



# हरकोर्ट बटलर प्राविधिक विश्वविद्यालय

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

**HARCOURT BUTLER TECHNICAL UNIVERSITY**

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

**(Formerly Harcourt Butler Technological Institute, Kanpur)**

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**100+**  
YEARS  
1921 - 2021



## Guidelines for Admission to Bachelor of Business Administration at HBTU Kanpur for the session 2026-27

1. **Applications for admission to Bachelor of Business Administration at HBTU Kanpur are invited for the session 2026-27.** Online Registration and Fee Payment [Rs. 2500/- (Non-refundable)] can be made through the website: <https://hbtu.admissions.nic.in>. Admissions will be made on the basis of merit of **Combined University Entrance Test (UG)-2026 [CUET (UG)-2026]**. Detailed guidelines related to admission are available on University website [www.hbtu.ac.in](http://www.hbtu.ac.in).
2. Candidates are advised to **read these guidelines CAREFULLY**, check their eligibility and applicable reservation category etc. before filling and submitting the Online Registration Form.
3. The University shall conduct its own counselling on the basis of merit of **Combined University Entrance Test (UG)-2026 i.e. CUET (UG)-2026** 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)-2026 Examination shall be applicable to the candidates.
  - (b) The candidate must qualify in any one of the following subject paper in CUET (UG)-2026:  
**Subject Code:** Accountancy / Bookkeeping-301 **OR** Business Studies-305 **OR** Economics / Business Economics-309 **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.
4.
  - (a) A Candidate who has passed the qualifying examination from Institution located in U.P. is eligible for counselling will be treated domicile of Uttar Pradesh.
  - (b) In case, the candidate has **passed qualifying examination from outside U.P.**, he / she has to upload Permanent Residence Certificate (**issued after 1<sup>st</sup> April 2026**) of **his / her parent (Father or Mother)**.
  - (c) Candidates who are wards of Defence Personnel settled or posted in UP on the date of Entrance Examination of **CUET (UG)-2026** or Officers /Employees of All India Services belonging to UP Cadre are also eligible. They are required to upload Certificate No. 10 to claim the benefit.

5. 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.
6. Candidates claiming advantage of reserved categories, subcategories are required to indicate the same in the Online Registration Form. **Scanned copies** of all relevant documents are to be uploaded after seat allotment and deposition of seat acceptance fee. Formats for various certificates to be submitted are available on the HBTU, Kanpur website ([www.hbtu.ac.in](http://www.hbtu.ac.in)). These formats are subject to change as per the orders of Government of Uttar Pradesh. **Note that the certificate for OBC candidates will be entertained only if it is issued on or after 01.04.2026 (mandatory condition for non-creamy layer OBC candidates).**
7. 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.
8. The candidates must ensure their eligibility for admission to **Bachelor of Business Administration Program** at HBTU Kanpur while applying. University will not be responsible for any error of judgement on the part of the candidate.

9. **Detailed Online Counselling Procedure-**

**[I]- Registration:**

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 the stipulated time slot. During registration candidate must fill all the information **VERY CAREFULLY**. Once filled no correction is possible.

**[II]- View result and upload documents for verification (if allotted a seat)**

**FIRST ROUND RESULTS & SEAT ALLOTMENT:**

**In case of seat allotment-**

- i. Candidate is required upload scanned copies of all relevant documents (like qualifying examination marksheet, age proof, category certificate, domicile certificate if required etc.) for **Online Document Verification**.
- ii. If the candidate fails to upload documents for Online Document Verification in prescribed date and time the candidature will be cancelled and the candidate will be out of counselling process.
- iii. If the *documents are not in proper format*, then *a query will* be raised and the candidate will be asked to submit proper document in prescribed date and time.
- iv. Candidates must check their login on admission website regularly until their documents are not verified successfully.
- v. If candidate fails to respond to the query and/or upload proper document in time the allotted seat will be cancelled and the candidate will be out of counselling process.
- vi. **After Successful Document Verification, deposit Annual Academic Fee Rs. 80,000=00 within stipulated time frame.**

**Note:** Non-deposition of fee will lead to cancellation of allotted seat. This seat will be considered vacant for next round of counselling.

