

**Counselling Guidelines**  
**for**  
**Admissions through CUET(UG)-2022**  
**B.Tech-II (Lateral) for Diploma Holders/**  
**BBA/B.Pharm-I/B.Pharm-II (Lateral)**



**Madan Mohan Malaviya University of Technology**  
**Gorakhpur-273010**

## **Information cum-Guidelines for Admission through CUET(UG)-2022** **B.Tech-II Lateral (for Diploma Holders)/BBA/B.Pharm-I/ B.Pharm-II Lateral**

1. **Applications for admission to B.Tech-II Lateral (for Diploma Holders)/BBA/B.Pharm-I/ B.Pharm-II Lateral Programme for the session 2022-23 are to be submitted online only.** Candidates are required to fill the Application Form for online counseling through the link provided on the university website: [www.mmmut.ac.in](http://www.mmmut.ac.in).
2. The registration for counseling can be done through the university website [www.mmmut.ac.in](http://www.mmmut.ac.in).
3. All the eligible candidates of CUET(UG)-2022 may apply for online counselling for the admission in B.Tech-II Lateral (for Diploma Holders)/BBA/B.Pharm-I / B.Pharm-II Lateral at M. M. M. University of Technology, Gorakhpur for the session 2022-23 as per their eligibility criteria given in University Admission Brochure-2022.
4. The online counselling registration fee is **Rs. 2000/- (Non-Refundable)** which can be paid in online mode during online registration process.
5. Candidates are advised to read these guidelines carefully, check their eligibility and applicable reservation category, subcategory, gender etc. before filling and submitting the online registration form. The university shall not be responsible for any mistake committed by the candidates in filling the online application form.
6. The admission to **B.Tech-II Lateral (for Diploma Holders)/BBA/B.Pharm-I/ B.Pharm-II Lateral** is open to CUET(UG)-2022 qualified candidates in corresponding course who have passed the qualifying examination from an institution located in U.P. **or** whose parents are domicile of U.P subject to the eligibility conditions given in the guidelines/University admission brochure. If the candidate has passed qualifying examination from outside U.P., he/she has to produce domicile certificate of his/her parents (**Father OR Mother only**) at the time of document verification. Candidates whose parents are defence personnel settled or posted in UP on the entrance date of CUET(UG)-2022 or whose parents are officers or employees of All India Services belonging to UP cadre must submit relevant certificates. (See Category Definitions at point 3.3 of University Admission Brochure-2022 available at [www.mmmut.ac.in](http://www.mmmut.ac.in)).
7. The candidates who register online successfully, pay registration fee, lock their choices etc. within stipulated time period will be considered for merit list preparation and seat allotment.
8. **There is no provision to change/modify the locked choices (for B.Tech-II only) at any stage of the counselling. However, upto two days before the declaration of first round seat allotment, the candidates may alter/add the choices by paying a fee of Rs. 1000/-(Non-Refundable).** A request mail for this purpose will have to be sent at [correction@mmmut.ac.in](mailto:correction@mmmut.ac.in) from the registered mail-id of the candidate.
9. No fresh candidate will be allowed to register for counselling after the last date of the

registration, as per the counselling schedule available on the website.

10. For any clarification regarding eligibility, category, subcategory, etc. for admission at MMMUT, Gorakhpur, please refer the University Admission Brochure-2022. The information given in University Admission Brochure-2022 shall be final and binding upon all the candidates.
11. Accepting admission in MMMUT Gorakhpur implies the acceptance by candidate and his/her parents/guardians with all the provisions given in the guidelines. Any change in the rules, regulations, fee etc. of the University shall apply mutatis mutandis to the admitted candidates.
12. Candidates claiming the benefits of EWS reservation have to produce **EWS certificate issued after March 31, 2022** on the prescribed format given in Admission Brochure-2022, failing which the candidate's allotted seat will be cancelled.
13. Candidates claiming benefits of OBC reservation have to produce **OBC certificate issued after March 31, 2022 (mandatory due to the condition of creamy layer for OBC)** on the prescribed format given in Admission Brochure-2022, failing which the candidate's allotted seat will be cancelled.
14. All the relevant original documents will be verified at the time of document verification at University along with one set of self-attested copy of required documents, failing which the provisional admission offered by university will be cancelled and fee deposited will be forfeited.
15. The candidates seeking admission in **BBA and B. Pharm-I** must produce the original marksheet of their qualifying examination, no undertaking will be considered.
16. **B.Tech-II Lateral (for Diploma Holders)/B.Pharm-II Lateral** candidates, whose result of the qualifying examination is awaited till the date of document verification or due to any reason whatsoever shall have to submit an undertaking that they will produce their original documents on or before 31<sup>st</sup> October 2022, failing which admission of such candidates will be cancelled and fee deposited will be forfeited.
17. The claim made by the candidate in the application form submitted to CUET(UG)-2022 and candidate fails to produce the relevant documents against her/his claim in application form within stipulated time, will be liable for rejection of that claim and allotment of seats will be done as per modified record of the candidate.
18. If any information (document/declaration etc.) given/submitted by the candidate is found false at any stage, his/her admission shall be cancelled, deposited University fee will be forfeited, and he/she may be liable for prosecution under the law. In case of any legal dispute, the jurisdiction will be limited to Gorakhpur court only.
19. The candidate has to deposit the confirmation fee of Rs. **40,000.00 (Rupees Forty Thousand only)** within stipulated time period after the seat allotment, failing which his/her allotted seat will be cancelled, and he/she cannot participate in subsequent round of seat allotment.
20. If a candidate wants to withdraw his / her candidature after seat allotment and deposition

