ADMISSION POLICY 2023-24

[For UG/PG/Diploma/Integrated courses]

The admission to various programmes in Babasaheb Bhimrao Ambedkar University, Lucknow will be governed by the Admission Policy 2023-24. Admission to all the programmes will be made through the University's SAMARTH portal based on CUET (UG/PG) score. Admission will be made phase-wise based on the merit list and availability of seats.

(1) Admission Procedure

(i) Merit list will be prepared by calculating the average of the marks of minimum domain subject required as per Admission Brochure. All candidates who have completed the required minimum requisitions will be given preference as per the Admission Brochure.

(ii) All candidates who applied against clause 2 & 3 of University notification no. 1059/BBAU/21 dated 01.08.2023 shall be considered only after the merit list of clause as per point (i).

(iii) The admissions will be purely on the basis of CUET (UG)/(PG) score. Candidates are requested to register on the portal and lock their preferred courses.

(iv) After completion of registration process on the admission portal, the category/course wise merit list shall be prepared on the basis of average score (Score wherein one subject is applicable e.g. General Test) of the candidates in applicable subjects of CUET (UG/PG) exam and same will be uploaded on University web-site.
(v) Admission shall be done in phase-wise manner. In the first phase, merit list will be declared comprising of list of candidates equal to the number of seats advertised in the prospectus and they shall be called for submission of fees.

(vi) Any remaining seat shall be taken in the consecutive phases.

(vii) In case, two or more candidates secure same marks in the entrance examination, the percentage of marks in the qualifying examination will be considered to decide the merit. Wherein, if two or more candidates secure same marks in the entrance and same marks in the last examination, the date of birth will be considered to decide the merit.

(viii) The documents of the candidates (first phase or subsequent phases) will be verified online by the departmental admission committee (DAC). The above verification shall be considered as provisional verification. After verification of the documents, the DAC will generate challan for depositing fees for the above candidates whose documents are found in order.

(ix) List of candidate where challan has been generated will be notified on university website by DAC.

(x) Fees will be submitted online only through SAMARTH portal. No other mode of fees submission shall be allowed.

(xi) **All applicants/candidates are required to ensure that they are fulfilling the eligibility for admission and possess the documents as per requirement. Submission of misleading information/document will lead to cancellation of admission.**

(xii) **All applicants/candidates are required to adhere to the deadlines as no claim will be entertained after the scheduled date/deadline.**

(xiii) The DAC shall submit the details of vacant seats after first round and subsequent rounds of provisional admissions to Chairman, AMC immediately after the last date for fees submission.

(xiv) All provisional admissions shall be confirmed by DAC after the physical verification of the original documents, after the provisionally admitted candidate reports to the department.

(xv) After the verification of documents against original, DAC shall submit the list of admitted candidates through Dean of the respective School to Dean (AA) for record purpose.

(xvi) With reference to filling up of vacant seats in different courses, the applicant is allowed to change his/her course within
School/Department or outside School/Department only where minimum eligibility in the two courses is same. Change in course will be allowed only once and will be purely on basis of merit, subject to availability of seats in concerned course. Last date for change of course will be notified later. Candidates willing to apply for change of course shall submit application to Chairman, Departmental Admission Committee (DAC) of both Departments.

(xvii) After completion of admission procedure at every phase, if any seat is vacant in merit list, the candidates admitted under paid seat category will be upgraded to merit list and further paid seat waiting list will be declared by DAC. In this regard, fees refund will not be allowed in the admitted semester, if the upgradation is after completion of admission process.