- vii. If the candidate is not interested to further participate in counselling process, he may exercise ‘**WITHDRAW**’ option.

### **In case of no seat allotment-**

**The candidates are advised to wait and check the next round of seat allotment results.**

#### **SECOND ROUND RESULTS & SEAT ALLOTMENT:**

If the seat is allotted to the candidate in Second Round -

- Uploading of all relevant documents for Online Documents Verification similar to First Round Counselling process.
- Documents not uploaded or not successfully verified will lead to cancellation of allotted seats.
- Candidates are advised to regularly check their login for ensuring successful document verification/ response to any query generated (refer first round counselling process).
- **After Successful Document Verification, deposit Annual Academic Fee Rs. 80,000=00 within stipulated time frame.**

**Note:** Non-deposition of fee will lead to cancellation of allotted seat. This seat will be considered vacant for next round of counselling.

- Candidates are required to be very particular about prescribed date and time in completing the activities. Not taking prompt action in prescribed time will lead to cancellation of allotted seat.
- Candidates can also withdraw from counselling process in this round by choosing WITHDRAW option.

#### **THIRD ROUND RESULTS & SEAT ALLOTMENT:**

“After second 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 third round of counselling.”

If the seat is allotted to the candidate in Third Round -

- Upload all relevant documents for Online Documents Verification as conveyed earlier.
- Documents not uploaded or not successfully verified will lead to cancellation of allotted seats. Regularly check registration login for successful document verification/ response to any query generated (refer first round counselling process).
- **After Successful Document Verification, deposit Annual Academic Fee Rs. 80,000=00 within stipulated time frame.**

**Note:** Non-deposition of fee will lead to cancellation of allotted seat. This seat will be considered vacant for next round of counselling.

- Candidates are required to be very particular about prescribed date and time in completing the activities. Not taking prompt action in prescribed time will lead to cancellation of allotted seat.

### [III] Online Registration on University ERP

**Registration on University ERP is an Important and mandatory activity required to be exercised by all the admitted candidates, failing which it will be considered that the candidate is not interested for Admission and his/her allotted seat will be cancelled.**

10. The allotment of seats through counselling will be carried out strictly on merit in accordance with the **CUET (UG)-2026 score** of the candidate and the availability of seat in the category.
11. All the information in connection with **Bachelor of Business Administration** Admission-2026 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. University will not be responsible for any loss to candidate due to the lack of communication.

#### 12. Category Definitions

- a) Candidates who have passed the qualifying examination from an Institution located in the State of Uttar Pradesh and who do not claim any reserved category is eligible for admission to all the courses at HBTU, Kanpur against available General (OPEN) seats.

[Code: **UPGE**] *No category certificate is required from such candidates.*

- b) Candidates who have passed the qualifying examination from an Institution located in State of U.P. and are permanent resident of Uttar Pradesh and belong to Scheduled Caste (SC) of Uttar Pradesh / Scheduled Tribe (ST) of Uttar Pradesh / Other Backward Classes (Non Creamy Layer- NCL) of Uttar Pradesh are eligible for admission against available reserved seats of their category.

[Respective Code: **UPSC / UPST / UPBC**] *Certificate No. 1 or 2, as applicable, is required.*

- c) Candidates who have passed the qualifying examination from an Institution **located outside Uttar Pradesh** and whose parents are domicile of Uttar Pradesh and who have not claimed for any reserved category, are also eligible for admission to courses offered at HBTU, Kanpur under General (OPEN) category. Such candidates have to upload the Permanent Residence Certificate of his / her parents (Father or Mother only) for Online Document Verification.

