

1 IMPORTANT INSTRUCTIONS

- 1.1 The instructions related to the admissions given here are as per the Act, Statutes, Ordinances, Rules & Regulations of the University.
- **1.2** Gap Certificate: If there is gap in taking admission after Intermediate/ Polytechnic Diploma, then an affidavit on Rs. 10 Stamp paper certified by a Notary has to be submitted at the time of admission.
- 1.3 If you want benefit of reservation or zero fees, then give the details of the related certificates during the filling of the Online application form. No candidate will get permission for any change in weightage or reservation after the form has been submitted.
- 1.4 The detailed information of the admission procedure will be displayed on the University website. Candidates are advised to check for updates regularly on the University website.
- 1.5 After declaration of the merit list a copy of the list will be displayed on the University website. The candidate himself/herself has to check his/her merit number from the merit list. The merit list will not be published in any newspaper.
- The Scheduled Castes/ Scheduled Tribes and Other Backward Classes candidates originally belonging to Uttar Pradesh will be given the benefit of reservation. Scheduled Castes/ Scheduled Tribes and Other Backward Classes candidates of other states will be treated as general.
- **1.7** All fees deposited at the time of registration will not be refunded under any circumstances.
- **1.8** As directed by the Hon'ble Supreme Court, action will be taken against the students who indulge in incidence of ragging during studentship.
- 1.9 Those candidates who have been expelled from any University/College/Institution or found guilty under Indian Penal Code are not eligible to apply for admission to any programme in the University of Lucknow.
- **1.10** Reservation and income certificates shall be verified through respective Government website.

2 GENERAL INFORMATION

- 2.1 The University reserves the right to change or amend the admission rules at any time without prior notification.
- 2.2 If any candidate gets admission on the basis of false information/improper means or on the basis of false marksheet his/her admission will be treated void at initio and legal action will be taken against him/her under IPC.
- 2.3 In the BBA, BBA (IB), BBA (MS), BBA (Tourism) and BCA programme, students shall be admitted on the basis of marks obtained in the Under Graduate Professional Entrance Test (UGPET) 2022. Separate forms have to be filled for BBA and BCA, and separate tests shall be held for BBA and BCA.



- 2.4 The Entrance test for BBA shall consist of
 - a) General Knowledge
 - b) General English
 - c) Numerical Aptitude
 - d) Logical Reasoning
- 2.5 The Entrance test for BCA shall consist of
 - a) General Knowledge
 - b) General English
 - c) Numerical Aptitude
 - d) Mathematics and Computer Science
 - e) Logical Reasoning
- 2.6 Order of Merit will be determined as follows:
- **2.6.1** The names of applicants shall be arranged in order of merit based on the Marks obtained in the UGPET
- 2.6.2 If two or more candidates secure equal marks, then the merit for admission will be determined as follows:
 - a) If the marks secured in the UGPET are same, in such cases first preference will be given to the candidate who secures higher percentage of marks at Intermediate or equivalent examination.
 - b) If the marks secured in the Intermediate or equivalent examination are same, in such cases first preference will be given to the candidate who secures higher percentage of marks at High School or equivalent examination.
 - c) If the marks obtained at the High School or equivalent examination are also the same, then in that case the candidate born earlier will be given priority.
- **2.6.3** The candidate shall be entitled to weightages (if any) on the merit.
- 2.7 The reservation benefit shall be given as per the Uttar Pradesh Government / University Rules.
- **2.8** University reserves the right to cancel any admission at any stage.
- 2.9 If the candidate has passed out from Hindi Sahitya Sammelan, Prayag, Allahabad or Nadwa College, Lucknow and has not passed Intermediate with English language then he/she will not be eliqible for admission.
- 2.10 All foreign students seeking admission in the University are compulsorily required to have knowledge of Hindi or English language. Medium of study in University is Hindi and English.
- 2.11 All disputes regarding interpretation of provision of Ordinances related to the admission shall be referred to the Vice-Chancellor/Admission Committee of University of Lucknow and whose decision shall be final.



