



Harcourt Butler Technical University, Kanpur



Revised (22.07.2023) Guidelines for Admission to Bachelor of Business Administration at HBTU, Kanpur for session 2023-24

1. Applications for admission to Bachelor of Business Administration at HBTU, Kanpur are invited for the session 2023-24. Online Registration and Fee Payment [Rs. 2500/- (Non-refundable)] can be made through the website: <https://hbtu.admissions.nic.in>. Admissions will be made on the basis of merit of **Combined University Entrance Test (CUET)-2023**. Detailed guidelines related to admission are also available on University website www.hbtu.ac.in.
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.
 - a) The University shall conduct its own counselling on the basis of merit of **Combined University Entrance Test (CUET)-2023** with following academic eligibility : Senior secondary passed in the education system 10+2 in Sciences, Commerce or Arts stream as per the central board of secondary education / ISC / State Education Board / International Board providing equivalent qualification UGC / AICTE / appropriate Government / Governing Body as applicable under the Ministry of Education with aggregate of 55% (50% for SC/ ST / OBC-NCL / PwD) or equivalent CPI of 5.5 (5.0 for SC / ST / OBC-NCL / PwD) on a scale of 10 from approved Board.
 - b) Candidates appearing for the 12th examination / senior secondary examination can also apply. Such candidates, if selected, will be admitted provisionally. They have to complete all the requirements of the qualifying degree at the time of joining the course.
3. (a) A Candidate who has passed the qualifying examination from Institution located in U.P. is eligible for counselling will be treated domicile of Uttar Pradesh.
(b) In case, the candidate has **passed qualifying examination from outside U.P.**, he / she has to upload Permanent Residence Certificate (**issued after 1st April 2023**) of **his / her parent (Father or Mother)**.
(c) Candidates who are wards of Defence Personnel settled or posted in UP on the date of Entrance Examination of **Combined University Entrance Test (CUET)-2023** or Officers /Employees of All India Services belonging to UP Cadre are also eligible. They are required to upload Certificate No. 10 to claim the benefit.
4. Accepting admission in HBTU Kanpur implies the acceptance by the candidate and his / her parents or guardians of all the terms and conditions laid down by the University. Any change in the rules, regulations, fee and other specific conditions etc. of the University shall apply mutatis mutandis to the admitted candidates.
5. Candidates claiming advantage of reserved categories, subcategories are required to indicate the same in the Online Registration Form. **Scanned copies** of all relevant documents are to be uploaded after seat allotment and deposition of seat acceptance fee. Formats for various certificates to be submitted are available on the HBTU, Kanpur website (www.hbtu.ac.in). These formats are subject to change as per the orders of Government of Uttar Pradesh. **Note that the**

certificate for OBC candidates will be entertained only if it is issued on or after 01.04.2023 (mandatory condition for non-creamy layer OBC candidates).

6. The candidates for whom the result of the qualifying examination has not been declared till the date of Online Document Verification due to any reason, whatsoever, ***shall not be eligible*** for admission under any circumstances.
7. If any document / declaration submitted by the candidate is found to be false at any stage, his / her admission will be cancelled and he / she may be liable for prosecution under the law. In case of any legal dispute, the jurisdiction will be limited to Kanpur Court only.
8. The candidates must ensure their eligibility for admission to Bachelor of Business Administration programs at HBTU Kanpur while applying. University will not be responsible for any error of judgement on the part of the candidate.

9. **Online Counselling Procedure**

Registration:

A student may register on <https://hbtu.admissions.nic.in> or www.hbtu.ac.in by depositing online Registration Fee of Rs. 2,500=00 (non-refundable). The candidate is advised to complete Registration within stipulated time slot.

First Round Results & Seat Allotment:

- i. In case of seat allotment, the candidate is required to deposit Seat Acceptance Fee of Rs. 50,000=00 (for GEN / OBC) & Rs. 30,000 (for SC / ST/ EWS candidates) online.
- ii. After deposition of Seat Acceptance Fee, the candidate is required to give 'FREEZE' followed by uploading of scanned copies of all relevant documents for Online Document Verification. If documents are found in order after Verification, the candidate will be allowed to participate in the counselling process.
- iii. If the candidate fails to upload documents for Online Document Verification in prescribed date and time, the candidature will be cancelled.
- iv. If the documents are not in proper format, the candidate will be asked to submit proper document in prescribed date and time. In case of failure to upload proper document in time, the candidature will be cancelled.
- v. After successful online verification of documents, candidates is required to choose one of the following 3 steps:
 - a. If the candidate gets the seat he / she must exercise 'FREEZE' option to finalize the seat. Once he / she has finalized the seat he / she is required to deposit balance Academic Fee Rs. **30,000=00** [Rs. 80,000=00 - 50,000=00 = Rs. 30,000=00] or **Rs. 50,000=00** [Rs. 80,000=00 – 30,000=00] (for SC / ST candidates) in stipulated time period. Non-deposition of fee will lead to cancellation of allotted seat. This seat will be considered vacant for next round of counselling.
 - b. If the candidate is not interested to further participate in counselling process, he may exercise '**WITHDRAWN**' option during any (I, II or III) round of counselling. In such cases, a sum of Rs. 5,000=00 will be deducted from his / her Seat Acceptance Fee and the balance amount will be refunded to the candidate in due course of time.

