



हरकोर्ट बटलर प्राविधिक विश्वविद्यालय

नवाबगंज, कानपुर - 208002, उ.प्र., भारत

**HARCOURT BUTLER TECHNICAL UNIVERSITY**

NAWABGANJ, KANPUR - 208002, U.P., INDIA

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## **Guidelines for Admission in MBA Program at HBTU, Kanpur**

### **Academic Session 2024-25**

1. Applications for admission to Two Years Master of Business Administration (MBA) Programme at HBTU, Kanpur are invited for the session 2024-25. Online Registration and Fee Payment of Rs. 2500/- (Non-refundable) can be made Online through the website: [www.hbtu.admissions.nic.in](http://www.hbtu.admissions.nic.in) or [www.hbtu.ac.in](http://www.hbtu.ac.in)
2. All eligible Indian residents may apply for MBA program. There is no upper age limit for the candidate seeking admission to the MBA program at HBTU, Kanpur.
3. Candidates are advised to read the guidelines carefully and check their eligibility before filling the online application form. University will not be responsible for any error of judgment on the part of the candidate.
4. Accepting admission in HBTU, Kanpur implies the acceptance by the candidate of all the provisions related to it. Any change in the rules, regulations, fee etc. shall apply mutatis mutandis to the admitted candidates.
5. **Eligibility Criteria**
  - 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.**
  - Valid scores in CAT 2023/AIMA-MAT-2023-24/ CUET-PG 2024/UET-2024
6. If the result of the undergraduate examination / qualifying examination has not been declared till the date of document verification due to any reason, whatsoever, the candidate shall be eligible for provisional admission only and final admission would be subject to fulfilment of all the eligibility criteria.
7. If any document / declaration submitted by the candidate are 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 courts only.

9. Candidates who have been awarded grades in the qualifying examinations are required to present conversion formula for equivalent percentage of marks from University / Institute.
10. Academic Fee for admission in MBA Program is Rs. **1,30,000=00. (Rs. One Lakh Thirty Thousand Only)** for session 2024-25.
11. In case of seat allotment, candidate is required to deposit full Academic Fee within the specified period otherwise; his / her admission will be cancelled. The seats thus vacated, will be filled by further round of counselling.
12. All the information in connection with Master 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. The candidates must ensure their eligibility for admission to MBA program at HBTU Kanpur while applying. University will not be responsible for any error of judgement on the part of the candidate.

### 13. Admission Process

**The Admission in the MBA Programme will be done in two phases.**

#### Phase I:

##### [I] Registration (CAT 2023/AIMA-MAT-2023-24/ CUET-PG 2024/UET-2024\*):

A Candidate 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 stipulated timeslot.

**(\*University Entrance Test (UET-2024) registration is open for those candidates who have not appeared in any above-mentioned examination. University Entrance Test (UET-2024) will be conducted after 3<sup>rd</sup> round of counselling. If the seats remain vacant after three round of counselling then on the basis of UET-2024 score candidates will be called in Phase 2, offline counselling.)**

##### [II] Document Verification

After registration, the Document Verification will be done in offline mode at HBTU Kanpur. Offline document verification will be done for CAT-2023/AIMA MAT 2023-24/ CUET (PG)-2024 candidates. If documents are found in order, then after Verification, the candidates will be allowed to participate in the counselling process.

##### [III] Partial Academic Fee deposition

After successful completion of document verification candidate has to deposit **Partial Academic Fee (Rs.20,000/- and Rs. 12,000/- for SC/ST)** within stipulated time as defined

by the University. The Partial Academic Fee deposition will be followed by the GD/PI (Group discussion and Personal interview) process. In case of non-allotment of seat the partial Academic Fee will be refunded, else student can wait for further counselling rounds.

#### **[IV] Rank Preparation and First Round Result & Seat Allotment:**

The rank of all the candidates will be prepared on the basis of score earned by the candidate in the respective examination and performance in the GD/PI. Separate ranks will be generated for CAT-2023, MAT 2023–2024, CUET (PG)-2024 candidates (**Weightage of valid score and GD / PI will be 75% and 25% respectively**) and preference will be given in sequence to CAT-2023, MAT 2023–2024, CUET (PG)-2024 score card holders.

- i. In case of tie after above step, higher aggregate percentage of Graduation will be given better rank.
- ii. In case of tie after above steps, older candidate will be given better rank compared to younger one.
- iii. The First Round result will be declared on the Rank basis. If Seat is allotted, candidate has to deposit **Balance Academic Fee** (Rs. 1,10,000/- and Rs.1,18,000/- for SC/ST). If seat is not allotted then candidate has to wait for the second round result.
- iv. If the candidate is not interested to further participate in counselling process, he may exercise '**WITHDRAW OPTION**'
- v. If withdraw option is exercised after the allotment of seat, in such case, a sum of Rs. 5,000=00 will be deducted from his / her **Partial Academic Fee** and the balance amount will be refunded to the candidate in due course of time.