(2) Admission Schedule

The Schedule for the date of admission process is as under:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>UG/Diploma course/Integrated</th>
<th>PG course</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHASE I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Opening of registration portal.</td>
<td>04.07.2023</td>
<td>24.07.2023</td>
</tr>
<tr>
<td>2</td>
<td>Closing date of registration</td>
<td>10.08.2023</td>
<td>10.08.2023</td>
</tr>
<tr>
<td>3</td>
<td>Preparation and declaration of merit list under the respective categories by Samarth Team on university website latest by.</td>
<td>17.08.2023</td>
<td>19.08.2023</td>
</tr>
<tr>
<td>4</td>
<td>Provisional document verification through DAC on SAMARTH Portal.</td>
<td>22.08.2023</td>
<td>22.08.2023</td>
</tr>
<tr>
<td>5</td>
<td>Generation of challan for fee submission by DAC after document verification on SAMARTH Portal.</td>
<td>Upto 24.08.2023</td>
<td>Upto 24.08.2023</td>
</tr>
<tr>
<td>6</td>
<td>Declaration of list of candidates on university website against whom challan has been generated by DAC.</td>
<td>25.08.2023</td>
<td>25.08.2023</td>
</tr>
<tr>
<td>7</td>
<td>Last date for submission of fees for confirmation of provisional admission.</td>
<td>27.08.2023</td>
<td>27.08.2023</td>
</tr>
<tr>
<td>8</td>
<td>Declaration of vacant seats on the University Website after first phase.</td>
<td>28.08.2023</td>
<td>28.08.2023</td>
</tr>
<tr>
<td>9</td>
<td>Verification of documents in original by DAC.</td>
<td>05.09.2023</td>
<td>05.09.2023</td>
</tr>
<tr>
<td>10</td>
<td>Date of commencement of classes for the first-year students</td>
<td>12.09.2023</td>
<td>12.09.2023</td>
</tr>
<tr>
<td>PHASE II</td>
<td>30.08.2023</td>
<td>30.08.2023</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Declaration of merit list under the respective categories against the vacant seats.</td>
<td>02.09.2023</td>
<td>02.09.2023</td>
</tr>
<tr>
<td>2</td>
<td>Provisional document verification through DAC</td>
<td>02.09.2023</td>
<td>02.09.2023</td>
</tr>
<tr>
<td>3</td>
<td>Generation of challan for fee submission by DAC.</td>
<td>02.09.2023</td>
<td>02.09.2023</td>
</tr>
<tr>
<td>4</td>
<td>Declaration of list of candidates on university website against whom challan has been generated by DAC.</td>
<td>02.09.2023</td>
<td>02.09.2023</td>
</tr>
<tr>
<td>5</td>
<td>Last date for submission of fees for confirmation of provisional admission.</td>
<td>06.09.2023</td>
<td>06.09.2023</td>
</tr>
<tr>
<td>6</td>
<td>Declaration of vacant seats on the University Website after Second phase.</td>
<td>10.09.2023</td>
<td>10.09.2023</td>
</tr>
<tr>
<td>7</td>
<td>Verification of documents in original by DAC.</td>
<td>12.09.2023</td>
<td>12.09.2023</td>
</tr>
<tr>
<td>8</td>
<td>Last date of submission of migration and other relevant documents.</td>
<td>16.09.2023 to 20.09.2023</td>
<td>16.09.2023 to 20.09.2023</td>
</tr>
</tbody>
</table>

Further process in respect of vacant seats after completion of Phase-II and the date of completion of admission process will be notified later.

**Note:**

(i) Students are advised to bring all the original documents as well as relevant certificates in the prescribed format of GOI for the purpose of the physical verification as specified in admission procedure including affidavit pertaining to the anti-ragging declaration [Annexure-I](#) at the time of joining in the department.

(ii) Students are required to submit migration & character certificate in original at the time of verification of original documents. In the absence of the submission of Migration certificate in the stipulated time, admission is liable to be cancelled.

(iii) Those candidates who have appeared in their qualifying examination in the academic session 2022-23 can submit their final mark-sheet latest by 31st December 2023.
(2) Fees submission procedure

(i) Fees shall be submitted against generated challan by DAC after the provisional document verification. Fees shall be submitted only through online mode.

(ii) All students, who are required to submit their fees, will be notified through website by DAC and no additional time/day will be provided to any candidate for submission of fees. Therefore, respective students are advised to keep the fees ready to secure admission. No delay in submission of fees will be entertained. Students are advised to be ready with fees to avoid any complication & secure admission.

