

Guidelines-cum-Information

For

Admission to First Year B.Tech. Programmes through online counselling conducted by MMMUT, Gorakhpur for JEE MAIN-2019 qualified candidates having State Eligibility Code other than U.P. State Code (33)

1. Online Application and choice filling for Admission to First Year B.Tech. Programmes for JEE MAIN-2019 qualified candidates having State Eligibility Code other than U.P. State Code (33) can be done from June 7, 2019 to June 30, 2019 through the website www.mmmut.ac.in by paying online counselling registration fee Rs. 2000/- (Non-Refundable).
2. Candidates are advised to read these guidelines carefully, check their eligibility and applicable reservation category etc. before filling and submitting the online registration form.
3. Only those candidates who have successfully registered online and locked their choices will be considered for various rounds of counselling for the seat allotment. There is no provision to change/modify the locked choices at any stage of the counselling. No fresh candidate will be allowed to register for counselling after the last date of the registration, as per the counselling schedule available at the website.
4. All certificates in original will have to be produced at the time of document verification along with one self-attested copy of each document. Various formats of certificates are available on the website www.mmmut.ac.in. These formats are subject to change even up to the date of admission, as per the orders of Government.
5. Seats are available in different categories as per following matrix in six disciplines of B.Tech. First Year:

Seat Matrix for admission through JEE Mains Rank of Other State Candidates

| Branch | Number of Seats |
|---|-----------------|
| Civil Engineering | 15 |
| Computer Science & Engineering | 15 |
| Electrical Engineering | 15 |
| Electronics & Communication Engineering | 15 |
| Mechanical Engineering | 15 |
| Chemical Engineering | 7 |
| Information Technology | 8 |
| Total | 90 |

6. The ranks of all the applicants provided by the JEE Apex Board will be used for seat allotment.
7. Accepting admission in MMMUT, Gorakhpur implies acceptance by the candidate and his/her parents or guardians with all the provisions given in the guidelines. Any change in the rules, regulations, fee and special conditions etc. of the University shall apply mutatis mutandis to the admitted candidates.
8. Candidates will have to produce the certificates in original at the time of document verification along with one self-attested copy of each document. Various formats of certificates are available on the admission website of MMMUT. These formats are subject to change even up to the date of admission, as per the orders of Government.

9. Academic Eligibility for admission to First year B.Tech. Programme at MMMUT
10. The candidate should have passed 10 + 2 examination with at least 55% marks (50% in case of candidate belonging to SC/ST category) and with at least 60% average marks (55% in case of candidate belonging to SC/ST category) in Mathematics, Physics and Chemistry without grace. The candidates in respect of whom, the result of the qualifying examination has not been declared till the date of the document verification, due to any reason whatsoever, shall not be eligible for admission under any circumstances.
11. If any document/declaration submitted by the candidate is found to be false at any stage, his/her admission shall be cancelled, 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.
12. The candidate must himself/ herself ensure his/her eligibility for admission to B.Tech. programme at MMMUT, Gorakhpur.
13. If a candidate wants to withdraw his / her candidature after document verifications & depositing university fee, then the University fee refund policy shall be applicable. (Available at the end of this section)
14. If a candidate is found not eligible at the time of document verification due to any reason, his/her allotted seat will be cancelled. Such candidate can claim for refund of fee and the fee to such candidate shall be refunded/forfeited as per refund rules given in the later section of this document.
15. If a candidate is not able to report within stipulated time for document verification at MMMUT, Gorakhpur in person after the seat allotment in that round of counseling, his/her allotted seat will be cancelled, and he/she cannot participate in subsequent rounds of counseling.
16. If a candidate does not report on 29th July 2019 or the day of beginning of Academic Session and does not complete the Registration Formalities of 1st semester at MMMUT, Gorakhpur then his/ her admission will be cancelled, and fee paid by the candidate will be forfeited and will not be refunded under any circumstances.
17. If any of the qualifying examination Board/University awards only letter grades without providing an equivalent percentage of marks on the grade sheet, then the candidate should obtain a certificate from the Board/ University specifying equivalent marks and submit it at the time of document verification. In case, such a certificate is not provided by the candidate, the decision of the admission committee regarding his / her eligibility shall be final.
18. The allotment of seats through counselling will be carried out strictly in accordance with the JEE Main - 2019 combined rank list (CRL) of the candidates, subject to the order of preference given for the seat.
- 10 No relaxation of Confirmation fee will be given to any candidate at the time of granting admission.**
- 11 All information in connection with B.Tech. Admissions- 2019 shall be made available through the website www.mmmut.ac.in. The candidates are advised to refer to this website regularly/frequently failing which MMMUT, Gorakhpur will not be responsible for any loss due to the lack of communication.

