeze Candidates <b>Round 4</b>	29-30 September, 2023	30 September, 2023	
Physical Reporting at the allotted Institute <b>Round 6</b>	10-11 October, 2023	10-11 October, 2023	

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

1. The Demand Draft in favor of “Director, I.E.T., Lucknow” payable at Lucknow for remaining amount (after adjusting the seat confirmation fee which is paid during counselling). (for example the student of B. Tech. Mechanical branch who has opted for hostel has to deposit a DD of Rs. 1,04,275.00 and if he has deposited Rs. 20,000.00 as seat confirmation fee during counselling then he has to now deposit a DD of Rs. 1,04,275 - 20,000.00 =Rs. 84,275.00. Deduct Rs 12,000.00 in case Rs 12,000.00 has been deposited as seat retention fee during counseling.) *Students allotted seat under TFW category (students whose allotment letter shows allotted category as OPEN (TF) OPTF) are not required to deposit Tuition Fees. They have to deposit the other applicable fees as per the fee details notified on Institute website.*
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 **UPTAC-2023** (downloaded after Freeze of seat and Receipt of Seat Confirmation Fee deposited during counselling).
  - (c) Class X School Certificate/ Marksheet showing DOB.
  - (d) Class XII Marksheet
  - (e) Diploma / B. Sc. Mark sheets of all years/semesters (for admission in B. Tech. Second year Lateral Entry).
  - (f) Graduation Mark sheets of all years/ semesters (for admission in MBA, MCA 1<sup>st</sup> year).

- (g) Category Certificate as per prescribed format (for students allotted seat under any particular category shown on allotment letter under allotted category, OBC/ EWS certificate shall be issued after 01/04/2023).
  - (h) Sub Category Certificate as per prescribed format (for students allotted seat under sub shown on category particular allotment category letter under allotted sub category)
  - (i) Domicile Certificate (if student has passed qualifying examination outside UP).
  - (j) Income Certificate (for students who have allotted seat under FW Category issued after 01/04/2023).
  - (k) Aadhar Card
  - (l) Transfer Certificate/ Migration Certificate **(to be submitted in original)**.
  - (m) Gap Affidavit, in case of gap in education period **(to be submitted in original)**.
  - (n) Medical Certificate as per prescribed format **(to be submitted in original)**.
  - (o) Character Certificate as per prescribed format **(to be submitted in original)**.
4. Students are required to complete the registration process including depositing of the latest by 04:00 PM on the day of reporting. If a candidate, for whatever reason, fails to physically 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 scanned PDF copies of all the above documents (individual file size less than 200 KB in PDF format and name the file incorporating the specific name of student, document name, course name with year, branch name, admission year e.g. Vinod Kumar 12 MS BTech I CSE 2023 or VinodKumar OBC MBA 2023) as these will shortly be required to be uploaded on the university ERP during the enrollment of University.**

## **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 Help Desk Format and show the Allotment Letter generated after Freezing of the seat of the particular round of counseling.
- (ii) Receive the **Reporting Step Flow Chart** & **Token** for verification of your documents.
- (iii) Hostel availability for boys is on first cum first serve. Check availability of hostel at the help desk. If the room is available for you, then receive the **Hostel Forms** & **Hostel Fee Deposit Slip.**
- (iv) 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 after Freezing of the seat of the particular round of counseling. Sign the attendance sheet and write your mobile number in the spaces provided.

(ii) Submit **TWO** sets of **self-attested** photocopies of the documents listed below for verification from original documents for eligibility check (in the same order):

