

# Detailed Guidelines for Admission to MBA Program at HBTU, Kanpur for session 2022-23

1. The School of Humanities & Social Sciences at Harcourt Butler Technical University Kanpur invites applications for admission in a two years full-time Master of Business Administration (MBA) program. As a mandate of university up gradation, this program is a crucial milestone in the university growth and development. This program is spread over four semesters and a summer internship. The course work is well designed as per need of the industry and fine tuned with future need. It includes compulsory and elective courses along with a research project. The program offers specializations in Operations, Systems, Marketing, Finance and Human Resource Management.
2. **Applications for admission to MBA programs at HBTU, Kanpur are invited for the session 2022-23.** Online Registration and Fee Payment (Rs. 2500/- (Non-refundable) can be made from **June 28, 2022 (Tuesday) to July 27, 2022 (Wednesday midnight)** through the University website [www.hbtu.ac.in](http://www.hbtu.ac.in). Detailed guidelines related to admission are also available on University website.
3. All eligible Indian residents may apply for MBA programs. There is no age limit for the candidates seeking admission to the MBA programs at HBTU Kanpur.
4. 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.
5. 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.
6. 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. These formats are subject to change as per the orders of Govt. of Uttar Pradesh. Note that the OBC certificate for such candidates should be issued on or after 01.04.2022 (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.
7. If the result of the qualifying examination has not been declared till the date of document verification due to any reason whatsoever, the candidate shall not be eligible for admission under any circumstances.

8. 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 courts only.
9. The candidates must ensure their eligibility for admission to MBA programs at HBTU Kanpur. University will not be responsible for any error of judgment on the part of candidates.
10. Candidates who have been awarded grades in the qualifying examinations are required to present conversion formula for equivalent percentage of marks from University / Institute. In absence of such conversion formula, the decision taken by the Admission Committee of HBTU Kanpur will be final.
11. Admission to MBA programs will be through valid CAT score. In case of non-availability of sufficient CAT qualified candidates, the vacant seats will be filled by non-CAT candidates on the basis of performance in a Written Examination and GD / PI.
12. Written examination and document verification for MBA Admissions will be conducted at HBTU Kanpur. A separate intimation will be displayed on HBTU website for this purpose.
13. Academic fee for admission to MBA Full Time is Rs. 1,20,000=00. (Rs. One Lakh Twenty Thousand Only) for session 2022-23.
14. **All the candidates are required to come with photo identity proof such as Aadhar Card / Driving License / PAN at the time of Written Examination and Counselling for Admission.**
15. All the information / intimation related to MBA Admissions 2022-2023 will be made available on the University website <http://www.hbtu.ac.in>. Candidates are advised to frequently visit the website for updates. HBTU Kanpur will not be responsible for the consequences to the candidates due to the lack of communication.
16. 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 candidates of waiting list.
17. **If a candidate fails to report for Registration on due date or leaves the University after completing all the formalities of admission or leaves the study midway, Academic Fee deposited by the candidates will be forfeited and any request for withdrawal / refund will not be entertained under any circumstances.**
18. **University reserve the right to modify the Guidelines as and when required.**

## Admission Process

The admission of students in the MBA program shall be based on CAT score\*, group discussions and personal interview (GD & PI). The candidates are required to fill application form as per the schedule and instructions notified by the university through its website ([www.hbtu.ac.in](http://www.hbtu.ac.in)). The evaluation of candidates shall be based on the CAT score, performance in GD / PI.

- Stage 01:** Submitting applications (through website) with registration fee of Rs. 2500/- (Non-refundable)
- Stage 02:** Screening of applications, preparing shortlisted candidates list
- Stage 03:** Organizing Group Discussions and Personal Interview (GD & PI)
- Stage 04:** Display of selected candidates, waiting list and Non CAT candidates

\* Any seat remains vacant will be filled through entrance examination to be conducted by the University for Non-CAT qualified candidates.

## Eligibility Criteria for applying to the Program

Candidates may apply in the MBA program through CAT 2021 score or by appearing in entrance examinations at the University.

- (a) A valid CAT Score card
- (b) Bachelors 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 60% (55% for SC / ST / OBC-NCL / PwD) or a CPI of 6.0(5.5 for SC / ST / OBC-NCL / PwD) on a scale of 10 from any UGC / AICTE recognized institute /University, IITs, NITs, and IIITs
- (c) Candidates appearing for the final degree 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.
- (d) For remaining vacant seats in the MBA program University will conduct an entrance examination for Non-CAT score applicants. The schedule of examination shall be available on the University website.
- (e) 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.
- (f) Candidates belonging to other states will have only vertical reservation. Centre Government list for reserved category candidates will be accepted.

(g) In case of non-availability of sufficient candidates in a particular category the seats may be mutually converted to accommodate interested candidates.

