**हरकोर्ट बटलर प्राविधिक विश्वविद्यालय**
नवाबगंज, कानपुर – 208002, उ.प्र., भारत
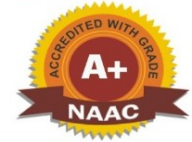**HARCOURT BUTLER TECHNICAL UNIVERSITY**
NAWABGANJ, KANPUR - 208002, U.P., INDIA
**(Formerly Harcourt Butler Technological Institute, Kanpur)**
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# Guidelines for Admission to Bachelor of Business Administration at HBTU Kanpur for the session 2024-25

1. **Applications for admission to Bachelor of Business Administration at HBTU Kanpur are invited for the session 2024-25.** 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 (UG)-2024 [CUET (UG)-2024].** 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.

3. The University shall conduct its own counselling on the basis of merit of **Combined University Entrance Test (UG)-2024 i.e. CUET (UG)-2024** with following academic eligibility:

   (a) 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). In addition, all other eligibility conditions for appearing in CUET (UG)-2024 Examination shall be applicable to the candidates.

   (b) The candidate must qualify in any one of the following subject paper in CUET (UG)-2024:

   **Subject Code:** Accountancy / Bookkeeping-301 **OR** Business Studies-305 **OR** Economics / Business Economics-309 **OR** Entrepreneurship-311 **OR** General Test-501.

   (c) If the candidate has qualified more than one subject paper as stated above, it is advisable that he/she should apply with the subject paper of better score.

4. (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 2024**) 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 **CUET (UG)-2024** 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.

5. 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.

6. 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 <u>if it is issued on or after 01.04.2024</u> (mandatory condition for non-creamy layer OBC candidates).**

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 Program** at HBTU Kanpur while applying. University will not be responsible for any error of judgement on the part of the candidate.

9. **Detailed Online Counselling Procedure-**

   **[I]- Registration:**

   A student may register on **https://hbtu.admissions.nic.in** by **depositing online Registration Fee of Rs. 2,500=00 (non-refundable)**. The candidate is advised to complete Registration within the stipulated time slot. During Registration Candidate must fill all the information VERY CAREFULLY. Once filled no correction is possible.

   **[II]- View result, pay seat acceptance Fee and upload documents for verification (if allotted a seat)**

   **FIRST ROUND RESULTS & SEAT ALLOTMENT:**

   In **case of seat allotment-**

   i.   Candidate has to **deposit online the Seat Acceptance Fee** of Rs. 50,000=00 (for GEN / OBC) & Rs. 30,000=00 (for SC / ST candidates).

   ii.  After deposition of Seat Acceptance Fee, the candidate is required upload scanned copies of all relevant documents (like qualifying examination marksheet, age proof, category certificate, domicile certificate if required etc.) for **Online Document Verification**.

   iii. If the candidate fails to upload documents for Online Document Verification in prescribed date and time the candidature will be cancelled and the candidate will be out of counselling process.

   iv.  After Successful document verification, the candidate will be allowed to deposit Balance Academic Fee of Rs. **30,000=00** [Rs. 80,000=00 - 50,000=00] (for GEN / OBC) or **Rs. 50,000=00** [Rs. 80,000=00 – 30,000=00] (for SC / ST candidates) in stipulated time period.

   Note: Non-deposition of fee will lead to cancellation of allotted seat. This seat will be considered vacant for next round of counselling.

   v.   If the ***documents are not in proper format,*** then ***a query*** *will* be raised and the candidate will be asked to submit proper document in prescribed date and time.

   vi.  Candidates must check their login on admission website regularly until their documents are not verified successfully.

vii. If candidate fails to respond to the query and/or upload proper document in time the allotted seat will be cancelled and the candidate will be out of counselling process.

viii. If the candidate is not interested to further participate in counselling process, he may exercise **'WITHDRAW'** option. In such cases, Seat Acceptance Fee and/ or the balance amount will be refunded as per refund policy.

In **case of no seat allotment-**

**The candidates are advised to wait and check the next round of seat allotment results.**

**Important Instructions for candidates-**

a. All notices/ information will be uploaded on **https://hbtu.admissions.nic.in** **or** **www.hbtu.ac.in**.

b. Candidates must read the Admission Guidelines very carefully before participating in the Counselling process. **Please note:** slight changes in the guideline can be made in due course of time if necessary, so candidates are requested to regularly check the admission website regularly where it will be notified.

c. Candidates are advised **to continuously check their Login id** on the website (**https://hbtu.admissions.nic.in**) for queries raised by counselling team where they have registered for counselling.

d. Any missing information will be the sole responsibility of candidate.