of the confirmation fee, then fee will be refunded as per below University Fee Refund policy.

S No.	Date of Receipt of Application	Amount to be refunded
1.	On or before the 10 <sup>th</sup> October 2022 11:59PM	Total deposited fee
2.	After 10 <sup>th</sup> October 2022 to 20 <sup>th</sup> October 2022 11:59PM	Total deposited fee after deducting Rs 1000 as a processing fee
3.	From 21 <sup>th</sup> October, 2022	Only Caution Money
4.	Tentative Date for reporting	20 October, 2022

**Process for withdrawal/cancellation of admission and fee refund**

(i)	The candidate may submit an application for the cancellation of his/her admission and fee refund request through the login of counselling portal.
(ii)	Once the cancellation request will be received, it will be processed, and refund amount will be credited to the same account through which the fee was deposited.
(iii)	<b>Any cancellation request sent through other than counselling portal will not be entertained.</b>

21. If any of the qualifying examination Board/University awards letter grades without providing an equivalent percentage of marks on the grade sheet, then the candidate must obtain a certificate from the Board/ University specifying equivalent marks/percentage and produce along with qualifying examination marksheet at the time of document verification. In case, such certificate is not provided by the candidate, the decision of the University Admission Committee regarding his/her eligibility shall be final.
22. The allotment of seats through counseling will be carried out strictly in accordance with the Merit list prepared by the University based on CUET(UG)-2022 results of the candidates, subject to the order of preference given for the seat and availability of seat in the category and their respective sub-category.
23. **No relaxation of confirmation fee will be given to any candidate at the time of granting admission.**
24. All information in connection with Admissions- 2022 shall be made available through the University website [www.mmmut.ac.in](http://www.mmmut.ac.in). The candidates are advised to refer the website regularly/frequently, failing which MMMUT Gorakhpur will not be responsible for any loss due to the lack of communication.

**Note: For detail information, University Admission Brochure-2022 shall be referred.**

## Merit List Preparation using CUET(UG)-2022 Result

### I. For admission in B.Tech-II (for diploma holders) following test papers will be considered for the preparation of Merit List

- a. Domain-Specific Subject 1: Mathematics
- b. Domain-Specific Subject 2: Computer Science OR Engineering Graphics
- c. General Test Section III : Yes

The Merit list will be prepared by adding the normalized score obtained by candidates in prescribed test papers.

#### **Tie Breaking in case of Equal Normalized Score**

If there is a tie in the total normalized score of two or more candidates, the order of merit for such candidates shall be decided in the following order

1. Rank determination by normalized score obtained in **Mathematics** in CUET(UG)-2022. Candidates obtaining higher normalized score will be given a better rank.
2. Rank determination by normalized score obtained in **General Test Section** in CUET(UG)-2022. Candidates obtaining higher normalized score will be given a better rank.
3. Rank determination by **age of the candidate**. If one candidate is older than another, then the older candidate will have a higher rank compared to the younger candidate.
4. Rank determination by **Counselling Registration ID** provided to candidates. Candidate having lesser Registration ID will have a higher rank compared to higher Registration ID.

### II. For admission in B. Pharm-II (Lateral Entry) following test papers will be considered for the preparation of Merit List

- a. Domain-Specific Subject 1: Biology OR Mathematics
- b. General Test Section III : Yes

The Merit list will be prepared by adding the normalized score obtained by candidates in prescribed test papers.

