



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
Since 1921



2ND OFFLINE ON-CAMPUS COUNSELLING

(SPOT COUNSELLING) – SESSION 2026-27

Detailed Point-wise Guidelines for Admission to BBA Programmes

Counselling Date	14 th September 2026 (Monday)	Reporting Time	10:00 AM
Venue	Radhakrishnan Auditorium, HBTU East Campus, Kanpur Nagar	Reporting End	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.

WHO CAN PARTICIPATE:

- Candidates having a valid CUET UG-2026 score 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.
- Earlier registered candidates who are otherwise eligible must complete the fresh/spot counselling registration process and submit registration fee.

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Candidates already admitted in an earlier counselling round and who have not withdrawn from that admission cannot participate in the Offline On-Campus Spot Counselling.

1. ADMISSION OVERVIEW

- Applications are invited for admission to vacant seats in BBA programmes of HBTU Kanpur for the academic session 2026-27 through Offline On-Campus (Spot) Counselling.
- Admission / Information Portal: <https://erp.hbtu.ac.in/HBTUAdmissions.aspx?CourseID=12>
- Candidates must verify their academic eligibility, domicile status, applicable reservation category and required certificates before submitting the online registration form.

4. Registration or document verification does not guarantee admission. Seat allotment will depend upon CUET (UG)-2026 merit, eligibility, category rules and seat availability.
5. The notified vacant-seat position will be tentative and may increase or decrease due to withdrawals received up to the counselling date.

2. ACADEMIC ELIGIBILITY

1. The candidate must have passed the 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.
2. Minimum aggregate marks: 55%. Minimum aggregate for SC / ST / OBC-NCL / PwD candidates: 50%.
3. All other eligibility conditions prescribed for appearing in CUET (UG)-2026 shall also be applicable.
4. 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).

5. 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.
6. 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.

3. DOMICILE / HOME STATE ELIGIBILITY

1. 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.
2. 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.
3. Wards of Defense 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.
4. Reserved-category candidates must produce the applicable category certificate issued by the competent authority.

4. ONLINE REGISTRATION

1. **Registration window: 09 September 2026 to 13 September 2026, up to 11:59 PM.**
2. Spot Counselling Registration Link: <https://erp.hbtu.ac.in/HBTUAdmissions.aspx?CourseID=12>
3. **The online registration fee is Rs. 2,500/- and is non-refundable.**
4. The candidate should print the submitted application form and fee receipt and bring both documents to the counselling venue.

5. REPORTING AND COUNSELLING FLOW

Step 1	Report at Radhakrishnan Auditorium, HBTU East Campus, Kanpur Nagar at 10:00 AM on 14th September 2026.
Step 2	Mark attendance and collect the counselling/document file from the Auditorium.
Step 3	Arrange photocopies in the order specified on the file cover and submit them for verification.
Step 4	Produce all original documents for document verification in the Auditorium.
Step 5	After successful verification, remain present for seat allotment from 2:00 PM onwards.
Step 6	On allotment of a seat, deposit the full academic fee immediately through one permitted payment mode.

6. MERIT AND SEAT ALLOTMENT RULES

1. Seat allotment will be carried out strictly on the basis of the CUET (UG)-2026 rank of the candidate, subject to applicable category rules and availability of seats.
2. Candidates must be physically present at the time of seat allotment. No seat will be allotted in the candidate's absence.
3. Candidates reporting late will be considered only against seats available at the time of their reporting.
4. The vacant-seat position is tentative and may change due to withdrawals or other admission-related processes.
5. Where eligible and interested candidates are unavailable in a reserved category, seat conversion shall be applied as per the University norms.
6. 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 CUET (UG) 2026 merit, eligibility, applicable rules and seat availability at the time of allotment.

