

HARCOURT BUTLER TECHNICAL UNIVERSITY

Nawabganj, Kanpur – 208002, Uttar Pradesh, India

OFFLINE ON-CAMPUS COUNSELLING (SPOT COUNSELLING) – SESSION 2026-27

Detailed Point-wise Guidelines for Admission to Bachelor of Business Administration (BBA)

Counselling Date	21 August 2026 (Friday)	Reporting Time	10:30 AM
Venue	Radhakrishnan Auditorium, East Campus	Last Entry	Up to 12:00 Noon

IMPORTANT: Physical presence of the candidate is mandatory. Candidates who are not present in person will not be considered for seat allotment.

Please read every point carefully before registration and reporting.

1. ADMISSION OVERVIEW

1. Applications are invited for admission to vacant seats in the BBA Programme of HBTU Kanpur for the academic session 2026-27 through Offline On-Campus (Spot) Counselling.
2. Admission / Registration Portal: <https://erp.hbtu.ac.in/HBTUAdmissions.aspx?CourseID=12>
3. Candidates must verify their academic eligibility, domicile status, applicable reservation category and required certificates before submitting the registration form.
4. The vacant-seat position shall be tentative and may increase or decrease due to withdrawals and other admission-related processes up to the counselling date.
5. Registration or document verification does not guarantee admission. Seat allotment will depend upon CEUT (UG)-2026 merit, eligibility, category rules and seat availability.

2. WHO CAN PARTICIPATE

- Candidates having a valid Combined University Entrance Test (UG)-2026 (CUET/CEUT UG-2026) rank card and who have not been admitted in previous rounds of online counselling may participate, subject to eligibility and seat availability.
- Candidates registered earlier but not allotted a seat may participate without paying the registration fee again, subject to the University's verification of the earlier fee receipt and eligibility.
- Earlier registered candidates who are otherwise eligible must complete the fresh/spot counselling registration process and submit proof of the previously deposited registration fee, wherever applicable.

WHO CANNOT PARTICIPATE

Candidates already admitted in an earlier counselling round and who have not withdrawn from that admission cannot participate in the Offline On-Campus Spot Counselling.

3. ACADEMIC ELIGIBILITY

6. Passed Senior Secondary (10+2) in Science, Commerce or Arts stream from CBSE / ISC / State Education Board / International Board or another equivalent qualification recognized by UGC / AICTE / appropriate Government or governing body, as applicable.
7. Minimum aggregate marks: 55%. Minimum aggregate for SC / ST / OBC-NCL / PwD candidates: 50%.
8. All other eligibility conditions prescribed for appearing in CUET (UG)-2026 shall also be applicable.
9. **Candidate must qualify in at least one of the following CUET (UG)-2026 subject papers: Accountancy / Book Keeping (301); OR Business Studies (305); OR Economics / Business Economics (309); OR General Test (501); OR Biology / Biological Studies / Biotechnology / Biochemistry (304); OR Chemistry (306); OR Mathematics / Applied Mathematics (319); OR Physics (322); OR English (101).**
10. If the candidate has qualified in more than one eligible subject paper, it is advisable to apply using the subject paper having the better score.
11. If a Board/University awards only letter grades and does not provide equivalent percentage marks, the candidate must obtain an official certificate specifying the equivalent marks/percentage.

4. DOMICILE / HOME STATE ELIGIBILITY

12. A candidate who has passed the qualifying examination from an institution located in Uttar Pradesh will be treated as a candidate eligible under the Uttar Pradesh domicile provisions.
13. Where the qualifying examination has been passed from outside Uttar Pradesh, the candidate must produce/upload a Permanent Residence Certificate of the father or mother, issued on or after 01 April 2026, wherever required.
14. Wards of Defence Personnel settled or posted in Uttar Pradesh on the date of the CUET (UG)-2026 Entrance Examination and Officers/Employees of All India Services belonging to the UP Cadre may also be eligible, subject to submission of the prescribed Certificate No. 10.
15. Reserved-category candidates must produce the applicable category certificate issued by the competent authority.