**SECOND ROUND RESULTS & SEAT ALLOTMENT:**

If the seat is allotted to the candidate in Second Round -

- As conveyed earlier, the candidate is required to deposit Seat Acceptance Fee followed by uploading of all relevant documents for Online Documents Verification similar to First Round Counselling process.
- Documents not uploaded or not successfully verified will lead to cancellation of allotted seats.
- After successful document verification -
  pay Balance Academic Fee i.e. Rs. **30,000=00** [Rs. 80,000=00 - 50,000=00] (for GEN / OBC) or **Rs. 50,000=00** [Rs. 80,000=00 – 30,000=00] (for SC / ST candidates).
- Candidates are advised to regularly check their login for ensuring successful document verification/ response to any query generated (refer first round counselling process).
- 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.
- Candidates can also withdraw from counselling process in this round by choosing WITHDRAW option.

**THIRD ROUND RESULTS & SEAT ALLOTMENT:**

If the seat is allotted to the candidate in Third Round -

- As conveyed earlier, the candidate is required to deposit Seat Acceptance Fee.
- Upload all relevant documents for Online Documents Verification as conveyed earlier.
- Documents not uploaded or not successfully verified will lead to cancellation of allotted seats. Regularly check registration login for successful document verification/ response to any query generated (refer first round counselling process).
- After successful document verification-

Pay balance academic Fee i.e. Rs. **30,000=00** [Rs. 80,000=00 - 50,000=00] (for GEN / OBC) or **Rs. 50,000=00** [Rs. 80,000=00 – 30,000=00] (for SC / ST candidates).

- 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.

**[III] - Online Registration on University ERP**

**Registration on University ERP is an Important and mandatory activity required to be exercised by all the admitted candidates, failing which it will be considered that the candidate is not interested for Admission and his/her allotted seat will be cancelled.**

10. The allotment of seats through counselling will be carried out strictly on merit in accordance with the **CUET (UG)-2024 score** of the candidate and the availability of seat in the category.

11. All the information in connection with **Bachelor of Business Administration** Admission-2024 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.

12. **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 is 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 (UG)-2024 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 (UG)-2024. *(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 (UG)-2024. *(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**.

13. **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.

14. **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 and mentally 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. |

15. **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**.

16. **Formula for Rank Calculation / Merit List preparation using CUET (UG)-2024 result:**

    For admission to **Bachelor of Business Administration Program** at HBTU Kanpur, the Merit list will be **prepared by using** the normalised score obtained by candidates in prescribed domain specific subject i.e. **Subject Code:** Accountancy / Bookkeeping-**301** OR Business Studies-**305** OR Economics / Business Economics-**309** OR Entrepreneurship-**311** OR General Test-**501**.

**Formula-**

- **Rank 1 will be given to the candidate with Highest Normalized Score.**
- Rank will be determination by normalized score obtained in **Subject Code:** Accountancy / Bookkeeping-**301** OR Business Studies-**305** OR Economics / Business Economics-**309** OR Entrepreneurship-**311** OR General Test-**501**.

**Tie breaking in case of Equal Normalized Scores:**

If there is a tie in Normalised Scores obtained by two or more candidates, the order of merit of such candidates shall be decided in the following order:

1. If there is a tie break, then Rank will be determined by the total marks in 10+2. The candidate with greater total marks will get higher Rank.

2. If still there is a tie break, then, Rank will be determined by **age of the candidate**. The older candidate will be given higher rank compared to younger one.

17. **University reserves the right to modify the Guidelines as and when required.**