#### **Tie Breaking in case of Equal Normalized Score**

If there is a tie in the total normalized score of two or more candidates, the order of merit for such candidates shall be decided in the following order

1. Rank determination by normalized score obtained in **General Test Section** in CUET(UG)-2022. Candidates obtaining higher normalized score will be given a better rank.
2. Rank determination by **age of the candidate**. If one candidate is older than another, then the older candidate will have a higher rank compared to the younger candidate.
3. Rank determination by **Counselling Registration ID** provided to candidates. Candidate having lesser Registration ID will have a higher rank compared to higher Registration ID.

**III. For admission in B. Pharm-I following test papers will be considered for the preparation of Merit List**

- a. Domain Specific Subject-3 : Physics
- b. Domain Specific Subject-4 : Chemistry
- c. Domain Specific Subject-5 : Mathematics OR Biology (Any One)

The Merit list will be prepared by adding the normalized score obtained by candidates in prescribed test papers.

**Tie Breaking in case of Equal Normalized Score**

If there is a tie in the total normalized score of two or more candidates, the order of merit for such candidates shall be decided in the following order

1. Rank determination by normalized score obtained in **Physics** in CUET(UG)-2022. Candidates obtaining higher normalized score will be given a better rank.
2. Rank determination by normalized score obtained in **Chemistry** in CUET(UG)-2022. Candidates obtaining higher normalized score will be given a better rank.
3. Rank determination by **age of the candidate**. If one candidate is older than another, then the older candidate will have a higher rank compared to the younger candidate.
4. Rank determination by **Counselling Registration ID** provided to candidates. Candidate having lesser Registration ID will have a higher rank compared to higher Registration ID.

**IV. For admission in BBA following test papers will be considered for the preparation of Merit List**

- a. Language from Section IA: English
- b. General Test Section III: Yes

The Merit list will be prepared by adding the normalized score obtained by candidates in prescribed test papers.

**Tie Breaking in case of Equal Normalized Score**

If there is a tie in the total normalized score of two or more candidates, the order of merit for such candidates shall be decided in the following order

1. Rank determination by normalized score obtained in **Language from Section 1A: English** in CUET(UG)-2022. Candidates obtaining higher normalized score will be given a better rank.
2. Rank determination by normalized score obtained in **General Test Section III** in CUET(UG)-2022. Candidates obtaining higher normalized score will be given a better rank.
3. Rank determination by age of the candidate. If one candidate is older than another, then the older candidate will have a higher rank compared to the younger candidate.
4. Rank determination by Counselling Registration ID provided to candidates. Candidate having lesser Registration ID will have a higher rank compared to higher Registration ID.



## Counselling Process

### Steps of the Online Counselling Process

The candidates are required to read the following steps of online counselling carefully before proceeding for online registration followed by online choice filling etc.

#### Step-1: Online Registration for Counselling

All the candidates eligible for counselling, will have to use their CUET(UG)-2022 application form number, mobile number and email id to register for counselling through website "[www.mmmut.ac.in](http://www.mmmut.ac.in)".

##### Note:

*If the personal data of the candidate is found incorrect at the time of document verification of certificates either at the time of reporting or at any later stage, the allotment of seat/ admission is liable to be cancelled and his/her university fee will be forfeited.*

#### Step-2: Payment of Counseling Fee

After successful registration, the candidate must pay the **counselling Fee of Rs. 2000/- (non-refundable)** using online payment gateway.

#### Step-3: Choice Filling (Only for BTech-II)

After successful payment of counselling fee, the candidate is required to fill the choices in order of his/her preference available as per his/her applied course for admission.

#### Step-4: Choice Locking (Only for BTech-II)

Once the choices are filled-in, the candidate is required to check the order of preference of choices thoroughly and if any alterations in the order of preference are required, rearrange them. Once the order of preference of choices are final, the candidate can lock the choices by clicking the submit button. Thereafter the candidate will receive an OTP on his/her registered email and mobile number which should be used for locking the choices finally.

After the choices are locked, candidates will not be able to change their choices under any circumstances. However, upto two day before the declaration of first round allotment of seats, the candidates may alter/add the choices by paying a fee of Rs. 1000/-(Non-Refundable). A request mail for this purpose will have to be sent at [correction@mmmut.ac.in](mailto:correction@mmmut.ac.in) from the registered mail-id of the candidate. A printable version of the list of documents uploaded, choices locked along with the terms and conditions agreed by the candidate at the time of registration will be displayed. Candidates must take a printout (hard copy) of printable document for his/her future references.