- **2.12** Candidates who are appearing in the qualifying examination in 2022 can apply for admission but they have to fulfill all eligibility conditions on the day of admission.
- 2.13 The request for refund of fees on withdrawal from the programme shall only be entertained if made within 30 days from the date of admission. The refund is subjected to 10% deduction of fee deposited, provided that he/she has not attended classes.
- During counseling, subject choice are allotted on the basis of rank of candidates who participate in counseling at the stipulated time and availability of seats. Candidates reporting late will have no claim if seats of higher choice are filled up. They would be offered choices of subjects available at that point in time.
- **2.15** All legal matters pertaining to the admissions shall be subject to Lucknow Judicature only.

3 WEIGHTAGE AND RESERVATION POLICY

3.1 Weightage

- **3.1.1** Out standing sportsperson 5% of marks obtained in qualifying examination
- **3.1.2** N.C.C. "B" Certificate holders 2.5% of marks obtained in qualifying examination.
- **3.1.3** For faculty of Law, girls will be given 5% of marks obtained in qualifying examination. weightage of

3.2 Reservation

All reservations would be given as per State Government policies and University guidelines.

- 3.2.1 Vertical
- 3.2.1.1
 Scheduled Caste*
 21%

 3.2.1.2
 Scheduled Tribe*
 2%

 3.2.1.3
 OBC (Non Creamy Layer)*
 27%

 3.2.1.4
 Economically Weaker Sections (EWS)*
 10%
- **3.2.1.3.1** Applicants of OBC Non Creamy Layer category would require the following certificates at the time of counseling.
 - OBC Certificate issued on or after July 1, 2019. The OBC (Non Creamy layer) certificate issued before July 1, 2019, will not be considered.
- **3.2.1.3.2** *The Scheduled Caste, Scheduled Tribes and Other Backward Class (Non Creamy layer) candidates originally belonging to Uttar Pradesh will be given the benefit of reservation. Scheduled Castes, Scheduled Tribes and Other Backward Class (Non Creamy layer) candidates of other States will be treated as general.



3.2.2	Horizontal				
3.2.2.1	Son/daughter/spouse of LU Teachers/Employees	As per University rules			
3.2.2.2	Son/daughter/spouse of LU affiliated Govt./Aided Colleges of University of Lucknow and Govt. Ayurvedic College	As per University rules			
3.2.2.3	Physically Handicapped / Disabled (including1% for blinds)	5%			
3.2.2.4	Son/daughter/Grandson/Granddaughter of Freedom Fighters from U.P.	2%			
3.2.2.5	Son/Daughter of Retd. Defence Personnel or Physically Handicapped Defence Personnel or Defence Personnel killed in war or Defence Personnel posted in UP.	5%			
3.3	Competent authorities for issuance of				
3.3.1 3.3.2 3.3.3 3.3.4 3.3.5	certificates Outstanding Sportsperson (3.1.1) Physically Handicapped (3.2.2.3) Freedom Fighter (3.2.2.4) N.C.C. "B" Certificate (3.1.2) Scheduled Caste (3.2.1.1)	Competent Authority Chief Medical Officer of District District Magistrate Competent Authority District Magistrate, Addtional District			
		Magistrate, City Magistrate, Pargana Magistrate or Tehsildar			
3.3.6	Scheduled Tribes (3.2.1.2)	Reservation certificate shall be verified on internet.			
3.3.7	Other Backward Class (3.2.1.3)	Reservation certificate shall be verified on internet.			
3.3.8	Income Certificate (within 6 months)	Income certificates shall be verified on internet.			
3.3.9	Teachers/ Employees of University (3.2.2.1) Registrar, University of Lucknow. The certificates issued on or after 1st Marconform of the year of admission will only be considered.				
3.3.10	Colleges of University of Lucknow and Govt.	Principal of the college. The certificates			
3.4	The weightage will be given according to the rules of University to the players of the following categories:				
3.4.1	Such players who have taken part in the inter-regional competitions on behalf of regional team after being selected at the district level in the last two years (the original certificates given by the DIOS/RIOS/DDO will be acceptable).				