5. ONLINE REGISTRATION

Particular	Details
Registration window	17 August 2026 to 20 August 2026
Registration portal	https://erp.hbtu.ac.in/HBTUAdmissions.aspx?CourseID=12
Registration fee	Rs. 2,500/- (non-refundable)

Candidates should print the submitted application form and fee receipt and bring them to the counselling venue.

6. REPORTING AND COUNSELLING FLOW

Stage	Procedure
Step 1	Report at Radhakrishnan Auditorium, East Campus at 10:30 AM on 21 August 2026.
Step 2	Mark attendance, collect token and obtain the counselling/document file.
Step 3	Arrange photocopies in the order specified on the file cover and proceed for document submission.
Step 4	Produce all original documents for document verification at the Department of Management Studies.
Step 5	After successful verification, remain present at Radhakrishnan Auditorium for seat allotment from 1:30 PM onwards.
Step 6	On allotment of a seat, deposit the full academic fee of Rs. 80,000/- immediately through a permitted payment mode.

7. MERIT AND SEAT ALLOTMENT RULES

16. Seat allotment will be carried out strictly on the basis of the CEUT (UG)-2026 rank of the candidate, subject to applicable category rules and availability of seats.
17. Candidates must be physically present at the time of seat allotment. No seat will be allotted in the candidate's absence.
18. Candidates reporting late will be considered only against seats available at the time of their reporting.
19. The vacant-seat position is tentative and may change due to withdrawals or other admission-related processes.
20. Where eligible and interested candidates are unavailable in a reserved category, seat conversion shall be applied as per the University-prescribed sequence: STNO/OSST → SCNO/OSSC → OPNO/OSNO; SCNO/OSSC → OPNO/OSNO; BCNO/OSBC → OPNO/OSNO.
21. No conversion of EWS seats will be done. No conversion will be made for seats having a cut-off rank mentioned in the vacancy table.

MERIT PRINCIPLE: Registration or document verification does not guarantee admission. Seat allotment depends on CEUT (UG)-2026 merit, eligibility, category, applicable rules and seat availability at the time of allotment.

8. DOCUMENTS REQUIRED AT THE TIME OF COUNSELLING

22. Printout of the online application form along with registration-fee receipt of Rs. 2,500/- (earlier registered candidates may produce proof of the fee deposited in the earlier counselling round, wherever applicable).
23. CUET (UG)-2026 / CEUT UG-2026 Rank Card.
24. 10+2 / Intermediate marksheet as proof of qualifying examination.
25. High School certificate as proof of date of birth.
26. Category Certificate: SC / ST / OBC-NCL / EWS, wherever applicable.

27. Uttar Pradesh Domicile / Permanent Residence Certificate, wherever applicable, particularly where the qualifying examination was passed from outside Uttar Pradesh.
28. Gap-period affidavit, wherever applicable.
29. Aadhaar Card.
30. Two recent passport-size colour photographs.
31. Prescribed medical fitness / handicapped certificate (Certificate No. 8), wherever applicable.

DOCUMENT SET: Bring every document in original along with two complete sets of self-attested photocopies. No relaxation will be given if required originals/certificates are not produced.

9. ACADEMIC FEE STRUCTURE – BBA PROGRAMME, SESSION 2026-27

S. No.	Particular	Fee (Rs.)
A	Tuition Fee	35,000
B(i)	Registration, Examination & Certification	10,000
B(ii)	Facility Fee	17,000
B(iii)	Medical Fee	3,000
B(iv)	Training & Placement	2,500
B(v)	Activity Charges	3,000
B(vi-a)	Caution Money	5,000
B(vi-b)	University Alumni Fund	1,500
B(vi-c)	Student Aid Fund	1,500
B(vi-d)	Contingency & Miscellaneous Charges	1,500
B	Total Other than Tuition Fee	45,000
A+B	GRAND TOTAL	80,000

Total Academic Fee payable at allotment: Rs. 80,000/-

PERMITTED MODES OF PAYMENT

- Demand Draft in favour of “Finance Controller, HBTU Kanpur”, payable at Kanpur.
- Cash payment at the specified University counter, subject to the notified University arrangement.