B.Tech-II registered candidates who do not fill any choices will not be considered for seat allotment. His/her registration fee will also not be refunded. The registered candidates who have filled the choices but forgotten to locked choices, their filled choices will be considered automatically locked and candidate will be considered for seat allotment.



**Note: Please note that the choices (order of preference), once submitted and locked, are not allowed to be altered/modified under any circumstances. All rounds of allotment will use this locked choice for seat allotment. However, upto two day before the declaration of first round allotment of seats, the candidates may alter/add the choices by paying a fee of Rs. 1000/- (Non-Refundable). A request mail for this purpose will have to be sent at [correction@mmmut.ac.in](mailto:correction@mmmut.ac.in) from the registered mail-id of the candidate.**

#### **Step 5: Seat Allotment**

The final locked choices of the candidates would be processed centrally, and the result of seat allotment will be uploaded on the University Website.

#### **Step 6: Physical Document Verification**

All the relevant and original documents will be verified within stipulated time at the university. Candidates are required to bring one set of self-attested copy of required documents. If a candidate does not report for document verification within stipulated time, the provisional allotment letter will be cancelled, and allotted seat will be given to other candidate as per merit during next round of seat allotment. The candidature of such candidate shall not be considered in any subsequent round of seat allotment except spot counselling. **(Please refer point 12,13,15 and 16 on Page No.3).**

#### **Step 7: Deposition of Confirmation Fee**

After successful document verification, the candidates are required to pay complete Confirmation fee of **Rs. 40,000.00 (Rupees Forty Thousand only)** online using the payment gateway services within the stipulated time, failing which the provisional allotment letter offered to the candidate will be cancelled and the offered seat will be allotted to another candidate as per the merit. The candidature of such candidate shall not be considered in any subsequent round of seat allotment except spot counselling.

#### **Step 8: Branch up-gradation (For B.Tech-II only)**

The candidate satisfied with the allotted branch as per his/her locked choices must give the consent to freeze the allotment at the time of payment of confirmation fee through counselling portal otherwise his/her seat allotment will be considered for upgradation in further round of seat allotment. However, the candidate can also freeze his/her allotted seat at later stage after satisfactory allotment.

#### **Step 9: Deposition of remaining University Fee**

Candidates are required to deposit remaining university fee after deducting confirmation fee before registration/reporting for academic session 2022-23.

## Tentative Schedule of CUET(UG)-2022 Counselling for

### B.Tech-II Lateral (for Diploma Holders)/BBA/B.Pharm-I/ B.Pharm-II Lateral

S.N.	Activity	Sub Activity	Dates /Time*
1.	Registration	Start of online Registration, Counselling fee payment, Choice filling, Choice locking.	28 Sept 2022/10:00 pm*
2.		Last date for online Registration, Counselling fee payment, Choice filling, Choice locking.	04 October 2022/ 5:00 pm
3.	First Round Seat Allotment	Round-1 seat allotment and display of seat allotment result	06 October 2022/ 5:00 pm
4.		Physical Document verification at MMMUT and payment of Seat Confirmation Fee through payment Gateway/e-challan	07 October 2022/ 10:00 am to 09 October 2022/ 05:00 pm
5.	Second Round Seat Allotment	Round-2 seat allotment and display of seat allotment result	11 October 2022/ 5:00 pm
6.		Physical Document verification at MMMUT and payment of Seat Confirmation Fee through payment Gateway/e-challan	12 October 2022/ 10:00 am to 13 October 2022/ 05:00 pm
7.	Third Round Seat Allotment	Round-3 seat allotment and display of seat allotment result	15 October 2022/ 5:00 pm
		Physical Document verification at MMMUT and payment of Seat Confirmation Fee through payment Gateway/e-challan	16 October 2022/ 10:00 am to 17 October 2022/ 05:00 pm
8.	Subsequent Rounds of Seat Allotment	Announced Latter. Please keep watching the University website <a href="http://www.mmmut.ac.in">www.mmmut.ac.in</a> for related information	