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- 3.4.2 Such players who have represented Uttar Pradesh in national or inter-state competitions in last two years and the competitions have been organized by State Sports originations recognized by the authorities. The certificates given by the organizers of Govt. organizations of these competitions will be acceptable.
- 3.4.3 Note: 1. Only those players are eligible who have taken part in such sports competitions for which facility is available in University of Lucknow and which are recognized by University Union (sports department), New Delhi or National institutions.
- 3.4.4 Note 2. For getting sports and handicapped weightage/ reservation, candidate will have to be present before the sports/medical board. The candidate, who does not appear before these boards, will not be provided the sports and handicapped weightage/ reservation for admission and his/her admission form will be considered as of general category. Information in this regard will be given only on University website.
- 3.5 Weightage and Sub Category Verification
- **3.5.1** Verification to be done on the day of test
- 3.5.1.1 Weightage

Outstanding Sports Person

NCC B Certificate

3.5.1.2 Subcategory

Freedom Fighter

Physically Handicapped

Defense Personnel

University Employee Ward

College Teachers' Ward

- 3.5.2 All candidates who have sought some weightage or sub category reservation have to get their certificate verified on the day of the admission test at designated places.
- **3.5.3** Such candidates have to bring along their original and photocopy of the certificates (2 sets) along with a print out of the application form, admit card.
- **3.5.4** Candidates, who have sought any weightage or subcategory in their application form but do not appear for verification at designated venue, will not be given the benefit claimed.
- 3.6 Reservation for Economically Weaker Sections (EWS)
- 3.6.1 Applicants of the General category who want to claim the benefit of the EWS reservation have to upload the EWS certificate issued by the appropriate authority during filling of online application form.



4 BBA PROGRAMS

4.1 Institute of Management Studies

About IMS

The Institute of Management Sciences, University of Lucknow is a pioneering Institute in the field of modern management education. It was established in 2001 as an umbrella institute for self – financing management programmes approved by UGC /University of Lucknow. The Institute is located in the second campus of the University .The continuous endeavour of IMS is to evolve itself as an Institute that can provide skilled professionals to various sectors of the economy. The Institute takes pride in introducing and successfully running contemporary programmes catering to the changing requirements of the business and industry. With globalization of the Indian economy, there is a tremendous demand for personnel with managerial skills. Keeping in view the potential requirements for competent human resources for managing and running different types of profit and non- profit organizations, the Institute offers four MBA Programmes, and four Undergraduate Management Programmes catering to different functional areas and sectoral requirements.

The student body of IMS for Post Graduate Programmes is meticulously selected through IIM (CAT) and carefully nurtured in an atmosphere that is creative, harmonizing and yet challenging. The intake for undergraduate programmes is from all disciplines. These programmes provide opportunities for future preparation, attitudinal fine tuning and personality development for higher courses, apart from providing self- employment or engagement with business and industry. Heavy emphasis is placed on developing real managers through continuous interaction with industry. Besides focusing on general management skills, the Institute through its different programmes provides specialization in functional areas such as marketing, finance, human or sectoral specialization in retail, tourism and international business. These programmes sensitize the students to changes in business environment and provide conceptual and analytical skill to formulate business plans and strategies for successful implementation. The integrated learning approach includes seminars, project work, industrial tour, case studies, summer internships, business games and presentations and guest lectures from corporate sector. The interactive nature of programmes helps to develop interpersonal skill and prepare students for handling organizational challenges and assuming leadership position in all fields of management endeavour.

Over the years the placement of students of IMS has been improving. Large number of reputed companies have continuously patronized the campus and provided career opportunities. The institute has contributed towards meeting the specialized manpower requirements of industry in India and abroad. The number of IMS students selected by foreign universities for pursuing advanced degree after their graduation has been increasing over the years indicating the international acceptance of their professional background. The Institute's future focus is on further strengthening its intellectual capital, promoting increased industry-institute partnership, contributing to management research through Ph.D. Programme and facilitating foreign tie-up with reputed universities for exchange programmes.



4.1.1 BBA

Course Objective -The aim of this course is to make the students of business management aware of the various aspects of a business.

Course Detail: The Bachelor of Business Administration (BBA) program of the institute aims to focus on those students who are primarily concerned about making a career in various disciplines of management. Be it any aspect of finance, marketing, business statistics, computer applications, etc this particular course offers a wide ambit of business management subjects to derive knowledge and learn from. The course, being a professional one, prepares students for learning and knowing about the basic principles of management as well. The course is an exhaustive one that prepares students for a professional life that is to arrive.