### **Reservation of Seats**

#### **a) Vertical Reservation:**

<b>Category</b>	<b>Percentage of Reservation</b>
(a) Scheduled Caste	21%
(b) Scheduled Tribe	02%
(c) Other Backward Classes	27%

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

<b>Sub-category</b>	<b>Code</b>	<b>Maximum Percentage of Total Seats</b>
a. Dependents of Freedom Fighters	FF	02%
b. Sons / Daughters of Defence Personnel Retired (superannuated) or killed / Disabled in action	AF	05%
c. Handicapped / Disabled persons	PH	05%
d. Girls	GL	20%

**TABLE 1: SEAT MATRIX FOR ADMISSION TO MBA PROGRAM FOR SESSION 2022-23****SEAT MATRIX FOR MBA PROGRAM - 2022-23 AT HBTU, KANPUR**

<b>BRANCH</b>	<b>Sanctioned Intake</b>	<b>OPNO</b>	<b>OPGL</b>	<b>OPAF</b>	<b>OPFF</b>	<b>OPPH</b>	<b>BCNO</b>	<b>BCGL</b>	<b>BCAF</b>	<b>BCFF</b>	<b>BCPH</b>	<b>SCNO</b>	<b>SCGL</b>	<b>SCAF</b>	<b>SCFF</b>	<b>SCPH</b>	<b>STNO</b>	<b>STGL</b>	<b>STAF</b>	<b>STFF</b>	<b>STPH</b>	<b>EWSNO</b>	<b>EWSGL</b>	<b>EWSAF</b>	<b>EWSFF</b>	<b>EWSPH</b>	<b>Total Seats</b>
Master of Business Administration	60	16	5	1	1	1	11	3	1	0	1	8	3	1	0	1	1	0	0	0	0	5	1	0	0	0	60

## Fee Structure for MBA program

Sl. No.	Particular	MBA Fee(in Rs.)
A	Tuition Fee	<b>60000</b>
B	Non - Govt. Component	
1	Examination Charges	
	University Exam Charges	7000
	Enrolment Charges (one time)	1000
	Degree & Marksheets Charges	500
	Exam. Contingencies Charges	750
	Insurance & other misc. expenditure on unspecified items.	750
	<b>Total</b>	<b>10000</b>
2	User Charges	
	Registration Charges	500
	Recreation Charges	1500
	Identity Card Charges	200
	Student Welfare Fund	500
	Magazine Charges	250
	Medical Facility Charges	1000
	Computing infra Charges	7000
	University Day Activity Charges	500
	Training & Placement Charges	1500
	Industrial Exposure Charges	750
	Univ. Student Activity Council Charges	2000
	Computer peripherals & Stationary Charges	2000
	Library Facility Charges	2000
	Laboratory Charges	1500
	Student Aid & other Misc. expenditure on unspecified items.	800
	<b>Total</b>	<b>22000</b>
3	University Development & Facilities Charges	
	Univ. Development Charges	2500
	Univ. Electricity Charges	7500
	Fire & Water Charges	300
	Electronic Infra Charges	300
	Research Initiatives Charges	200
	Training Programs Charges	400
	Awards & Automation Charges	800
	Skill Development Charges	500
	Conferences & Innovative Projects Charges	500
	Entrepreneurship Activities Charges	500
	Outsourcing Facilities & other Misc. expenditure on unspecified items.	500
	<b>Total</b>	<b>14000</b>
4	Economically Weaker Section Fund	<b>5000</b>
5	Premium for Mediclaim of Students (per Annum)	<b>1500</b>
6	Other Charges	
	Caution Money (Library/W.S/Labs) one time	5000
	Univ. Alumni Association Membership one time	1500
	Information Brochure Charges one time	300
	Contingent & Misc. Charges	700
	<b>Total</b>	<b>7500</b>
	<b>Grand Total (A+B)</b>	<b>120000</b>
	<b>(Rupees One Lakh Twenty Thousand Only)</b>	

## Tentative Schedule for the Admission (Session 2022-23)

<b>Process</b>	<b>Date</b>
Online Application Starts	28 June 2022 (Tuesday)
Online Application Ends	27 July 2022 (Wednesday)
List of candidates for GD / PI	28 July 2022 (Thursday)
GD / PI	29-30 July 2022 (Friday – Saturday)
<b>List of shortlisted CAT Candidates</b>	<b>02 August 2022 (Tuesday)</b>
Last date of Admission Fee Deposition	05 August 2022 (Friday)
List of Non-CAT candidates eligible for Entrance Examination	06 August 2022 (Saturday)
University Entrance Examination for Non-CAT candidates	08 August 2022 (Monday)
List of qualified Non-CAT candidates	10 August 2022 (Wednesday)
GD / PI	11-12 August 2022 (Thursday - Friday)
<b>List of shortlisted Non-CAT candidates</b>	<b>13 August 2022 (Saturday)</b>
Last date of Admission Fee Deposition	17 August 2022 (Wednesday)
Commencement of classes	11 August 2022 (Thursday)