Note: For detailed information, University Admission Brochure (MET-2019) shall be referred.

Fee Refund Rules for Counselling (2019-20)

Chairman, Students Grievance Cell (DSA)/Coordinator (Counselling)/ Chairman, University Admission Committee/ Registrar

The UGC has issued the guidelines for the refund of aggregate fees through the notification D.O. No. 1-3/2007(CPP-II) dated 6th December 2016, UGC Notification October, 2018 and AICTE through the Public Notification in Newspapers PGRC/08(06)/2017, AICTE Approval Process Handbook 2019-20(clause 7.13). In view of these notifications, the following University fee refund rules are being proposed for the candidates admitting in session 2019-20 through **JEE Main-2019**.

University Fee Refund Rules

The admission process in the University is completely transparent and seats will be allotted on merit basis, availability of seats and choice of the candidates in each category. Candidate will be offered a seat in a course and he/she has to deposit the complete University fee of academic session 2019-20 within the stipulated period of time for confirming the admission. The candidates who have deposited complete University fee within the stipulated period of time are considered to be registered against the respective seat. However, the candidates who do not deposit University fee, their candidature will be cancelled, and his/her seat will be allotted to the next candidate in order of merit in the subsequent round(s) of counselling /upgradation.

Reporting Dates for the Newly Admitted Students

- (i) B.Tech.-I Year : July 29, 2019 (up to 4.00 pm)
- (ii) Last date of reporting for all courses : July 30, 2019 (up to 5.00 pm)
with 3000/- late fee

If a candidate withdraws his/her admission after depositing the complete University fee for academic session 2019-20, the University fee refund will be done as per the following rules:

1. For B.Tech. (First Year) through JEE Mains Merit

| The last date of admission process B. Tech (First Year) programme for the session 2019-20 through JEE Mains merit | | July 02, 2019 |
|---|--|---|
| S.N. | Point of time or date when notice or application for withdrawal of admission is served to MMMUT, Gorakhpur | Refund of University fee (inclusive of course, i.e., tuition fees and non-tuition fees excluding the caution money deposited) |
| 1. | On or before 2 nd July 2019 (up to 5:00 pm) | After deducting Rs. 5000/- as processing charges remaining of the University Fee will be refunded. |
| 2. | Between 2 nd July 2019 (after 5:00 pm) to 17 th July 2019 (up to 5:00 pm) | 90% of University Fee |

| | | |
|---|--|---|
| 3. | From 17th July 2019 (after 5.00 pm) to one day before the last round of counselling date (up to 5.00 pm) | 80% of University Fee |
| 4. | One day before (after 5.00 pm) the last round/spot round for B.Tech. first year of counselling date. (No admission will be taken against the vacant seat after this date) | Refund of security deposits (#Caution money only) |
| #University and Hostel Caution Money (for hostellers) : | | Rs. 10000/- |
| #University Caution Money (For non-hostellers) : | | Rs. 5000/- |

The University may fill up the vacant seats, on account of the withdrawal of admission under different categories from the candidates who have already registered for the counselling and filled their choices for the respective courses, after the last date of admission.

2. Process for withdrawal/cancellation of admission and University fee refund

- (i) The candidate may submit application for the cancellation of his/her admission and part of University fee refund request in the office of Admission Cell only (either in person or speed/registered post) where the date and time of receipt of application will be recorded for the fee refund. The candidate must attach the copies of Admission offer letter, confirmation fee deposit receipt, and self-signature copy of his/her photo ID. The University will not be responsible for any postal delay.
- (ii) However, the candidate may send an application requesting for the cancellation of admission and refund of University fee through the candidate's registered e-mail as filled in application form of MET-2019 to www.mmmut.ac.in (Email ID: met@mmmut.ac.in) along with the scanned copies of Admission offer letter, the complete University fee (i.e., Confirmation Fee) deposit receipt, and self-signature copy of his/her photo ID. **Cancellation request sent through the email other than the candidate's registered email as filled in application form will not be entertained.** The date and time of received e-mail will be recorded for deciding the amount of fee refund to candidate. Email received after 5.00 pm will be treated as next day. University will not be responsible for bouncing back of email/not receipt of email.