[Code: **UPGD**] *Certificate No. 3 is required from such candidates.*

- d) Candidates who have passed the qualifying examination from an Institution located outside Uttar Pradesh and whose parents are domicile of Uttar Pradesh and who belong to Scheduled Caste of Uttar Pradesh / Scheduled Tribe of Uttar Pradesh / Other Backward Classes (NCL) of Uttar Pradesh are also eligible for admission against reserved seats of their category.

[Respective Codes: **GDSC / GDST / GDBC**] *Such candidates have to upload the Permanent Residence Certificate of his / her parent (**Father or Mother only**)*

(Certificate No. 3) and category certificate (Certificate No. 1 or 2 as applicable for Online document verification.)

- e) The domicile requirement to son / daughter of the following is relaxed and admission is permitted:
- Defence Personnel settled in Uttar Pradesh on the date of Entrance Examination of CUET (UG)-2026 after retirement / being disabled in action or Defence Personnel killed in action and the dependents settled in Uttar Pradesh on the date of Entrance Examination of CUET (UG)-2026. (Certificate no. 5 is required).
  - Defence Personnel who are not domicile of Uttar Pradesh but are posted in Uttar Pradesh on the date of Entrance Examination of CUET (UG)-2026. (Certificate no. 5 is required)
  - Wards of Employees of All India Services belonging to Uttar Pradesh cadre. (Certificate no. 10 is required) [Code: **GDDA**] **GDDA candidate will be considered as UPGD category for all other benefits.**

### 13. RESERVATION OF SEATS

#### a) Vertical Reservation:

Category	Code	Reservation (%)
(a) Scheduled Caste	SC	21%
(b) Scheduled Tribe	ST	02%
(c) Other Backward Classes	OBC	27%
(d) Economically Weaker Section	EWS	10%

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

Sub-category	Code	Maximum Percentage of Total Seats
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%

- c) The candidates can be given only one type of horizontal reservation out of FF / AF / PH (Certificate no. 4, 5 & 6 respectively). However, the Girl candidates can also claim for any one of FF / AF / PH along with GL.

#### d) Economically Weaker Section (EWS) Quota.

Candidates who wish to avail the benefit of the EWS quota must not be covered under the existing scheme of reservation for the Scheduled Castes, Scheduled Tribes, and the Other Backward Classes. They must produce a EWS certificate (Certificate No. 12) issued after 01.04.2026 by the Government Officer not below the rank of Tehsildar to claim the benefit of this reservation.

- 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 format provided at the time of 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 the 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 admission.
- h) Benefits of the UPGL subcategory will automatically be given to all eligible female candidates.
- i) In case of non-availability of sufficient candidates in a particular category the seats may be mutually converted to accommodate interested candidates.

**14. 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 based on 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 issued by the CMO of the district hospital.

- 15. Formats for various certificates to be uploaded (as applicable) for Online document Verification at the University.** All the formats of certificates are available on Admission Website <https://hbtu.admissions.nic.in> and University website [www.hbtu.ac.in](http://www.hbtu.ac.in).

**16. Formula for Rank Calculation / Merit List preparation using CUET (UG)-2026result:**

For admission to **Bachelor of Business Administration Program** at HBTU Kanpur, the Merit list will be **prepared by using** the normalised score obtained by candidates in prescribed domain specific subject i.e. **Subject Code:** Accountancy / Bookkeeping-**301** OR Business Studies-**305** OR Economics / Business Economics-**309** OR General Test-**501**.

**Formula-**

- **Rank 1 will be given to the candidate with Highest Normalized Score.**
- Rank will be determination by normalized score obtained in **Subject Code:** Accountancy / Bookkeeping-**301** OR Business Studies-**305** OR Economics / Business Economics-**309** OR General Test-**501**.