#### **[V] Second Round Result & Seat Allotment:**

After first round of counselling if the seats are vacant in different categories, first seats will be allotted to all the respective category candidates then seats of horizontal categories will be merged in their respective vertical categories and result will be declared for the second round of counselling. Similar to first round of counselling seats will be allotted in this round

- i. If Seat is allotted, candidate has to deposit **Balance Academic Fee** (Rs. 1,10,000/- and Rs.1,18,000/- for SC/ST). If seat is not allotted then candidate has to wait for the third round result.
- ii. If the candidate is not interested to further participate in counselling process, he may exercise '**WITHDRAW OPTION**'.
- iii. If withdraw option is exercised a sum of Rs. 5,000=00 will be deducted and the balance amount will be refunded to the candidate in due course of time.

## [VI] Third Round Result & Seat Allotment:

After first and second round of counselling if the seats remain vacant, the third round counselling will be done and seats will be allotted in the same way as done in the second round.

- i. If Seat is allotted, candidate has to deposit **Balance Academic Fee**(Rs. 1,10,000/- and Rs.1,18,000/- for SC/ST).
- ii. If the candidate is not interested to further participate in counselling process, he may exercise '**WITHDRAW OPTION**'.
- iii. If withdraw option is exercised a sum of Rs. 5,000=00 will be deducted and the balance amount will be refunded to the candidate in due course of time.

## Phase II: Offline Counselling

If seats are vacant after three rounds of On-line counselling, the University will conduct University Entrance Test 2024 (For Registered Candidate in UET-2024) at HBTU Kanpur. Guidelines for offline counseling will be notified separately by the University.

## 14. Reservation of Seats

Candidates seeking benefit of reservation are required to indicate the same in the Online Application Form. Original certificates are to be produced at the time of document verification along with one set of self-attested copies of each one of them. Formats for different certificates are available on the **HBTU website <https://hbtu.admissions.nic.in> or <https://www.hbtu.ac.in>**. These formats are subject to change as per the orders of Govt. of Uttar Pradesh. **The certificate for OBC candidates should be issued on or after 01.04.2024 (mandatory condition for non-creamy layer for OBC candidates).**

**Candidates from other states will get vertical reservation only (No Horizontal reservation). They are required to submit reserve category certificate issued by the Central Government.**

### 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) Horizontal Reservation (Sub-categories):**

*(Applicable to candidates / parents with UP Domicile as defined above)*

| <b>Sub-category</b>   | <b>Code</b> | <b>Maximum Percentage of Total Seats</b> |
|---|-------------|--|
| a. Dependents of Freedom Fighters from U.P.   | UPFF        | 02%                                      |
| b. Sons / Daughters of Defence Personnel of U.P. either retired (superannuated) or killed / Disabled in action or Defence Personnel posted in U.P. / Defence Personnel permanent resident of U.P. and posted outside U.P. | UPAF        | 05%                                      |
| c. Handicapped / Disabled persons of U.P.   | UPHC        | 05%                                      |
| d. Girls of U.P.  | UPGL        | 20%                                      |

c) The candidates can be given only one type of horizontal reservation out of UPFF / UPAF / UPHC (*Certificate no. 4, 5 & 6 respectively*). **However, the Girl candidates can also claim for any one of UPFF / UPAF / UPHC along with UPGL.**

**d) Economically Weaker Section (EWS) Reservation.**

Candidates who wish to avail the benefit of EWS reservation **must not be covered** under the existing scheme of reservation for the Scheduled Castes, Scheduled Tribes and the Other Backward Classes. They must submit the Certificate No. 12 **issued on or after 01.04.2024** by the Government Official not below the rank of Tehsildar to claim the benefit

e) **Request for the change of category / sub-category filled during Online Registration Form shall not be entertained under any circumstances.**

f) **Category / sub-category claims must be supported by the relevant certificates as per the formats provided. These certificates should be 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.**

g) Advantage of horizontal reservation in Armed Forces sub-category is available to sons / daughters of Defence Personnel of U.P. and the Defence Personnel posted in U.P. on the date of Entrance Examination.

h) Benefits of UPGL subcategory will automatically be given to all eligible female candidates.

i) Other state candidates (Other than UP) will be allowed only vertical reservation as per Central Government List.