**Table 1: Stepwise Online counselling procedure and Fee deposition for** Bachelor of Business Administration Program

| STEP 1 | Online Registration at **https://hbtu.admissions.nic.in** & Deposit Registration Fee of Rs. 2500=00 **(Non Refundable)** |
|---|---|
| STEP 2 | **FIRST ROUND COUNSELLING STARTS AFTER THE DISPLAY OF SEAT ALLOTMENT RESULT** |
| **2.1** | 2.1.1 : View Result<br>2.1.2 : If Seat is allotted, deposit Seat Acceptance Fee in prescribed time<br>Rs. 50,000=00 (for GEN / OBC) & Rs. 30,000=00 (for SC / ST candidates). |
| **2.2** | 2.2.1 : **Upload all relevant documents for Online Document Verification**<br>2.2.2 : **After Successful Document Verification**<br>Deposit Balance Annual Academic Fee<br>Rs. 30,000=00 (for GEN / OBC) or Rs. 50,000=00 (for SC / ST candidates)<br>**Do Academic Registration on University ERP** |
| **2.3** | **2.3.1 : Withdrawal / Cancellation**<br>If candidate opts for Withdrawal option or fails to satisfy any of the above activity in stipulated time: The candidate will automatically be out of counselling process.<br>• **Refund will be made in due course of time as per refund policy.** |
| STEP 3 | **SECOND ROUND COUNSELLING STARTS AFTER THE DISPLAY OF SEAT ALLOTMENT RESULT** |
| **3.1** | 3.1.1 : View Result<br>3.1.2 : If Seat is allotted in Second Round, deposit Seat Acceptance Fee in prescribed time<br>Rs. 50,000=00 (for GEN / OBC) & Rs. 30,000=00 (for SC / ST candidates).<br>3.1.3: Upload all relevant Document for verification<br>3.1.4: **After Successful Document Verification: Deposit Balance Annual Academic Fee**<br>Rs. 30,000=00 (for GEN / OBC) or Rs. 50,000=00 (for SC / ST candidates)<br>3.1.5: **Do Academic Registration on University ERP** |
| **3.2** | **3.2.1 : Withdrawal / Cancellation**<br>If candidate opts for Withdrawal option or fails to satisfy any of the above activity in stipulated time, then the candidate will automatically be out of counselling process.<br>• **Refund will be made in due course of time as per refund policy.** |
| STEP 4 | **THIRD ROUND COUNSELLING STARTS AFTER THE DISPLAY OF SEAT ALLOTMENT RESULT** |
| **4.1** | 4.1.1: View Result<br>4.1.2: If Seat is allotted in Third Round, deposit Seat Acceptance Fee in prescribed time<br>Rs. 50,000=00 (for GEN / OBC) & Rs. 30,000=00 (for SC / ST candidates).<br>4.1.3: **Upload all relevant documents for Online Document Verification**<br>4.1.4: **After Successful Document Verification: Deposit Balance Annual Academic Fee**<br>Rs. 30,000=00 (for GEN / OBC) or Rs. 50,000=00 (for SC / ST candidates)<br>**Do Academic Registration on University ERP** |
| **4.2** | **4.2.1 : Withdrawal / Cancellation**<br>If candidate opts for Withdrawal option or fails to satisfy any of the above activity in stipulated time, then the candidate will automatically be out of counselling process.<br>• **Refund will be made in due course of time as per refund policy.** |
| STEP 6 | **Additional Round and Offline-On campus (Spot) counselling** |

**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.

**Refund Policy:**

A sum of Rs. 5000/- will be deducted as processing fee in case of withdrawal after submitting Seat Acceptance Fee / Full Academic Fee. Other deductions will be as per UGC guidelines.

**Important Note:**
- ➢ **All refunds will be processed after the last date of Admissions for session 2024-25.**
- ➢ **Please fill all the BANK ACCOUNT related information VERY CAREFULLY for timely refund.**
- ➢ **If the refund gets stuck or goes to the wrong account due to the incorrect/ wrong information furnished by the candidate then the University will not be responsible.)**

**Table 2: Tentative Schedule / Timeline for Online Counselling for admission to Bachelor of Business Administration Program at HBTU, Kanpur for Session 2024-25**

| Sl. No. | Activity | Sub Activity | Dates |
|---|---|---|---|
| 1. | Online Registration | Online Registration & Fee Payment & Online Choice filling and Choice locking | |
| 2. | 1st Round Counselling | 1st Round Seat Allotment | |
| | | View Result | |
| | | ➢ Deposit of Seat Acceptance Fee<br>➢ Online Document Submission & Verification, Response by candidate to query (if required) | |
| | | ➢ After successful document verification Deposit Balance Academic Fee.<br>➢ Do Academic Registration on University ERP | |
| | | Withdrawal | |
| 3. | 2nd Round Counselling | 2nd Round Seat Allotment | |
| | | View Result | |
| | | ➢ Deposit of Seat Acceptance Fee<br>➢ Online Document Submission & Verification, Response by candidate to query (if required) | To be announced soon |
| | | ➢ After successful document verification Deposit Balance Academic Fee.<br>➢ Do Academic Registration on University ERP | |
| | | Withdrawal | |
| 4. | 3rd Round Counselling | 3rd Round Seat Allotment | |
| | | View Result | |
| | | ➢ Deposit of Seat Acceptance Fee<br>➢ Online Document Submission & Verification, Response by candidate to query (if required) | |
| | | ➢ After successful document verification Deposit Balance Academic Fee.<br>➢ Do Academic Registration on University ERP | |
| | | Withdrawal | |
| 5. | **Additional Round and Offline-On campus (Spot) counselling** | **Guidelines will be issued later (if required)** | |

*Important Note: All activities are to be completed in time bound manner so candidates are advised to do the needful within the time/ date specified. Any inaction on the part of the candidate will lead to the cancellation of allotted seat.*

# TABLE 3: FEE STRUCTURE FOR BACHELOR OF BUSINESS ADMINISTRATION PROGRAM FOR SESSION 2024-25

| 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 - 2024-25 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 |