

Detailed Guidelines for Admission to Master of Business Administration (MBA) Program at HBTU, Kanpur through Offline On-Campus Counselling for Session 2024-25

1. **Applications for admission to MBA program at HBTU, Kanpur through Offline Counselling are invited for the session 2024-25 against vacant seats through Online Registration using link : <https://erp.hbtu.ac.in/MBA.aspx> and FEE Submission link : <https://erp.hbtu.ac.in/rupdateMBA.aspx>**
2. **Who can apply?**

All the candidates having valid CAT-2023/AIMA MAT 2023-24/ CMAT-2024/CUET (PG)-2024 rank card and not admitted in previous rounds of Online Counselling.
3. **Registration Fee-** All fresh candidates have to pay registration fee of Rs. 2500=00 (non-refundable)
4. **Registration fee Exemption:** Registration fee is exempted from earlier registered candidates. Such candidates have to upload the proof of deposition of Rs. 2500=00.
5. Candidates are advised to read this guideline carefully, check their eligibility, applicable category and vacant seat etc. before filling and submitting the Online Registration Form.
6. The University shall conduct its own Offline counselling on the basis of merit of CAT-2023/AIMA MAT 2023-24/ CMAT-2024/CUET (PG)-2024 rank with following criteria :-
 - a) Seats in Offline Counselling will be displayed separately on the University website. Candidates can apply as per relevant category. Seats will be allotted on merit using Combined Rank List CAT-2023/AIMA MAT 2023-24/ CMAT-2024/CUET (PG)-2024. However, other state seats (All India seats) are meant for candidates belonging to other states only.
 - b) For seat allotment candidates has to be present in person else his candidature will not be considered.
 - c) Bachelor's level program of 10+2+3 or 10+2+4 system in Engineering / Architecture / Medicine / Sciences / Arts / Commerce / Business Administration / Computer Application or other discipline as approved by UGC / AICTE / appropriate governing body as applicable under the Ministry of Education with aggregate of **55% (50% for SC / ST / OBC-NCL / PwD candidates) or equivalent CPI.**
 - d) Valid scores in CAT 2023/AIMA-MAT-2023-24/CMAT-2024/CUET-PG 2024

e) Date, Venue and Time :

Date: September 03, 2024

Reporting Time : 8:30AM

Venue : Radhakrishnan Auditorium, East Campus, HBTU, Kanpur

7. Domicile Status requirement:

- a) A Candidate who is a **domicile of Uttar Pradesh**, i.e. he / she has passed the 10+2 qualifying examination from Institution located in U.P. is eligible for Home State in counselling.
 - b) A candidate who has passed qualifying examination from outside U.P., but his / her parents (Mother or Father) is / are Permanent Residence of U.P. is also eligible for admission under Home State quota. In such case, the candidate is required to submit **Permanent Residence Certificate of U.P. issued on or after 1st April 2024 in the name of his / her parents only (Father or Mother)**.
8. 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.
9. 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.
10. The candidates must ensure their eligibility for admission to MBA programs at HBTU Kanpur while applying. University will not be responsible for any error of judgement on the part of the candidate.

11. Offline Counselling Procedure

Tentative schedule of Offline Counselling, Procedure & Fee Deposition details are given below:

- a) All participating Candidates have to register on <https://erp.hbtu.ac.in/MBA.aspx> provided by University and by depositing Online Registration Fee of Rs. 2500=00 (non-refundable) at <https://erp.hbtu.ac.in/RUpdateMba.aspx> during 03 September, 2024 (upto 11:30AM).
- b) Report at 8:30AM at HBTU, Kanpur (East Campus) on 03 September, 2024 as suggested. Follow all the instructions as given page no. 6
- c) Candidates have to bring all listed documents in original and one set of self attested photocopy for verification on during Offline Counselling. (refer Page 7)
- d) In case of Seat allotment and subsequent Document Verification, the candidate has to submit full Academic Fee of Rs. 1,30,000/- through **Cash or Demand Draft in favour of Finance Controller, HBTU, Kanpur payable at Kanpur at the specified counter in the University premises.**

(Note: Deposition of Full Academic Fee of Rs. 1,30,000=00 after seat allotment on 03 September, 2024 is must & there will be no relaxation.)