**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 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.  |

**Physically Handicapped / Disabled (PwD):**

Physically Handicapped / Disabled persons of Uttar Pradesh will have a minimum of 5% reservation on the basis of impairment as mentioned below:

|          |   |
|----------|---|
| Type I   | Minimum 40% permanent Visual impairment             |
| Type II  | Minimum 40% permanent Locomotors disability         |
| Type III | Minimum 40% permanent speech and Hearing impairment |

Note : Physically handicapped / Disability certificate should be issue by CMO of the district.

**Note:**Formats for various certificates to be uploaded (as applicable) for Online Document Verification are available on University website [www.hbtu.ac.in](http://www.hbtu.ac.in) and admission website <https://hbtu.admissions.nic.in>.

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

**TABLE 1: SEAT MATRIX FOR ADMISSION TO MBA PROGRAM FOR SESSION 2024-25**

|        |                   |
|--------|-------------------|
| Branch | Sanctioned Intake |
| MBA    | 240               |
|        | 66                |
|        | 20                |
|        | 4                 |
|        | 2                 |
|        | 4                 |
|        | 44                |
|        | 13                |
|        | 3                 |
|        | 1                 |
|        | 3                 |
|        | 35                |
|        | 10                |
|        | 3                 |
|        | 1                 |
|        | 3                 |
|        | 3                 |
|        | 1                 |
|        | 0                 |
|        | 0                 |
|        | 0                 |
|        | 17                |
|        | 5                 |
|        | 1                 |
|        | 0                 |
|        | 1                 |
|        | 240               |

**Table2: StepwiseOnlinecounselingprocedure****Phase One: Online counselling**

| Sl. No. | Activity   | Sub Activity  | Dates                 |
|---------|--|---|-----------------------|
| 1.      | <b>Registration</b>  | Registration&FeePayment forCAT-2023, AIMA-MAT-2023-24, CUET (PG)-2024,UET 2024*( <b>Rs.2500/-non-refundable</b> )   | To be announced later |
|         | <b>Document Verification for CAT-2023, AIMA-MAT-2023-24,CUET PG 2024 and GD/PI</b> | <b>Offline Mode at HBTU Kanpur</b><br>Uploading of Documents for offline Document Verification. Discrepancy, if any, in the uploaded documents is to be resolved by the candidate within the stipulated time period.<br>All those who are eligible after document verification will deposit Partial Academic Fee Rs.20,000/- (for GEN / OBC) and Rs. 12,000/- (for SC/ST). After fee deposition candidate will appear in GD/PI in the University. |                       |
| 2       | 1 <sup>st</sup> Round Counselling  | 1 <sup>st</sup> Round Seat Allotment Result   |                       |
|         |  | If Seat is allotted, deposit Balanced Academic Fee <b>Rs. 1,10,000/- (for GEN/OBC) and Rs. 1,18,000/- (for SC/ST)</b> , If seat is not allotted candidate will wait for second round of counseling.   |                       |
|         |  | <b>Withdrawal</b><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 counseling process. After deduction of Rs. 5000/- from partial Academic Fee.  |                       |
| 3.      | 2 <sup>nd</sup> Round Counselling  | 2 <sup>nd</sup> Round Seat Allotment Result   |                       |
|         |  | If Seat is allotted, deposit Balanced Academic Fee <b>Rs. 1,10,000/- (for GEN/OBC) and Rs. 1,18,000/- (for SC/ST)</b> , If seat is not allotted candidate will wait for Third round of counseling.  |                       |
|         |  | <b>Withdrawal</b><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 counseling process. After deduction of Rs. 5000/- from partial Academic Fee.  |                       |
| 4.      | 3 <sup>rd</sup> Round Counselling  | <b>3<sup>rd</sup> Round Seat Allotment</b>  |                       |
|         |  | <b>View Result</b>  |                       |
|         |  | If Seat is allotted, deposit Balanced Academic Fee <b>Rs. 1,10,000/- (for GEN/OBC) and Rs. 1,18,000/- (for SC/ST)</b> , If seat is not allotted than Partial Academic Fee refunded in due course of time.   |                       |
|         |  | <b>Withdrawal</b><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.After deduction of Rs. 5000/- from partial Academic Fee.  |                       |



| <b>Phase Two: Offline Counseling<br/>(If seats are vacant after 1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup> round of counseling )</b> |  |                       |
|---|--|-----------------------|
| 1   | UET-2024 will be conducted by HBTU Kanpur  | To be announced later |
| 2   | Guidelines will be announced after UET-2024 Examination<br>For further admission process |                       |

**Table 3: Fee Structure for MBA admission 2024-25**

| <b>Sr.</b> | <b>Particular</b>                             | <b>Fee in (Rs.)</b> |
|------------|---|---------------------|
| <b>1.</b>  | (A) Tuition Fee                               | 70000.00            |
| <b>2.</b>  | (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            |
| <b>3.</b>  | Grand Total (A+B)                             | <b>1,30,000.00</b>  |