- (a) Entrance Examination Admit card.
- (b) Seat Allotment Letter from **UPTAC-2023** (downloaded after Freeze of seat and Receipt of Seat Confirmation Fee deposited during counselling).
- (c) Class X School Certificate/Marksheet showing DOB.
- (d) Class XII Marksheet
- (e) Diploma/ B. Sc. Mark sheets of all years/semesters (for admission in B. Tech. Second year Lateral Entry).
- (f) Graduation Mark sheets of all years/ semesters (for admission in MBA, MCA 1<sup>st</sup> year).
- (g) Category Certificate as per prescribed format (for students allotted seat under any particular category shown on allotment letter under allotted category, OBC/ EWS certificate shall be issued after 01/04/2023).
- (h) Sub Category Certificate as per prescribed format (for students allotted seat under sub shown on category particular allotment category letter under allotted sub category)
- (i) Domicile Certificate (if student has passed qualifying examination outside UP).
- (j) Income Certificate (for students who have allotted seat under FW Category issued after 01/04/2023).
- (k) Aadhar Card
- (l) Transfer Certificate/ Migration Certificate (**to be submitted in original**).
- (m) Gap Affidavit, in case of gap in education period (**to be submitted in original**).
- (n) Medical Certificate as per prescribed format (**to be submitted in original**).
- (o) Character Certificate as per prescribed format (**to be submitted in original**).

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

- **Registration Form.**
- **Institute Fee Deposit Slip (Different from Hostel fee deposit slip)**

(iv) **Submit the completely filled registration Form with photograph to the Registration & Verification Desk that will be attached in your file.**

(v) With **Institute Fee Deposit slip & Reporting Step Flow Chart**, move to the bank desk and Accounts Desk.

### **Step 3. BANK DESK**

- (i) Attach the Demand Draft to fee deposit slip (Institute fee), deposit them at **Bank Desk** and get the fee slip (Accounts Copy, Dean Academics Copy, Candidate Copy & Hostel/Warden Copy) signed and stamped by the Bank Personnel.
- (ii) Take the fee deposit receipt and move to Accounts Desk.

### **Step 4. ACCOUNTS DESK**

- (i) Submit the Institute fee receipt foil marked Accounts Office Copy to the Accounts Desk.
- (ii) Fill the format at the desk and put your signature.
- (iii) Move back to Hostel Desk / Registration and Verification Desk (where your documents

got verified).

**Step 5: HOSTEL DESK (Only if hostel accommodation required):**

- (i) Submit the Institute fee receipt foil marked hostel/warden copy to the concerned hostel. Also submit the mess advance DD and HMC DD to the concerned hostel personnel at the Hostel Desk.
- (ii) **Get the room no allotted at the hostel desk.**
- (iii) Move back to Registration and Verification Desk (where your documents got verified).

**Step 6. REGISTRATION & VERIFICATION DESK**

- (i) Submit the Dean Academics copy of the Institute fee receipt. Sign at the designated space in the attendance sheet.
- (ii) **Move to Online Reporting Desk (Very Important)**

**Step 7. Online Reporting Desk [VERY IMPORTANT]**

- (i) Show the Candidate copy of fee receipt and the Reporting Step Flow Chart.
- (ii) **Share an OTP that he you get on your registered mobile number to complete the online reporting of your admission**
- (iii) Move back to Registration and Verification Desk (where your documents got verified).

**Step 8. REGISTRATION & VERIFICATION DESK**

Submit the Reporting Step Flow Chart. Receive the Provisional Admission Completion slip from the Desk.

**The process for your provisional admission is complete. Now you need to attend the Induction Program starting 1<sup>st</sup> October, 2023**

**Fee Details (Refer to the fee structure notified on the Institute Website)**

A. Students **NOT OPTING for Hostel** have to bring **ONE Demand Draft** as under:

**Male Students of MBA, MCA and B Tech Lateral entry should bring only DD for Institute fee and deposit Hostel fee, HMC fee and Mess advance only if they are allotted hostel.**

1. Demand Draft to be submitted in favor of “Director, I.E.T. Lucknow” payable at Lucknow as per the notified fee structure. The students are advised to deduct the amount of seat confirmation fee deposited at the time of counselling and get the DD of remaining amount for the Bank (e.g. if the student of B. Tech. Mechanical Engineering **does not opt for hostel** he has to deposit a DD of Rs. 89,775.00. Suppose he has deposited Rs. 20,000.00 as seat confirmation fee during counselling then he has to now deposit a DD of Rs. 89,775.00 - 20,000.00 = Rs. 69,775.00. Deduct Rs 12,000.00 in case Rs 12,000.00 has been deposited as seat retention fee during counseling)