Eligibility: Intermediate or equivalent examination for General and Other Backward Classes candidates must secure at least 50% of marks and for Scheduled Castes and Scheduled Tribes minimum number of marks obtained should be 45% based on total marks of all subjects.

4.1.2 BBA (International Business)

Course Objective: The objective of this course is to help the students acquire an understanding of various business activities having an international exposure and a slightly broader outlook.

Course Detail: This particular course of BBA (International business) focuses on making students aware of various international trade activities, the role of business regulatory bodies in our country and the functioning of entities like WTO, NAFTA, AFTA among others. This course is accompanied by international exposure and understanding of various subjects like marketing, accounting, etc. It is a comprehensive course having a broader outlook of domestic market scenario as well as an improved global orientation.

Eligibility: Intermediate or equivalent examination for General and Other Backward Classes candidates must secure at least 50% of marks and for Scheduled Castes and Scheduled Tribes minimum number of marks obtained should be 45% based on total marks of all subjects.

4.1.3 BBA (Management Sciences)

Course Objective: This course provides students an understanding of different management subjects that help the students to elevate their management quotient.

Course Detail: This course exposes students to the refinements of various subjects like income tax laws, strategic management, project management and many others of similar nature. This course has been an integral part of our institute for good number of years. The course attracts substantial number of students from across the country. It enables students to understand the various aspects of management subjects thereby leading to well informed and professional individuals.



Eligibility: Intermediate or equivalent examination for General and Other Backward Classes candidates must secure at least 50% of marks and for Scheduled Castes and Scheduled Tribes minimum number of marks obtained should be 45% based on total marks of all subjects.

4.2 Institute of Tourism Studies

About ITS

Institute of Tourism Studies (I.T.S.) is a premiere institute providing high-quality education in the field of tourism management and providing consultancy to the industry. The Institute was established in the year 1994. Equipped with a mix of young and experienced professionals, the Institute is churning out enthusiastic and efficient young professionals every year to serve the ever-growing tourism industry. Twenty two dynamic batches of "Masters of Tourism Management (M.T.M.)/MBA (Tourism)/ MTA/ MTTM" and Fifteen batches each of Bachelor of Tourism Administration (BTA)/ BBA (Tourism) and Post Graduate Diploma in Travel Management (PGDTM) are already serving the industry in high recognition. Besides, two batches of DIAT & CRS (Diploma in International Airline Ticketing & Computerized Reservation System), Diploma of Food Production and Master of Event Management (MEM)/ MTTM-EM and Bachelor of Hotel Management (BHM) have also been well received by the tourism industry.

The last twenty-three years have seen the ITS grow steadily in terms of quality education. Today, the ITS enjoys a high degree of repute by esteemed organizations of the tourism industry.

Currently the ITS is located in a new building with an independent premises within the Lucknow University, New Campus and provides the state of art facilities to its students that include a rich library with an exhaustive collection of books, functional modern kitchen and bakery, audio-visual aids etc. Regular seminars (National and International), symposia, workshops, case studies, trade fair, cultural events etc. are a part of various activities organized by ITS to give students an in depth exposure and enhance their overall personality and capabilities.

4.2.1 BBA (Tourism)

Course Objective: Bachelor of Business Administration (BBA- Tourism) is a professional job oriented 3-year (6-semester) full time Bachelors Degree in Tourism Administration.

Course Detail: This course is designed to provide the ten plus 2 passed out students with an in-depth knowledge of tourism administration at the bachelors degree level itself, to fulfill the ever-growing demand of trained manpower in the tourism industry.



Eligibility: Intermediate or equivalent examination For General and Other Backward Classes candidates must secure at least 50% of marks and for Scheduled Castes and Scheduled Tribes minimum number of marks obtained should be 45% based on total marks of all subjects.