Second Round Results & Seat Allotment:

If the seat is allotted to the candidate in Second Round, he / she is required to give 'FREEZE' opting followed by the deposit Seat Acceptance Fee and give 'FREEZE' followed by uploading of all relevant documents for Online Documents Verification similar to First Round Counselling process. If documents are found to be in order, the candidate is allowed to participate in Second Round. Candidates are required to be very particular about prescribed date and time in completing the activities. Not taking prompt action in prescribed time will lead to cancellation of allotted seat.

If the seat is allotted in First Round of counselling the candidate may choose 'FREEZE' and 'WITHDRAWAL' options and act accordingly.

Third Round Results & Seat Allotment:

If the seat is allotted to the candidate in Third Round, he / she is required to deposit Seat Acceptance Fee give 'FREEZE' opting followed by uploading of all relevant documents for Online Documents Verification. If documents are found to be in order, the candidate is allowed to participate in Third Round. Since the Third Round is the last round of regular counselling process, the candidates of all three rounds of counselling have only two options to exercise: 'FREEZE'. If 'FREEZE' option is exercised, the candidate will be allotted the seat and balance Academic Fee Rs. **30,000=00** [Rs. 80,000=00 - 50,000=00 = Rs. 30,000=00] or **Rs. 50,000=00** [Rs. 80,000=00 - 30,000=00] (for SC / ST candidates) need to be deposited online within the prescribed time. If the candidate is not willing to accept the allotted seat, 'WITHDRAWN' option may be exercised. In such case, a sum of Rs. 5,000=00 will be deducted from his / her Seat Acceptance Fee and the balanced amount will be refunded to the candidate in due course of time.

10. In case, Board / University awards only letter grades for qualifying examination without providing an equivalent percentage of marks, the candidate should obtain a certificate from the Board / University specifying equivalent marks and upload it after deposition of fee acceptance fee for Online Document Verification. In case, such a certificate is not uploaded by the candidate, the decision of the Admission Committee regarding his / her eligibility shall be final.
11. The allotment of seats through counselling will be carried out strictly on merit in accordance with the **CUET-2023 Score** of the candidate subject to the order of choice preference given for the seat and the availability of seat in the category.
12. All the information in connection with Bachelor of Business Administration Admission 2023 shall be made available through the admission website: <https://hbtu.admissions.nic.in> and <https://www.hbtu.ac.in>. The candidates are advised to visit these websites regularly. University will not be responsible for any loss to candidate due to the lack of communication.
13. **Category Definitions**
 - a) Candidates who have passed the qualifying examination from an Institution located in the State of Uttar Pradesh and who do not claim any reserved category are eligible for admission to all the courses at HBTU, Kanpur against available General (OPEN) seats.
[Code: **UPGE**] *No category certificate is required from such candidates.*
 - b) Candidates who have passed the qualifying examination from an Institution located in State of U.P. and are permanent resident of Uttar Pradesh and belong to Scheduled Caste (SC) of Uttar Pradesh / Scheduled Tribe (ST) of Uttar Pradesh / Other Backward Classes (Non

Creamy Layer- NCL) of Uttar Pradesh are eligible for admission against available reserved seats of their category.

[Respective Code: **UPSC / UPST / UPBC**] *Certificate No. 1 or 2, as applicable, is required.*

- c) Candidates who have passed the qualifying examination from an Institution **located outside Uttar Pradesh** and whose parents are domicile of Uttar Pradesh and who have not claimed for any reserved category, are also eligible for admission to courses offered at HBTU, Kanpur under General (OPEN) category. Such candidates have to upload the Permanent Residence Certificate of his / her parents (Father or Mother only) for Online Document Verification.

[Code: **UPGD**] *Certificate No. 3 is required from such candidates.*

- d) Candidates who have passed the qualifying examination from an Institution located outside Uttar Pradesh and whose parents are domicile of Uttar Pradesh and who belong to Scheduled Caste of Uttar Pradesh / Scheduled Tribe of Uttar Pradesh / Other Backward Classes (NCL) of Uttar Pradesh are also eligible for admission against reserved seats of their category.