S. No.	Course/Branch	Institute Fee Details	
		Non Hostellers	Hostellers
1	B. Tech. Computer Science & Engg. (CSE regular), Electronics & Comm. Engg. (EC), Electrical Engg. (EE), Mechanical Engg. (ME), Civil Engg. (CE) & Chemical Engg. (CH) I <sup>st</sup> year & II <sup>nd</sup> year (Lateral Entry)	89,775.00	1,04,275.00
2	B. Tech. Computer Science & Engg. (CSE-SF), Computer Science & Engg. (CSE-AI) I <sup>st</sup> year & II <sup>nd</sup> year (Lateral Entry) Self Finance Course	1,04,775.00	1,19,275.00
3	MCA I <sup>st</sup> Year	64,775.00	79,275.00
4	MBA I <sup>st</sup> Year Under Self Finance course	79,775.00	94,275.00

B. Students **OPTING** for Hostel have to bring **THREE Demand Drafts** as under: **Male Students of MBA, MCA and B Tech Lateral entry should bring only DD for Institute fee and deposit Hostel fee, HMC fee and Mess advance only if they are allotted hostel.**

1. Demand Draft to be submitted in favor of “Director, I.E.T. Lucknow” payable at Lucknow as per the notified fee structure. The students are advised to deduct the amount of seat confirmation fee deposited at the time of counselling and get the DD of remaining amount for the Bank (e.g. if the student of B. Tech. Computer Science & Engineering AI does not opt for hostel he has to deposit a DD of Rs. 1,04,775.00. Suppose he has deposited Rs. 20,000.00 as seat confirmation fee during counselling then he has to now deposit a DD of Rs. 1,04,775.00 - 20,000.00 = Rs. 84,775.00. Deduct Rs 12,000.00 in case Rs 12,000.00 has been deposited as seat retention fee during counseling).

S. No.	Course/Brach	Institute Fee detail(s)	
		Non Hostellers	Hostellers
1	B. Tech. Computer Science & Engg. (CSE regular), Electronics & Comm. Engg. (EC), Electrical Engg. (EE), Mechanical Engg. (ME), Civil Engg. (CE) & Chemical Engg.(CH) I <sup>st</sup> year & II <sup>nd</sup> year (Lateral Entry)	89,775.00	1,04,275.00
2	B. Tech. Computer Science & Engg. (CSE-SF), Computer Science & Engg. (CSE-AI) I <sup>st</sup> year & II <sup>nd</sup> year (Lateral Entry) Self Finance Course	1,04,775.00	1,19,275.00
3	MCA I <sup>st</sup> Year	64,775.00	79,275.00
4	MBA I <sup>st</sup> Year Under Self Finance course	79,775.00	94,275.00

- HMC Fees:** The student has to submit DD of amount Rs. 4000.00 in favor of “Hostel Management Committee Account no 79300100000076” payable at Lucknow.
- Mess Advance:** The student should move to Hostel allotment desk and submit DD for Mess Advance (one semester) and then Hostel Management Committee are to be deposited.

S. No.	Course/Branch	Gender	Hostel Name	DD Amount of Mess fee per semester	DD In favor of
1	B. Tech I year All Branches, Boys	Boys	Ramanujan Hostel	Rs.19,000.00	“Mess Committee Ramanujan” payable at Lucknow
3	B. Tech I Year All Branches, Girls	Girls	Sarojini Bhawan	Rs.19,000.00	“Mess Committee Sarojini Bhawan” payable at Lucknow
4.	B. Tech II year Lateral entry All Branches, (Girls)	Girls	Maitriya Hostel	Rs.19,000.00	“Maitriya Mess Committee” payable at Lucknow
4	MBA & MCA I year (Girls)	Girls	Gargi Bhawan	Rs.19,000.00	“Gargi Bhawan Mess Committee” payable at Lucknow
	B. Tech II Year All Branches, Boys	Boys	<b>Hostel Accommodation Not Available Currently</b>		
	MBA & MCA I year Boys	Boys	<b>Hostel Accommodation Not Available Currently</b>		