(iii) Refund of fee will be governed in accordance with the UGC rules/guidelines. The entire fee collected from a student should be refunded in case of cancellation/withdrawal of admission upto 30th September, 2023 and with a deduction of not more than Rs. 1000/- as a processing fee upto 31st October, 2023. With regard to cancellation of admission and refund of fees, Head of Department shall reconcile all such request received till 31.10.2023. After that course/programme-wise consolidated proposal with relevant documents will be sent to Finance Section for refund latest by 31.10.2023 (Annexure-B).

(3) Reservation Policy

(i) 50% of the seats shall be filled by Scheduled Caste/ Scheduled Tribe category in the ratio of 2:1, and rest 50% seats shall be unreserved. Seats under SC/ST category shall be interchangeable if candidate(s) under a given category is/are not available.

(ii) Reservation for Economically Weaker Sections (EWS certificate valid for one year) will be provided under the seats allotted to this category in accordance with the MHRD letter's No F.No. 19-4/2019-CU.Cdn dated 23.01.2019 and letter No. F.No.12-4/2019-U1 dated 17.01.2019 or as per regulatory bodies like PCI, NCTE, BCI etc.

(iii) 5% seats are reserved for candidates, under Persons with Disabilities (PwD) category on horizontal basis, i.e. the candidate selected against PwD quota will have to be placed in the appropriate category, i.e. if he/she belongs to SC/ST category he/she will be placed in that quota by making necessary adjustments and similarly, if he/she belongs to general category he/she will be placed in that category. Reservation will be applicable in accordance with reservation policy of GOI/MHRD/UGC issued from time to time.
(iv) The merit list has to be prepared based on the total merit irrespective of the category. The UR category merit list should comprise of all the students belonging to any category (Gen./SC/ST/PH) based on the merit.

(v) Supernumerary seats shall be available only as per directives of relevant statutory bodies like BCI, PCI, NCTE, respectively in such approved courses.

(vi) Number of seats is as given in the admission prospectus 2023-24.

(vii) Paid seats will be offered in regular UG and PG programs. Admission will be made strictly in order of merit and willingness of the candidate following the prescribed reservation criteria of the University ordinance. Further, no concession of fees will be given to any candidate, irrespective of his/her category who takes admission under the paid seats.

(viii) One Supernumerary seat shall be available for the daughter/son of defense martyrs in the Under Graduate (U.G.)/Post Graduate (P.G.) courses except courses which are governed by the BCI, PCI, NCTE & AICTE etc.

(ix) University provides 5% supernumerary sports quota based upon qualification of Physical Test & grading of certificates of National and above participation after CUET (UG) examination.

(x) University offer admission on Zero fees basis to eligible candidates. DAC will have to consider admission on Zero fees as per relevant notification issued by University.

(5) Important Instructions

(i) Students are advised to strictly follow the guidelines/deadlines. No request shall be entertained after the prescribed deadlines.

(ii) The details of total number of seats in each programme/course are given in the admission prospectus 2023-24 (Link: www.bbau.ac.in)

(iii) The admission is liable to be cancelled under the following conditions:

(a) If the prescribed fees is not submitted on or before the due date.
(b) If any of the document/information submitted is found to be false/misleading at the time of physical verification.
(c) If the original migration certificate and other relevant documents are not submitted before the prescribed deadline.

(iv) In case of any grievance, students can submit the same to chairmanamebbau@gmail.com.
(v) Following number (Toll Free-18001805789) and mobile no. (7705005844) may be displayed on the University website as a helpline number to facilitate the students.

This is issued with the approval of the Competent Authority.