Counselling Process

Steps of Counselling Process

Before proceeding to fill-up the On-Line Application-cum-Choices Form, the candidates are required to read the following steps carefully.

The online registration for application & choice locking can be carried out from any place outside the University campus by making online payment of registration fee **Rs. 2000/- (non-refundable)**. The candidate does not need to report at MMMUT for online registration.

The candidate must check the eligibility criteria given in the Admission Brochure-2019 available on University website www.mmmut.ac.in before proceeding for online registration. Candidate's Ignorance about the eligibility criteria will not be an excuse for refund of counselling fee.

Step-1: Online Registration for Application & Choice Filling

All candidates, qualified in JEE MAIN-2019 and fulfilling the eligibility criteria as mentioned in Admission Brochure-2019, are eligible to apply online through website "www.mmmut.ac.in" by creating **password** through registration link and then login using **email-id**/password to proceed for Step-2.

Step-2: Using Email-id as **User-id** and **Password** (*generated at Step-1*), enter all the details i.e. JEE MAIN-2019 Roll Number, Name, Father's Name, Mother's Name, Date of Birth, Gender, State Eligibility Code, Category/subcategory, JEE MAIN Rank, Aadhaar Card Number, Permanent Address etc.

including Mobile Number as displayed in application form.

Note :

- It is solely the responsibility of the candidates to verify that their personal data, including Category, Subcategory, and Gender etc. are consistent with the information provided in the JEE MAIN-2019 Application Form. MMMUT is not responsible for any omissions in the details and its consequences thereafter.
- If the personal data of the candidate is found incorrect at the time of document verification at any later stage, the allotment of seat/ admission is liable to be cancelled.

Step-3: Uploading of Photo, scanned Rank Card (JEE MAIN-2019 Result) and Signature

After submitting the information of Step-2, the candidate has to upload his/her photograph and scanned signature, each having size between 5 KB to 15 KB and the Rank Card having max. size less than 2 MB. Please check the preview of photo, signature and Rank Card to ensure the quality of uploaded photo/signature/Rank Card before proceeding to step-4.

Step-4: Payment of Counselling Fee

After successful uploading of Photo, Signature and Rank Card, the candidate has to pay the Application-cum-Counselling Fee, an amount of **Rs. 2000/- (non-refundable)** using online payment gateway before proceeding for the choice filling at Step-5.

Step-5: Choice Filling & Choice Locking

After successful payment, candidate is required to fill preference order of his/her choices available in different disciplines of B.Tech.-I. 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 is 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 any further. A printable version of the choices along with the terms and conditions agreed by the candidate, details of registration fee paid get displayed once the choices are locked. Candidates must take a printout (hard copy) of the locked choices, (which also contains terms and conditions) sign it and produce it at the time of reporting to MMMUT, Gorakhpur.

Registered candidates who do not exercise any choices or fail to lock them will not be considered for seat allotment. His/Her registration fee will also not be refunded.

It is essential to lock the online filled choices for the allotment of a seat in a course. Registered candidates who do not exercise any choices or fail to lock them will not be considered for seat allotment.

Note: Please note that the order of preference choices, once submitted and locked, are not allowed to be altered/modified. All rounds of counselling process will use this locked order of preference of choices for seat allotment.

Step 6: Seat Allotment & Display of Result

The final locked choices of the candidates would be processed centrally as per the Common Rank List (CRL) with due weightage of Category/Subcategory and the allotment result would be published on the University website.

Step 7: Online Deposition of University Fee

- Seat allotment result will be published on the MMMUT website only as per counselling time table.
- In case of seat allotment, the candidate is required to take the printout of the allotment letter downloaded from their login and has to produce at the time of document verification at MMMUT Gorakhpur. There is no provision of sending individual allotment letter to the candidate by post.
- Candidates are required pay confirmation fee online using the payment gateway services within the stipulated time mentioned in the allotment letter. All the candidate seeking admission in any course has to deposit complete confirmation fee to confirm their Admission Offer, failing which the Admission offer 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 counselling except spot counselling. Candidate seeking hostel facility will have to deposit **Rs. 1,10,000 (One Lakh Ten Thousand only)** as a confirmation fee and candidates without hostel facility **Rs. 90,000 (Ninety Thousand)** as confirmation fee.

