



**Institute of Co-operative & Corporate Management,
Research & Training, Lucknow
(College Code 124)**

ADMISSION GUIDELINES

A. Guidelines

Students, who are allotted a seat of Institute of Co-operative & Corporate Management, Research & Training, 467/21, Ring Road, Indira Nagar, Lucknow for admission in MBA programme of this college through the counseling of UPSEE 2018 must report during July 20-25, 2018 to the Institute with printed copy of allotment letter, remaining amount of fee for 1st Semester after adjusting the counseling fee, TWO sets of self attested photocopies of following documents with their originals:

- a) Allotment Letter from Dr. A.P.J. Abdul Kalam Technical University
- b) Receipt of Seat Allotment Fee deposited.
- c) Address Proof (Aadhar Card)
- d) Four recent and identical passport size photographs (with name and father's name on back).
- e) Caste and Income certificate (If eligible for Fee Reimbursement under the scheme).
- f) Graduation Marksheets (all years/semesters)
- g) Intermediate Marksheet
- h) High School Marksheet
- i) High School Certificate
- j) Migration Certificate
- k) Gap Affidavit (In case of gap)
- l) Domicile Certificate, if required
- m) Medical Certificate as per UPSEE format
- n) Character Certificate as per UPSEE format
- o) Blood Group Certificate
- p) ID proof (Voter ID/Driving License/Passport/Bank passbook)

- Students are required to complete the registration process including depositing of fee report during July 16-25, 2018. If a candidate, for whatever reason, fails to report for admission at the institute within specified period of time i.e. July 16-25, 2018. The seat allotted to him/ her shall be treated as **CANCELLED** and the candidate shall have no claim on the seat. Any request for admission after cancellation shall not be considered.
- In order to avoid rush, students are advised to report in the Seminar Hall of ICCMRT, Lucknow before the last date and complete the registration process on any working day between 10:00 a.m. to 05:00 p.m. during July 16-25, 2018.

B. Steps for MBA Admission Process:

For smooth facilitation of admission process, following steps would be followed and accordingly counters will be established at the institute:

1. REGISTRATION DESK - Reporting with Allotment Letter, eligibility check, distribution of TOKEN, REGISTRATION FORM and other formats to the candidates
2. DOCUMENT VERIFICATION & SUBMISSION DESK - Fill the Registration Form and other formats, attach photocopy of support documents for verification with originals.
Submit Completely filled Registration form along-with TOKEN with all enclosures to the DOCUMENT VERIFICATION SUBMISSION DESK
3. ACCOUNTS DESK - Submission of Token and Collection of Deposit Slip from the Accounts Section and Deposit the Fee at Zila Sahkari Bank Ltd. through cash or Demand Draft

C. Fee Structure:

The Admission and Fee Regulation Committee, Govt. of Uttar Pradesh has fixed MBA fee our institute at Rs. 98,385 per year. The fee may be paid in two installments @ Rs 49385 in first and @ Rs 49000 in second semester. In addition, Caution Money of Rs. 8000/- is also payable at the time of admission, which is refundable after completion of the Programme. In addition to this, Enrolment, Examination Fees etc as applicable as per AKTU norms will also be payable. Any revision in the fee by the Admission and Fee Regulation Committee and AKTU shall be payable by the students.

Fee will be deposited at Zila Sahkari Bank Ltd., ICCMRT, Lucknow on prescribed **DEPOSIT SLIP** by Cash or Demand draft in favour of **ICCMRT, LUCKNOW** payable at **LUCKNOW** after verification from accounts section.

D. Hostel Accommodation:

Limited hostel accommodation is available for Boys and Girls. Hostel fee of Rs. 65,000/- per year including mess charges, will be payable in two equal installments of Rs. 32,500/- each (semester-wise) plus Security Deposit (refundable) of Rs. 5000/- to be deposited at the time of admission. Interested students may follow the following steps for availing the hostel accommodation.

- i) After the admission process, collect Hostel Application Form from the Registration Desk.
- ii) Submit filled in Application Form to Hostel Warden concerned along with documents (Photocopies of- Allotment letter, Aadhar Card, Character Certificate, Medical Certificate, Caste Certificate, Fee deposit Slip, 2 Passport size photos and Original Self Declaration –Oath).
- iii) Hostel Seat will be allotted by the concerned Hostel Wardens.