7. DOCUMENTS REQUIRED AT THE TIME OF COUNSELLING

1. Printout of the online application form along with the registration-fee receipt of Rs. 2500/-.
2. **CUET (UG) 2026** Rank Card.
3. 10+2 / Intermediate marksheet as proof of the qualifying examination.
4. High School certificate as proof of date of birth.
5. Category certificate, wherever applicable: SC / ST / OBC-NCL (issued after 01 April 2026) / EWS (issued after 01 April 2026).
6. Uttar Pradesh domicile / permanent residence certificate, wherever applicable, particularly where the qualifying examination was passed from outside Uttar Pradesh.
7. Gap-period affidavit, wherever applicable.
8. Aadhaar Card.
9. Two recent passport-size colour photographs.
10. Prescribed medical fitness / handicapped certificates, wherever applicable.

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

8. ACADEMIC FEE STRUCTURE

S. No.	Particular	Fee (Rs.)
A	Tuition Fee	35,000
B	Other than Tuition Fee	
(i)	Registration, Examination & Certification	10,000
(ii)	Facility Fee	17,000
(iii)	Medical Fee	3,000
(iv)	Training & Placement Fee	2,500
(v)	Activity Charges	3,000
(vi-a)	Caution Money	5,000
(vi-b)	University Alumni Fund	1,500
(vi-c)	Student Aid Fund	1,500
(vi-d)	Contingency & Miscellaneous Charges	1,500
	Total: Other than Tuition Fee	45,000
	Grand Total (A + B)	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.
- Online payment. Candidates should check the one-time transaction limit of their debit card, credit card, bank account or other permitted online facility in advance.
- Cash payment at the specified University counter, subject to the notified arrangement.

PAYMENT CONDITION: The full academic fee mentioned Rs. 80000/- must be deposited through any one permitted mode. Partial payment is not allowed.

9. IMPORTANT INSTRUCTIONS FOR CANDIDATES

1. Report at **Radhakrishnan Auditorium, HBTU East Campus, Kanpur Nagar** on 14th September 2026 at 10:00 AM. No candidate will be allowed to participate after 12:00 Noon.
2. Physical presence of the Candidate is compulsory for attendance, document verification and seat allotment.
3. Document verification will be carried out in the Auditorium before seat allotment.
4. Seat allotment will commence from 2:00 PM onwards on 14th September 2026.
5. Candidates must remain available at the venue with original documents and full academic fee before the allotment process begins.
6. All activities are time-bound. Failure to complete any required activity within the stipulated time as notified time may lead to cancellation of the allotted seat.
7. Candidates should regularly visit the University website for admission notices and updates.
8. **University Website:** www.hbtu.ac.in

10. COMPLETE ACTIVITY SCHEDULE

Sl. No.	Activity	Point-wise Details	Date / Time
1	Online Registration & Fee Payment	• Register through the notified spot-counselling portal. • Pay Rs. 2,500/- as non-refundable registration fee.	09 September 2026 to 13 September 2026 (up to 11:59 PM)
2	Reporting & Attendance	• Report at Radhakrishnan Auditorium, HBTU East Campus, Kanpur Nagar. • Mark attendance and collect the counselling file from the Auditorium. • Late reporting will be considered only against seats available at the time of reporting.	14 th September 2026 10:00 AM Entry permitted up to 12:00 Noon
3	Document Verification	• Arrange photocopies as listed on the file cover. • Produce all original documents and one self-attested photocopy set. • Verification will be carried out in the Auditorium.	14 th September 2026 Before seat allotment
4	Seat Allotment	• Allotment will be strictly on CUET (UG) 2026 CRL merit. • Physical presence of the candidate is compulsory. • Seat allotment will be completed on the same day.	14 th September 2026 From 2:00 PM onwards
5	Academic Fee Deposition	• Deposit the full academic fee immediately after allotment. • Payment must be made through one permitted mode; partial payment is not allowed.	At the time of seat allotment
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.			

11. GENERAL CONDITIONS

1. Admission to HBTU Kanpur implies acceptance by the candidate and the parent/guardian of all University rules, regulations, fee provisions and other conditions, including subsequent amendments.
2. If any document, certificate or declaration is found false at any stage, the admission will be cancelled and legal action may be initiated as per law.
3. 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.
4. All legal disputes shall be subject to the jurisdiction of Kanpur courts only.
5. Formats of prescribed certificates, wherever applicable, should be downloaded from the University/admission website and completed before reporting.
6. All information regarding 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 ready and arrange the complete academic fee before seat allotment begins.