**\*The above schedule is tentative and is likely to change.**

## ***Documents Required at the time of Physical Document Verification at University***

**At the time of document verification following original documents shall be required.**

1. Certificate of High school or equivalent examination for verification of date of birth.
  2. The candidate seeking admission in **BBA and B.Pharm-I** must produce original marksheet or Digi-locker e-verified marksheet of the qualifying examination.
  3. The candidates seeking admission in **B.Tech-II Lateral (for Diploma Holders)/B.Pharm-II Lateral** should produce original marksheet of their qualifying examination. In case the result of the qualifying examination is awaited till the date of document verification, the candidate shall have to submit an undertaking (Format given at the end of this document) that they will produce their original documents on or before October 31, 2022. In case of non-fulfilment of the eligibility conditions by the stipulated time, the admission shall be cancelled, and the University fee will be forfeited whatsoever the reason may be.
  4. **Domicile certificate of Parents** (Father or Mother only) of the candidate, issued by the competent authority on prescribed format given in University Admission Brochure -2022 must be produced by the candidates, for the candidates who have passed qualifying examination from the states other than U.P. The candidates who have passed qualifying examination from U.P need not to upload the domicile certificate of parents.
  5. **Category certificate for EWS candidate** issued by the competent authority **issued after March 31, 2022**, if applicable, on prescribed format available in University Admission Brochure-2022.
  6. **Category certificate for OBC candidate** issued by the competent authority, if applicable, on the prescribed format given in University Admission Brochure-2022 and **issued after March 31, 2022** (mandatory due to the condition of the creamy layer of the society).
  7. **Category certificate for SC/ST candidate** issued by the competent authority, if applicable, on the prescribed format given in University Admission Brochure-2022.
  8. **Physically handicapped** candidate will be required to produce a **certificate issued by the Chief Medical Officer** in the prescribed format given in University Admission Brochure-2022. A medical board, consisting of a general physician, orthopaedist, and ophthalmologist may be referred to verify the claim of the certificate if there is any doubt.
  9. The candidate of **Armed Forces category (UPAF)** will be required to produce a certificate issued by the competent authority on the prescribed format given in University Admission Brochure-2022 available on the university website.
- Note: Priority must be mentioned in certificate as per Govt. Order.**
10. Candidate belonging to **freedom fighter's category (UPFF)** will be required to produce a certificate to this effect issued by the competent authority on the prescribed format given in University Admission Brochure-2022 available on the university website.
  11. A **medical fitness certificate** as prescribed in University Admission Brochure-2022 available on university website at the time of reporting to the University.

**Important Note:**

1. Following Candidates are not eligible to participate in various rounds of seat allotment:
  - a. Candidates who have not registered within stipulated time in spite of having good score.
  - b. Candidates who have registered but failed to fill the choices within stipulated time for BTech-II only.

### Seat Matrix for BBA/B.Pharm-I Admission through CUET (UG)-2022

Course	Intake	GN	GNOP	GNGL	GNAF	GNFF	GNHC	EWS	EWOP	EWGL	EWAF	EWFF	EWHC	BC	BCOP	BCGL	BCAF	BCFF	BCHC	SC	SCOP	SCGL	SCAF	SCFF	SCHC	ST	STOP	STGL	STAF	STFF	STHC
BBA	75	32	24	6	1	0	1	7	6	1	0	0	0	20	14	4	1	0	1	15	12	3	0	0	0	1	1	0	0	0	0
B.Pharm-I	40*	18	15	3	0	0	0	4	4	0	0	0	0	10	8	2	0	0	0	8	7	1	0	0	0	0	0	0	0	0	0

\*Seats may increase to 60 subject to approval from PCI.

### Seat Matrix for B.Tech-II Lateral (for Diploma holders)/B.Pharma-II Lateral Admission through CUET (UG)-2022

- The total seats for B.Tech-II Lateral (for Diploma holders) Admission through CUET (UG)-2022 are 209 (Tentative). The final seat matrix shall be made available on university website ([www.mmmut.ac.in](http://www.mmmut.ac.in)) two days before the first round of seat allotment for B.Tech-II (Lateral Entry).
- The total seats for B.Pharm-II Lateral, Admission through CUET (UG)-2022 are 07 (Tentative). The final seat matrix shall be made available on university website ([www.mmmut.ac.in](http://www.mmmut.ac.in)) two days before the first round of seat allotment for B.Pharm-II (Lateral Entry).

**UNDERTAKING BY CANDIDATE**

**(Whose Result of Qualifying Examination is awaited)**

Date: \_\_\_\_\_

I \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ seeking admission in \_\_\_\_\_  
hereby submit my undertaking that I will produce the evidence of having passed the  
qualifying examination securing the minimum passing marks as prescribed by the  
University by October 31, 2022. I am fully aware that if I fail to submit the required  
document on or before October 31, 2022, my admission will be cancelled and no claim  
to refund the fee will be made by me whatsoever the reason may be.

\_\_\_\_\_  
\_\_\_\_\_

Counter Signed by Father/ Guardian

Signature of the Candidate

CUET(UG)-2022 Roll No \_\_\_\_\_

Mo. No. \_\_\_\_\_

Email Id \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_