[Respective Codes: **GDSC / GDST / GDBC**] *Such candidates have to upload the Permanent Residence Certificate of his / her parent (**Father or Mother only**) (Certificate No. 3) and category certificate (Certificate No. 1 or 2 as applicable for Online document verification.)*

- e) The domicile requirement to son / daughter of the following is relaxed and admission is permitted:

- Defence Personnel settled in Uttar Pradesh on the date of Entrance Examination of CUET-2023 after retirement / being disabled in action or Defence Personnel killed in action and the dependents settled in Uttar Pradesh on the date of Entrance Examination of CUET-2023. *(Certificate no. 5 is required).*
- Defence Personnel who are not domicile of Uttar Pradesh but are posted in Uttar Pradesh on the date of Entrance Examination of CUET-2023. *(Certificate no. 5 is required)*
- Wards of Employees of All India Services belonging to Uttar Pradesh cadre. *(Certificate no. 10 is required)*

[Code: **GDDA**] **GDDA candidate will be considered as UPGD category for all other benefits.**

14. Reservation of Seats

a) Vertical Reservation:

Category	Percentage of Reservation
(a) Scheduled Caste of U.P.	21%
(b) Scheduled Tribe of U.P.	02%
(c) Other Backward Classes of U.P.	27%

- b) Request for the change of category filled during Online Registration Form shall not be entertained under any circumstances.
- c) Category claims must be supported by the relevant certificates as per the formats provided and uploaded for Document Verification. Otherwise, the allotment will be cancelled and the candidates shall be treated in General Category in the next round of counselling.

15. Medical Standards

- a) Candidates will have to submit a certificate of Medical Fitness / Handicapped on Certificate no. 8.
- b) The medical standards prescribed are given below:

Height	Candidates should be physically fit to pursue his / her studies in opted course.
Weight	
Chest measurement	
Heart and lungs	No abnormality
Hernia, Hydrocele, Piles etc.	Presence of any of these is to be corrected before joining
Vision	Normal, if defective, it must be got corrected to 6/9 in the better eye and 6/12 in the worse one. Eyes should be free from congenital or any other disease
Hearing	Normal, If defective, it must be got corrected before joining.

16. **Formats for various certificates to be uploaded (as applicable) for Online document Verification at the University.** All the formats of certificates are available on Admission Website <https://hbtu.admissions.nic.in> and University website www.hbtu.ac.in.

For remaining vacant seats in the BBA program, University will conduct a University Entrance Examination for Non-CUET-UG applicants. The detail information of examination shall be available on the University website.

17. Formula for Rank Calculation / Merit List preparation using CUET UG 2023 result :

- a. Candidates **must have appeared** in subject Test papers through CUET (UG) – 2023.
- b. **Domain-Specific Subject 1 : Business Studies**

18. Formula for Rank Calculation / Merit List preparation using CUET UG 2023 result:

For admission to Bachelor of Business Administration the Merit list will be **prepared by:**

a. Domain-Specific Subject 1 : Business Studies

1. Rank determination by normalized score obtained in **Business Studies** in CUET (UG) 2023. Candidates obtaining higher normalized score will be given a higher rank.
2. In case of tie after above step, higher aggregate percentage of class12th will be selected.
3. Rank determination by **age of the candidate**. In case of tie after above steps, older candidate will be given higher rank compared to younger one.

19. University reserve the right to modify the Guidelines as and when required.

20. Fee Structure for BBA admission 2023-24

S. No.	Particular	Fee in (Rs.)
A	Tuition Fee	35000.00
B	Other than Tuition Fee	
(i)	Registration, Examination & Certification	10000.00
(ii)	Facility	17000.00
(iii)	Medical Fee	3000.00
(iv)	Training & Placement	2500.00
(v)	Activity Charges	3000.00
(vi)	Other Charges	
	Caution Money	5000.00
	University Alumni Fund	1500.00
	Student Aid Fund	1500.00
	Contingency & Miscellaneous Charges	1500.00
	Total (i+ii+iii+iv+v+vi)	45000.00
	Grand Total (A+B)	80,000.00

Note:

1. Online counselling process is a time bound process. Candidates are advised to do the needful strictly within the time frame given for the activity. Otherwise, the Candidate will automatically be out of counselling process.
2. Candidates are further advised to visit University Website: www.hbtu.ac.in or <https://hbtu.admissions.nic.in> regularly for timely update.

SEAT MATRIX FOR BACHELOR OF BUSINESS ADMINISTRATION PROGRAM - 2023-24 AT HBTU, KANPUR

BRANCH	OPEN					Other Backward Class					Schedule Caste					Schedule Tribe					Economically Weaker Section					Total Seats
	OPNO	OPGL	OPAF	OPFF	OPPH	BCNO	BCGL	BCAF	BCFF	BCPH	SCNO	SCGL	SCAF	SCFF	SCPH	STNO	STGL	STAF	STFF	STPH	EWSNO	EWSGL	EWSAF	EWSFF	EWSPH	
Bachelor of Business Administration	20	6	2	0	2	14	4	1	1	1	10	3	1	1	1	1	0	0	0	0	5	1	0	0	1	75