Step 8: Reporting at MMMUT for Document Verification

Candidate, who has been allotted a seat and deposited the confirmation fee, is required to report in person at MMMUT Gorakhpur for the original document verification within the specified period. Candidate must bring an additional set of self-attested copy of all the relevant documents along with original ones.

Candidate, who could not report within the stipulated period as decided by MMMUT, Gorakhpur due to any reason for the document verification after the seat allotment and fee deposition, his/her allotted seat would be cancelled, and candidate becomes ineligible for the remaining rounds of counselling. For such candidates the confirmation fee will be refunded as per the University fee refund policy given above in this document.

The seats thus falling vacant due to non-reporting would be considered for allotment in the subsequent rounds of upgradation/allotment.

Step 9: Consent for branch up gradation

The candidates desirous to upgrade the allotted branch as per their locked choices have to give their consent for branch up gradation at the time of document verification. Those who are not interested in further branch upgradation have to give the consent to freeze the allotted branch.

**Schedule of Events of Counselling on JEE Mains Merit
For Admission to B.Tech. (First Year) on 10% seats of Other State Quota**

| S.No. | Activity | Sub Activity | Dates /Time |
|-------|-------------------------------------|--|--|
| 1 | Registration and Choice Filling | Display of Initial Seat Matrix to show the total availability of Seats in Various Categories and Sub-Categories | June 4, 2019/ 10.00 am |
| 2 | | Start of online Registration, Counselling fee payment, Choice filling and Choice locking. | June 7, 2019/10.00 am |
| 3 | | End of online Registration, Counselling fee payment, Choice filling and Choice locking. | June 30, 2019/ 5.00 pm |
| 4 | First Round Seat Allotment | Round-1 of seat allotment and display of tentative seat allotment result | July 2, 2019/10.00 am |
| 5 | | Online fee (Complete fees of the academic year) deposit | July 2, 2019/12.30 pm to July 4, 2019/ 5 pm |
| 6 | | Reporting in person at MMMUT, Gorakhpur for verification of original documents with one set of self-attested copy to confirm seat allotment and submission of consent for consideration in further seat upgradation in subsequent rounds of allotment. Bring the Allotment Letter downloaded from counselling website. | July 3, 2019/10.00 am to July 5, 2019/ 5.00 pm |
| 7 | | Display of Seat Matrix to show the availability status for next round of Counselling | July 6, 2019/ 5.00 pm |
| 8 | Second Round Seat Allotment | Round-2 of seat allotment and display of tentative seat allotment result | July 7, 2019/ 10.00 am |
| 9 | | Online fee (Complete fees of the academic year) deposit | July 7, 2019/ 12.30 pm to July 8, 2019/ 12.30 pm |
| 10 | | Reporting in person at MMMUT, Gorakhpur for verification of original documents with one set of self-attested copy to confirm seat allotment and submission of consent for consideration in further seat upgradation in subsequent rounds of allotment. Bring the Allotment Letter downloaded from counselling website. | July 8, 2019/ 10.00 am to July 9, 2019/ 5.00 pm |
| 11 | | Display of Seat Matrix to show the availability status for next round of Counselling | July 10, 2019/ 5.00 pm |
| 12 | Subsequent Rounds of Seat Allotment | Announced Letter. Please keep watching the University website for related information | |

University Fee Details

| Sr. | Course | For Hostellers # | For Non Hostellers * |
|------------|--------------------------------|-------------------------|-----------------------------|
| 1. | B.Tech. (1 st Year) | Rs. 1,10,000.00 | Rs. 90,000.00 |

Inclusive of refundable Rs. 10,000/- against “University and Hostel Caution Money”

* Inclusive of refundable Rs. 5,000/- against University Caution Money

Note: In case of non-availability of Hostel, the hostel Fee component as applicable shall be refunded to the candidate. The above structure may be revised by the University/UP Government directives from time to time.