4.3 BCA PROGRAMME

This programme aims at developing sharp computability and applicability of ideas and designs which is the need of the hour. Under this programme, students are introduced to staggering areas of programming, developing, testing and optimizing software solutions of real-world problems. Students, after completing this programme, should be able to provide the industry with viable computing solutions. During this programme, students are equipped with logical thinking, critical reasoning and ethical values—the basic elements of scientific temperament—to develop as skilled, motivated and professional technocrats.

ELIGIBILITY:

Intermediate or equivalent examination with Mathematics/ Computer/ Information Technology/ Computer Applications/ Information Practices/ Computer Technology and Maintenance/ ITes as one of the subjects with at least 50% marks for General / OBC (45% for Scheduled Castes and Scheduled Tribes) based on the total marks of all subjects.

5 FEE STRUCTURE

Course	Seats	Duration	Fee (Rs. Per Sem)	Fees Applicable at time of admission
BBA	180	6 Semester	35080.00	40580.00**
BBA (International Business)	60	6 Semester	35080.00	40580.00**
BBA (Management Sciences)	60	6 Semester	35080.00	40580.00**
BBA (Tourism)	60	6 Semester	30080.00	30580.00
BCA	120	6 Semester	35080.00	35580.00

^{**}Includes Rs. 5000.00 as caution money which is refundable after declaration of final year result within 30 days if no loss or damages of IMS property and Rs. 500.00 as enrollment fees.

6 Counseling Procedure

University of Lucknow will be adopting an Off Campus Online Counseling for the UG Professional programs. Candidates have to register and submit choices after the merit has been declared.



6.2 The prospective candidates are advised to keep visiting the University website regularly for announcements, notices and updates, because no separate information shall be sent to any prospective candidate.

7 HELPLINE

Technical Helpline 0522-4150500
Program Help Lines 9415704024
6392451866
9839010227

REQUIREMENTS FOR FORM SUBMISSION

- Valid Email ID
- Aadhar No.
- Active Mobile Number
 - o Mobile number should be with the applicant at the time of form filling
 - Login Credentials (Registration no and password) will be sent on this mobile number and email id.
- Alternate Mobile Number (Preferably of parent)
- Scanned Photo in JPEG format (Maximum upload size is 50 KB only)
- Scanned Signature in jpeg format (Maximum upload size is 50 KB only)
- It is the sole responsibility of the student to go through the Guidelines and check his/ her eligibility at the time of application. We are not verifying the eligibility at the time of application. The eligibility will be verified by the University at the time of Counselling/Admission.
- **Photo ID proof** (for entering number)
 - Any one of the following for entering the number at the designated place in the online application form:
 - Aadhar Card, Voter ID, Driving License, Passport.

Application Fee

General and OBC
 SC / ST / PH
 Rs. 1000.00
 Rs. 500.00

EWS Certificate

 Applicants who want to avail the benefit of Economically Weaker Section (EWS) seats have to choose yes in the personal information page. The certificate for this must be uploaded on this page where there is an option for uploading photo and signature.



They would be needing the following certificates at the time of counseling

EWS certificate issued by the appropriate authority.

• Caste Certificate

- The number of caste certificate issued by the competent authority will have to be entered for availing the benefit of reservation for OBC, SC and ST applicants. Validity of these certificates will be verified from the Government website. The certificate for this must be uploaded on this page where there is an option for uploading photo and signature.
- Applicants of OBC (Non Creamy Layer) category would require the following certificates at the time of counseling
 - OBC Certificate issued on or after July 1, 2019.
 - The OBC Non Creamy layer certificate issued before July 1, 2019 will not be considered.
- The Scheduled Caste, Scheduled Tribes and Other Backward Class candidates originally belonging to Uttar Pradesh will be given the benefit of reservation. Scheduled Castes, Scheduled Tribes and Other Backward Class candidates of other States will be treated as general.

• Income Certificate

- Applicants will have to enter the number of these certificates at the time of filling of the form.
- The Income certificate has to be issued on or after January 1, 2022 and will be verified through the Government website.
- Certificates whose details are not available on this website will not be entertained.
- The applicants who do not have a valid income certificate issued by competent authority will not be given benefit of zero fees at the time of admission.

FORM FILLING

- During the form filling process the applicant can make the entries and save the information.
- If the applicant is unable to fill the form in one sitting or somehow the process is interrupted there is no need to register again. They can login



using the credentials sent on their mobile numbers and continue the process.

