

Detailed Guidelines for Admission to BBA Programs
at HBTU, Kanpur through Offline On-Campus Counselling for Session 2024-25

1. **Applications for admission to various BBA programs 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/hbtureg.aspx> and FEE Submission link : <https://erp.hbtu.ac.in/RUpdateBBA.aspx>**
2. **Who can apply?**
All the candidates having valid CUET (UG) 2024 score card and not admitted in previous rounds of 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 the guidelines 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 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.

Date, Venue and Time:

Date: September 04, 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 BBA 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/hbtureg.aspx> provided by University and by depositing Online Registration Fee of Rs. 2500=00 (non-refundable) at <https://erp.hbtu.ac.in/RUpdateBBA.aspx> during August 24- September 03, 2024 (upto 11:00PM).
- b) Report at 8:30AM at HBTU, Kanpur (East Campus) on September 04, 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. 80,000/- 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. 80,000=00 after seat allotment on September 04, 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 CUET (UG) 2024 rank of the candidate.

14. All the information in connection with BBA 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. 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 → SCNO → OPNO
SCNO → OPNO
BCNO → OPNO

Note: No conversion of EWS seats will be done.

16. 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. |

17. **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.

18. **Classes will start form September 05, 2024. Hence, come prepared accordingly.**

TABLE 1: TENTATIVE SEAT MATRIX

| SCHOOL OF ENTREPRENURSHIP & MANGAMENT STUDIES | |
|--|---------------------|
| PROGRAM: Bachelor of Business Administration | |
| Category | Vacant Seats |
| OPNO | 1 |
| BCNO | 5 |
| SCNO | 13 |
| STNO | 1 |
| EWS | 1 |
| TOTAL AVAILABLE | 21 |

TABLE 2: FEE STRUCTURE FOR BBA PROGRAMS 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 |

Admission to BBA Programs at HBTU, Kanpur

Offline On-Campus Counselling Session 2024-25

Important Instructions

1. Reporting at Radhakrishnan Auditorium (HBTU East Campus) on September 04, 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. Document Verification will be done in Radhakrishnan Auditorium.
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. 80,000=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

BBA Offline On-Campus Counselling

Date & Venue

September 04, 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. CUET (UG) 2024 Score Card
3. 10+2 (Intermediate) marksheet (proof of Qualifying Examination)
4. High School certificate (proof of Date of Birth)
5. Category Certificate : SC/ ST/ OBC-NCL / EWS (if applicable)
6. Domicile Certificate (if qualifying examination from Other than Uttar Pradesh)
7. Affidavit for the period of gap
8. Aadhaar Card
9. Two (02) recent passport size colour photographs.

(Original documents with one set of self attested photocopy is required)