Copy to:
1. All Deans/Heads/Coordinators of Schools/Departments/Courses, BBAU, Lucknow for information.
2. Director, UIET, BBAU, Lucknow.
3. OSD, Satellite Centre, Amethi Campus, Amethi.
5. Finance Officer, BBAU, Lucknow.
6. Public Relation Officer (PRO), BBAU, Lucknow.
7. AR to Hon’ble Vice-Chancellor, BBAU, Lucknow.
8. PS to Registrar, BBAU, Lucknow.
9. I/C University website, BBAU, Lucknow for its uploading.
AFFIDAVIT BY THE STUDENT

1. I, Full name of student with admission/registration/ enrollment number) S/o D/o Mr. /Mrs./ Ms.__________________________, have been admitted to ____________________________ (name of the institution) ____________________________, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that -
   a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
   b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ______ day of _______ month of _______ year

Signature of Deponent
Name:________________________

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at __________________ (Place) ____________________________ on this the ________ (day) of __________ (month), __________ (year)

Signature of Deponent

Solemnly affirmed and signed in my presence on this the ________ (day) of __________ (month), __________ (Year) after reading the contents of this affidavit.

OATH COMMISSIONER
AFFIDAVIT BY THE PARENT/GUARDIAN

1. I, Mr./Mrs./Ms.______________________, (full name of parent/guardian) father/mother/guardian of______________________________, (full name of student with admission/registration/enrollment number)__________________________________________________________, having been admitted to__________________________________________________________, have received a copy of the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulation"), carefully read and fully understood the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that:
   a. My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the regulations.
   b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that his/her admission is liable to be cancelled.

Declared this ______ day of__________ month of ______ year.

______________________________
Signature of Deponent

Name:
Address:
Tele./Mob.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at ______________________ (Place) ______________________ on the ________ (day) of __________ (month), ____________ (year) ______________________.

______________________________
Signature of Deponent

Solemnly affirmed and signed in my presence on this the ________________ (day) of ________________ (month), ________________ (Year) after reading the contents of this affidavit.

______________________________
OATH COMMISSIONER

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY, LUCKNOW
Subject: Fee Refund Policy 2023-24

Respected Madam/Sir,

The University Grants Commission receives many representations and complaints from the students/parents on the non-refund of fees by the Higher Education Institutions (HEIs) on cancellation or withdrawal of admissions.

Students should be allowed a full refund of fees within a specified period to opt for a course they choose.

The Commission has considered the matter in its 570th meeting held on 27 June 2023, and after considering the relevant factors, decided the following fee refund policy for the academic session 2023-24:

- Notwithstanding anything contained in any guidelines, prospectus, notification schedule, a full refund of fees shall be made by the HEIs on account of all cancellations of admission registrations of students up to 30 September 2023 and with a deduction of not more than Rs. 1,000, as a processing fee, up to 31 October 2023.

- For any admission schedule extending commencing beyond after 31 October 2023, the provisions contained in the UGC Notification issued in October 2018 on Refund of Fees and Non-Retention of Original Certificates shall apply (reproduced below for ready reference):

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage of Refund of Fees</th>
<th>Point of time when notice of withdrawal of admission is received in the HEI</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>100%</td>
<td>15 days or more before the formally notified last date of admission</td>
</tr>
<tr>
<td>(2)</td>
<td>90%</td>
<td>Less than 15 days before the formally notified last date of admission</td>
</tr>
<tr>
<td>(3)</td>
<td>80%</td>
<td>15 days or less after the formally notified last date of admission</td>
</tr>
<tr>
<td>(4)</td>
<td>50%</td>
<td>30 days or less, but more than 15 days after formally notified last date of admission</td>
</tr>
<tr>
<td>(5)</td>
<td>0%</td>
<td>More than 30 days after formally notified last date of admission</td>
</tr>
</tbody>
</table>

Contd...
It may also be noted that the UGC has notified the Redressal of Grievances of Students Regulations, 2023 wherein "delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time" has been defined as one of the grievances.

The Higher Education Institutions are requested to ensure compliance with the fee refund policy for the academic session 2023-24 and redress any grievance by the provisions of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

Any HEI violating the provisions of UGC Fee Refund Policy 2023-24 shall be liable for punitive action as notified in Clause 5 of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates issued in October 2018.

With regards,

Yours sincerely,

(Manish Joshi)

To,

- The Vice-Chancellors of all Universities
- The Principals/Directors of all Colleges/Institutes.