PAYMENT CONDITION: The full academic fee of Rs. 80,000/- must be deposited immediately at the time of seat allotment. Partial payment is not allowed and no relaxation will be given.

10. IMPORTANT INSTRUCTIONS FOR CANDIDATES

32. Report at Radhakrishnan Auditorium, HBTU East Campus on 21 August 2026 at 10:30 AM. No candidate will be allowed to participate after 12:00 Noon.
33. Physical presence of the candidate is compulsory for attendance, document verification and seat allotment.
34. Document verification will be carried out at the Department of Management Studies before seat allotment.
35. Seat allotment will commence from 1:30 PM onwards on 21 August 2026.
36. Candidates must remain available at the venue with all original documents and the complete academic fee before the allotment process begins.

37. All activities are time-bound. Failure to complete any required activity within the stipulated time may lead to cancellation/loss of the available or allotted seat.
38. Candidates should regularly visit the University website/admission portal for notices and updates.
39. Classes are scheduled to commence from 22 August 2026; candidates should make necessary arrangements accordingly.

11. COMPLETE ACTIVITY SCHEDULE

Sl. No.	Activity	Date / Time	Point-wise Details
1	Online Registration & Fee Payment	17–20 August 2026	Register through the notified BBA portal and pay Rs. 2,500/- non-refundable fee; earlier eligible candidates submit proof of earlier payment.
2	Reporting & Attendance	21 August 2026 10:30 AM Entry up to 12:00 Noon	Report at Radhakrishnan Auditorium; mark attendance; collect token and counselling file.
3	Document Verification	21 August 2026 Before seat allotment	Arrange photocopies as instructed; produce originals and two self-attested photocopy sets; verification at Department of Management Studies.
4	Seat Allotment	21 August 2026 From 1:30 PM onwards	Allotment strictly on CEUT (UG)-2026 merit and applicable category/seat availability; physical presence compulsory.
5	Academic Fee Deposition	At the time of seat allotment	Deposit full academic fee of Rs. 80,000/- through permitted mode; partial payment not allowed.

TIME-BOUND PROCESS: Candidates must complete registration, reporting, verification, allotment and fee deposition within the notified schedule. Inaction or delay may result in loss/cancellation of the available or allotted seat.

12. MEDICAL STANDARDS

Candidates will have to submit the prescribed Medical Fitness / Handicapped Certificate (Certificate No. 8), wherever applicable. The medical standards in the existing BBA guidelines include:

- Candidate should be physically fit to pursue the opted course.
- Heart and lungs: No abnormality.
- Hernia, Hydrocele, Piles, etc.: Any such condition should be corrected before joining, as applicable.
- Vision: Normal; if defective, it should be corrected to 6/9 in the better eye and 6/12 in the worse eye.
- Hearing: Normal; if defective, it should be corrected before joining.

13. GENERAL CONDITIONS

40. Admission to HBTU Kanpur implies acceptance by the candidate and parent/guardian of all University rules, regulations, fee provisions and other conditions, including subsequent amendments.
41. If any document, certificate or declaration is found false at any stage, admission will be cancelled and legal action may be initiated as per law.
42. The candidate is solely responsible for ensuring eligibility. The University will not be responsible for any error of judgement made by the candidate while applying.
43. All legal disputes shall be subject to the jurisdiction of Kanpur Courts only.
44. Formats of prescribed certificates, wherever applicable, should be downloaded from the University/admission website and completed before reporting.
45. All information relating to BBA Admission 2026-27 will be made available through the University/admission website. Candidates should visit the website regularly; the University will not be responsible for loss arising from lack of communication.

FINAL REMINDER

Reach the venue on time, remain physically present throughout the process, keep all originals and photocopies ready, and arrange the complete academic fee before seat allotment begins.