**Tie breaking in case of Equal Normalized Scores:**

If there is a tie in Normalised Scores obtained by two or more candidates, the order of merit of such candidates shall be decided in the following order:

1. If there is a tie break, then Rank will be determined by the total marks in 10+2. The candidate with greater total marks will get better Rank.
  2. If still there is a tie break, then, Rank will be determined by **age of the candidate**. The older candidate will be given better rank compared to younger one.
- 17. University reserves the right to modify the Guidelines as and when required. So candidates are advised to regularly visit the websites for any update/modification.**

**Table 1: Stepwise Online counselling procedure and Fee deposition for Bachelor of Business Administration Program**

<b>STEP 1</b>	Online Registration at <a href="https://hbtu.admissions.nic.in">https://hbtu.admissions.nic.in</a> & Deposit Registration Fee of Rs. 2500=00 (Non Refundable)
<b>STEP 2</b>	<b>FIRST ROUND COUNSELLING STARTS AFTER THE DISPLAY OF SEAT ALLOTMENT RESULT</b>
<b>2.1</b>	2.1.1 : View Result 2.1.2 : If Seat is allotted, upload all relevant documents for online verification.
<b>2.2</b>	2.2.1 : <b>After Successful Document Verification, deposit Annual Academic Fee Rs. 80,000=00.</b>
<b>2.3</b>	<b>2.3.1: Withdrawal / Cancellation</b> 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. • <b>Refund will be made in due course of time as per refund policy.</b>
<b>STEP 3</b>	<b>SECOND ROUND COUNSELLING STARTS AFTER THE DISPLAY OF SEAT ALLOTMENT RESULT</b>
<b>3.1</b>	3.1.1: View Result 3.1.2: If Seat is allotted, upload all relevant documents for online verification. 3.1.3: <b>After Successful Document Verification, deposit Annual Academic Fee Rs. 80,000=00.</b>
<b>3.2</b>	<b>3.2.1: Withdrawal / Cancellation</b> If candidate opts for Withdrawal option or fails to satisfy any of the above activity in stipulated time, then the candidate will automatically be out of counselling process. • <b>Refund will be made in due course of time as per refund policy.</b>
<b>STEP 4</b>	<b>THIRD ROUND COUNSELLING STARTS AFTER THE DISPLAY OF SEAT ALLOTMENT RESULT</b>
<b>4.1</b>	4.1.1: View Result 4.1.2: If Seat is allotted, upload all relevant documents for online verification. 4.1.3: <b>After Successful Document Verification, deposit Annual Academic Fee Rs. 80,000=00.</b>
<b>4.2</b>	<b>4.2.1: Withdrawal / Cancellation</b> If candidate opts for Withdrawal option or fails to satisfy any of the above activity in stipulated time, then the candidate will automatically be out of counselling process. • <b>Refund will be made in due course of time as per refund policy.</b>
<b>STEP 5</b>	<b>Do Academic Registration on University ERP</b>

**Note:**

1. Online counselling process is a time bound process. Candidates are advised to do the needful strictly within the time frame given for the activity. Otherwise, the Candidate will automatically be out of counselling process.
2. Candidates are further advised to visit University Website: [www.hbtu.ac.in](http://www.hbtu.ac.in) or <https://hbtu.admissions.nic.in> regularly for timely update.

## REFUND POLICY

If the student chooses to withdraw from the programme in which he/she is enrolled, the University will follow the rules as per the University/UGC norms-

- According to UGC rules, if a student cancels his/her admission **before the formally notified last date of admission**, the university will deduct **Rs. 5000 as processing charges**, and the rest of the money will be refunded.
- In case of student withdraws after the notified last date of admission, the refund of fees will be as per the following table:-

Sr. No	Percentage of Refund of Fees (including processing Fee)	When You withdraw Admission
1.	80%	15 days or less after the formally notified last date of admission
2.	50%	More than 15 days but less than 30 days from the formally notified last date of admission.
3.	0%	More than 30 days after the formally notified last date of admission.

