

Harcourt Butler Technical University, Kanpur -02

GUIDELINES FOR ADMISSION TO BBA PROGRAMME

SESSION 2022-23

1. The School of Humanities & Social Sciences at Harcourt Butler Technical University Kanpur invites applications for admission in a three years full-time Bachelor of Business Administration (BBA) 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 six semesters and an 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 comprehensive evaluation. The program offers specializations in Marketing, Finance, Human Resource Management and Systems.
2. Applications for admission to BBA programs at HBTU, Kanpur are invited for the session 2022-23.
3. All the information in connection with BBA Admission 2022 shall be made available through the admission website: <http://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.
4. Candidates are advised to read these guidelines carefully, check their eligibility and applicable reservation category etc. before filling and submitting the Online Registration Form. University will not be responsible for any error of judgement on the part of the candidate.
5. 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).
6. Reservation and income certificates shall be verified on respective government portals.
7. The university rule regarding any fees refund will be followed in case of cancellation or withdrawal of seat allotted.
8. University reserves the right to cancel any admission at any stage.
9. The decision of the Vice-Chancellor/Admission Committee shall be final and binding in case of any conflict or discrepancy relating to the BBA Admissions,
10. All the legal matters pertaining to the BBA Admissions shall be subject to the Kanpur Jurisdiction only.
11. **University reserve the right to modify the Guidelines as and when required.**

Admission Process

The admission of students in the BBA program shall be based on CUET Scorecard or University Entrance Examination for remaining seats. The candidates are advised to follow CUET (UG) application procedure on CUET (UG Admission portal ([CUET \(UG\) - 2022 \(samarth.ac.in\)](http://CUET(UG)-2022(samarth.ac.in))). The

candidates are also required to fill application form as per the schedule and instructions notified by the university through its website (www.hbtu.ac.in).

Stage 1	Submitting applications (through website) with registration fee of Rs. 2500/- (Non-refundable)
Stage 2	Screening of applications, List of shortlisted CUET candidates list
Stage 3	Final List of CUET admissions after Fee deposition
Stage 4	List of eligible non-CUET candidates for entrance examination
Stage 5	Entrance Examination
Stage 6	Display of selected Non-CUET candidates and waiting list
* Any seat remains vacant will be filled through entrance examination to be conducted by the University for Non-CUET qualified candidates.	

Academic Eligibility:

Candidates may apply in the BBA program through CUET 2022 score (Pl. visit [CUET \(UG\) - 2022 \(samarth.ac.in\)](http://CUET (UG) - 2022 (samarth.ac.in)) conducted by NTA or by appearing in entrance examinations at the University.

- A valid CUET score card with **domain specific subject : (Code 305) Business Studies**
- 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 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 approved Board.
- Candidates appearing for the 12th examination / senior secondary 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.
- For remaining vacant seats in the BBA program**, University will conduct an entrance examination for Non-CUET applicants. The detail information of examination shall be available on the University website.

Reservation of Seats

a) Vertical Reservation:

Category	Percentage of Reservation
(a) Scheduled Castes of U.P.	21%
(b) Scheduled Tribes of U.P.	02%
(c) Other Backward Classes of U.P.	27%

b) Horizontal Reservation (Sub-categories):

Sub-category	Code	Maximum Percentage of Total Seats
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 domicile of U.P. and posted outside U.P.	UPAF	05%
c. Handicapped / Disabled of U.P.	UPHC	05%
d. Girls of U.P.	UPGL	20%

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

BRANCH	Sanctioned Intake	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	Total Seats
Bachelor 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 BBA program 2022-23

Sl. No.	Particular	BBA
		AY 2022-23
	Tuition Fee	35000.00
1	Examination Charges	
	University Exam Charges	5000.00
	Enrolment Charges (one time)	1000.00
	Degree & Marksheets Charges	500.00
	Exam.Contingencies Charges	0.00
	Total	6500.00
2	User Charges	
	Registration Charges	500.00
	Recreation Charges	1000.00
	Identity Card Charges	200.00
	Student Welfare Fund	500.00
	Magazine Charges	250.00
	Medical Facility Charges	1000.00
	Computing infra Charges	5000.00
	University Day Activity Charges	500.00
	Training & Placement Charges	1500.00
	Industrial Exposure Charges	500.00
	Univ. Student Activity Council Charges	2000.00
	Library Facility Charges	500.00
	Laboratory Charges	250.00
	Student Aid & other misc. expenditure on unspecified items.	800.00
	Total	14500.00
3	University Development & Facilities Charges	
	Univ. Development Charges	2500.00
	Univ. Electricity Charges	5500.00
	Fire & Water Charges	300.00
	Electronic Infra Charges	0.00
	Research Initiatives Charges	0.00
	Training Programmes Charges	400.00
	Awards & Automation Charges	0.00
	Skill Development Charges	500.00
	Conferences & Innovative Projects Charges	400.00
	Entrepreneurship Activities Charges	400.00
	Total	10000.00
4	Economically Weaker Section Fund	5000.00
5	Premium for Mediclaim of Students (per Annum)	1500.00
6	Other Charges	
	Caution Money (Library/W.S/Labs) one time	5000.00
	Univ. Alumni Association Membership one time	1500.00
	Information Brochure Charges one time	300.00
	Contingent & Misc. Charges	700.00
	Total	7500.00
	Grand Total	80000.00

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

Process	Date
Online Application Starts	28 June 2022 (Tuesday)
Online Application Ends	27 July 2022 (Wednesday)
List of shortlisted CUET Candidates	30 July 2022 (Saturday)
Last date of Admission Fee Deposition	04 August 2022 (Thursday)
List of Non-CUET candidates eligible for Entrance Examination	05 August 2022 (Friday)
University Entrance Examination for Non-CUET candidates	08 August 2022 (Monday)
List of shortlisted Non-CUET candidates	13 August 2022 (Monday)
Last date of Admission Fee Deposition	17 August 2022 (Thursday)
Commencement of classes	22 August 2022 (Monday)