 Applicants are advised to check all the data they have entered before submitting the application fee. If there is some error they can edit it or start the entire process again. Once they have submitted the application fee the data submitted in the registration page cannot be edited under any circumstances.

Step 1 Registration

- Applicants have to fill the relevant details in the form. These fields cannot be edited later.
- Applicants will receive their login details in the mobile number and email ID provided at the time of registration.

• Step 2 Personal Details

Applicants have to enter their personal details

Step 3 Educational Qualifications

- Applicants have to fill their educational qualifications.
 - Enter the marks of all the subjects mentioned in the mark sheets

(if result has been declared)

 Those applicants who have appeared for their Class 12 examination in 2022 have to fill in the name of the examination board. All such applicants have to login and fill their marks obtained in the Class 12 examination before appearing for counseling.

• Step 4 Upload photo and signature

Applicants have to upload their photo and scanned signature.

• Step 5 Preview

 Applicants can preview all the entries made at this point. If there is some error they can edit it or start the entire process again. Once they have submitted the application fee the data submitted in the registration page cannot be edited under any circumstances.

Step 6 Application Fee

- If all the entries in the application form are correct the applicant can submit the form and proceed for payment of the application fees.
- o Form fees can be submitted by any of the following ways
 - Credit Card, Debit Card, Net Banking

Step 7 Print Application form

- Applicants can print their complete application form and fee receipt to complete the application process.
- Applicants have to retain a printout of their application form which will be needed later on.
- Applicants do not have to send the print out of the application form to the University.

Data Editing

 Restricted data can be edited by the candidate by logging into the admission website using the credentials sent to their email and registered mobile number.



- In case the candidate has missed out on the login details they can regenerate their password by clicking on the *forgot password* link and entering their registration number. The new login details will be sent to their registered mobile number/ email ID.
- The submitted data will be treated as freezed after the last data of submission. Till the last date of submission, applicant can make changes in certain fields like Date of Birth, Gender, Address, etc. Applicant's Name, Father's Name and Mother's Name cannot be edited. Corrections in the category opted will be allowed only for General and OBC applicants.

Important Note

- 1. In case the payment is not updated immediately, applicants are advised to wait for at least 72 hours before contacting the technical helpline 0522-4150500 during working hours. They are also advised not to make multiple payments. All payments that are successful on the console will get updated automatically. They should note that no late fee or fine would be imposed on them.
- 2. Those applicants who are appearing in their qualifying examination in 2022 have to fill in the name of the examination board now. All such applicants have to login and fill their marks obtained in the qualifying examination before appearing for counseling.
- 3. Applicants who want to avail the benefit of Economically Weaker Section (EWS) seats have to choose yes in the personal information page. The certificate for this can be uploaded on the page where there option of uploading photo and signature. It is compulsory to upload the certificate at the time of form filling.
- 4. Applicants of the OBC, SC and ST category have to fill the caste certificate number in the space provided for this. In case they do not have the recent certificate they can enter the number of the old certificate or the acknowledgement number and fill the form. The certificate for this can be uploaded on the page where there option of uploading photo and signature. It is compulsory to upload the certificate at the time of form filling.
- 5. Applicants of the SC and ST category who want to avail the benefit of zero fee are required to mention the income certificate number in the space provided for this. In case they do not have the recent certificate they can enter the number of the old certificate or the acknowledgement number and fill the form. The certificate for this can be uploaded on the page where there option of uploading photo and signature. It is compulsory to upload the certificate at the time of form filling.



Declaration

I have read and understood all the eligibility conditions and instructions regarding the Admission Process 2022 for the **Undergraduate Professional Programs** of the University of Lucknow. I understand that it is my responsibility to check the eligibility criterion and other conditions of the Admission Process 2022 in the University of Lucknow. I am also aware that the University of Lucknow is not verifying the eligibility at the time of submission of online application and that it will be verified by the University at the time of admission. I also certify that I have not been expelled from any University/College/Institution or found guilty under the Indian Penal Code. I understand that if any information provided by me is found to be false, my application and my right to admission in the University of Lucknow shall stand null and void.