### Important Note:

- *All refunds will be processed after the last date of Admissions for session 2026-27.*
- *Please fill all the BANK ACCOUNT related information VERY CAREFULLY for timely refund.*
- *If the refund gets stuck or goes to the wrong account due to the incorrect/wrong information furnished by the candidate, then the University will not be responsible.*
- *All requests regarding withdrawal process and admission fee refund must be communicated through [refunds@hbtu.ac.in](mailto:refunds@hbtu.ac.in). Communication via other means will not be acceptable.*

**Table 2: Tentative Schedule / Timeline for Online Counselling for admission to Bachelor of Business Administration Program at HBTU, Kanpur for Session 2026-27**

Sl. No.	Activity	Sub Activity	Dates
1.	Online Registration	Online Registration & Fee Payment & Online Choice filling and Choice locking	To be announced soon
2.	1 <sup>st</sup> Round Counselling	1 <sup>st</sup> Round Seat Allotment	To be announced soon
		View Result	
		➤ Online Document Submission & Verification, Response by candidate to query (if required)	
		➤ After successful document verification Deposit Full Academic Fee.	
		Withdrawal	
3.	2 <sup>nd</sup> Round Counselling	2 <sup>nd</sup> Round Seat Allotment	
		View Result	
		➤ Online Document Submission & Verification, Response by candidate to query (if required)	
		➤ After successful document verification Deposit Full Academic Fee.	
		Withdrawal	
4.	3 <sup>rd</sup> Round Counselling	3 <sup>rd</sup> Round Seat Allotment	
		View Result	
		➤ Online Document Submission & Verification, Response by candidate to query (if required)	
		➤ After successful document verification Deposit Full Academic Fee.	
		Withdrawal	
5.	<b>Additional Round and Offline-On campus (Spot) counselling</b>	<b>Guidelines will be issued later (if required)</b>	

**\*Important Note:** In case of vacant seats, the University Entrance Test (UET) 2026 for admission to the BBA programme will be conducted for candidates who have not appeared in CUET (UG)-2026.

**\*Important Note:** All activities are to be completed in time bound manner so candidates are advised to do the needful within the time/ date specified. Any inaction on the part of the candidate will lead to the cancellation of allotted seat.

**TABLE 3: FEE STRUCTURE FOR BACHELOR OF BUSINESS ADMINISTRATION PROGRAM FOR SESSION 2026-27**

S. No.	Particular	Fee in (Rs.)
<b>A</b>	Tuition Fee	35000.00
<b>B</b>	<b>Other than Tuition Fee</b>	
(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)	<b>Other Charges</b>	
	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
	<b>Grand Total (A+B)</b>	<b>80,000.00</b>

**Note:**

1. Online counselling process is a time bound process. Candidates are advised to do the needful strictly within the time frame given for the activity. Otherwise, the Candidate will automatically be out of counselling process.
2. Candidates are further advised to visit University Website: [www.hbtu.ac.in](http://www.hbtu.ac.in) or <https://hbtu.admissions.nic.in> regularly for timely update.

**Table 4: LIST OF DOCUMENTS FOR BBA. PROGRAMS FOR SESSION 2026-27**

Sl. No.	List of documents
1.	CUET (UG) Score Card 2026
2.	10 <sup>th</sup> Certificates & Marksheets
3.	12 <sup>th</sup> Certificates & Marksheets
4.	Category Certificate : SC / ST and EWS/OBC certificate on or after 01.04.2026
5.	Sub Category Certificate (if required)
6.	Domicile Certificate (if required)
7.	Medical Certificate

**SEAT MATRIX FOR BACHELOR OF BUSINESS ADMINISTRATION PROGRAM : 2026-27 AT HBTU, KANPUR**

BRANCH	Open					Other Backward Class					Schedule Caste					Schedule Tribe					Economically Weaker Section					Total Seats
	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	
Bachelor of Business Administration	32	10	2	2	2	22	6	2	0	2	16	6	2	0	2	2	0	0	0	0	10	2	0	0	0	120