12. 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.

13. The allotment of seats through counselling will be carried out strictly on merit in accordance with the CAT-2023/AIMA MAT 2023-24/ CMAT-2024/CUET (PG)-2024 rank of the candidate.

14. All the information in connection with MBA Admission 2024 shall be made available through the admission website: <http://www.hbtu.ac.in>. The candidates are advised to visit the website regularly. University will not be responsible for any loss to candidate due to the lack of communication.

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 (as applicable) for Offline document Verification at the University are available on Admission Website www.hbtu.admissions.nic.in and University website www.hbtu.ac.in.

17. The vacant seats shown in Table 1 are tentative and subject to change based on request received from the withdrawal cases of admitted candidates.

TABLE 01

SCHOOL OF ENTREPRENURSHIP & MANGAMENT STUDIES	
PROGRAM: Master of Business Administration	
Category	Vacant Seats
OPNO	00
BCNO	8
SCNO	10
STNO	4
EWS	5
Total Available	27

In case of unavailability of eligible and interested candidate in a particular reserved category, the seat conversion shall be applied as per the following sequence.

STNO/OSST → SCNO / OSSC → OPNO / OSNO

SCNO / OSSC → OPNO / OSNO

BCNO / OSBC → OPNO / OSNO

Note: No conversion of EWS seats will be done.

TABLE 1: FEE STRUCTURE FOR MBA PROGRAMS FOR SESSION 2024-25

Sr.	Particular	Fee in (Rs.)
1.	(A) Tuition Fee	70000.00
2.	(B) Other than Tuition Fee	
	(i) Registration, Examination & Certification	10000.00
	(ii) Facility	30500.00
	(iii) Medical Fee	3000.00
	(iv) Training & Placement	4000.00
	(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)	60000.00
3.	Grand Total (A+B)	1,30,000.00

Admission to MBA Program at HBTU, Kanpur

Offline On-Campus Counselling Session 2024-25

Important Instructions

1. Reporting at Radhakrishnan Auditorium (HBTU East Campus) on 03.09.2024 at 8:30 AM. Nobody will be allowed to participate in counselling after 12:00 Noon.
2. Candidates are required to mark their attendance, collect token and obtain file for document submission (at Radhakrishnan Auditorium).
3. Move to Department of Management Studies for Document Verification.
4. After successful Document Verification, Seat allotment will be done from 1:30 pm onwards in Radhakrishnan Auditorium.
5. Candidate has to be present in person for seat allotment. ***In absence of candidates, seat will not be allotted.***
6. Full academic fee of **Rs. 1,30,000=00** will be deposited at the time of Seat Allotment either by Demand Draft (DD) in favour of **Finance Controller, HBTU Kanpur payable at Kanpur** or **Cash deposition at the counter.**

Harcourt Butler Technical University, Kanpur

MBA Offline On-Campus Counselling

Date & Venue

September 03, 2024

Radhakrishnan Auditorium
(HBTU, East Campus)

List of documents required at the time of Counselling:

1. *Printout of Application Form along with Payment receipt of Rs. 2500=00.*
2. **CAT-2023/AIMA MAT 2023-24/ CMAT-2024/CUET (PG)-2024 rank card**
3. Bachelors level programme of 10+2+3 or 10+2+4 marksheet (proof of Qualifying Examination)
4. 10+2 (Intermediate) marksheet
5. High School certificate (proof of Date of Birth)
6. Category Certificate : SC/ ST/ OBC-NCL / EWS (if applicable)
7. Domicile Certificate (if qualifying examination from Other than Uttar Pradesh)
8. Affidavit for the period of gap
9. Aadhaar Card
10. Two (02) recent passport size colour photographs.

(Original documents with 2 sets of photocopies each are required)