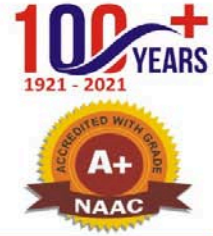




हरकोर्ट बटलर प्राविधिक विश्वविद्यालय
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Guidelines for Admission in MBA Program at HBTU, Kanpur Academic Session 2025-26

1. Applications for admission to Two Years Master of Business Administration (MBA) Programme at HBTU, Kanpur are invited for the session 2025-26. Online Registration and Fee Payment of Rs. 2500/- (Non-refundable) can be made Online through the website: <https://erp.hbtu.ac.in/MBA.aspx>
2. All eligible Indian residents may apply for MBA program. There is no upper age limit for the candidate seeking admission to the MBA program at HBTU, Kanpur.
3. 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.
4. 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.
5. **Eligibility Criteria**
 - Bachelor's 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 **55% (50% for SC / ST / OBC-NCL / PwD candidates)**.
 - Valid scores in CAT 2024/CMAT 2025/AIMA-MAT-2024-25/ CUET-PG 2025/UET-2025
6. If the result of the undergraduate examination / qualifying examination has not been declared till the date of document verification due to any reason, whatsoever, the candidate shall be eligible for provisional admission only and final admission would be subject to fulfilment of all the eligibility criteria.

7. If any document / declaration submitted by the candidate are 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. Candidates who have been awarded grades in the qualifying examinations are required to present conversion formula for equivalent percentage of marks from University / Institute.
10. Academic Fee for admission in MBA Program is Rs. **1,30,000=00. (Rs. One Lakh Thirty Thousand Only)** for session 2025-26.
11. 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 further round of counselling.
12. All the information in connection with Master of Business Administration Admission 2025 shall be made available through the admission website: <https://hbtu.ac.in> .The candidates are advised to visit these websites regularly. The candidates must ensure their eligibility for admission to MBA program at HBTU Kanpur while applying. University will not be responsible for any error of judgement on the part of the candidate.

13. Admission Process

The Admission in the MBA Programme will be done in two phases.

Phase I:

[I] First Round Registration (CAT 2024/CMAT 2025/AIMA-MAT-2024-25):

A Candidate may register on <https://erp.hbtu.ac.in/MBA.aspx> by depositing online Registration Fee of **Rs. 2,500=00 (non-refundable)**. The candidate is advised to complete registration within stipulated time-slot.

[II] Document Verification

After registration, the Document Verification will be done in offline mode at HBTU Kanpur. Offline document verification will be done for CAT-2024/CMAT 2025/AIMA MAT 2024-25 candidates. If documents are found in order, then after Verification, the candidates will be allowed to participate in the counselling process.

[III] Partial Academic Fee deposition

After successful completion of document verification candidate has to deposit **Partial Academic Fee (Rs. 50,000/- and Rs. 35,000/- for SC/ST)** within stipulated time as defined by the University. The Partial Academic Fee deposition will be followed by the GD/PI (Group discussion and Personal interview) process.

[IV] Rank Preparation and First Round Result & Seat Allotment:

The rank of all the candidates will be prepared on the basis of score earned by the candidate in the respective examination and performance in the GD/PI. Separate ranks will be generated for CAT-2024, CMAT-2025, AIMA MAT 2024-25, candidates (**Weightage of valid score and GD / PI will be 75% and 25% respectively**) and preference will be given in sequence to CAT-2024, CMAT-2025, AIMA MAT 2024-25 score card holders.

- i. In case of tie after above step, higher aggregate percentage of Graduation will be given better rank.
- ii. In case of tie after above steps, older candidate will be given better rank compared to younger one.
- iii. The First Round result will be declared on the Rank basis. If Seat is allotted, candidate has to deposit **Balance Academic Fee** (Rs. 80,000/- and Rs.95,000/- for SC/ST). If seat is not allotted candidate will wait for second round of counselling.
- iv. If the candidate is not interested to further participate in counselling process, he may exercise **'WITHDRAWAL OPTION'**
- v. If withdrawal option is exercised after the allotment of seat, in such case, a sum of Rs. 5,000=00 will be deducted from his / her **Partial Academic Fee** and the balance amount will be refunded to the candidate in due course of time.

[V]Second Round Registration (CAT 2024/CMAT 2025/AIMA-MAT-2024-25/ CUET-PG 2025/UET-2025*):

A Candidate may register on <https://erp.hbtu.ac.in/MBA.aspx> by depositing online Registration Fee of **Rs. 2,500=00 (non-refundable)**. The candidate is advised to complete registration within stipulated time slot.

(*University Entrance Test (UET-2025) registration is open for those candidates who have not appeared in any above-mentioned examination. University Entrance Test (UET-2025) will be conducted after 3rd round of counselling. If the seats remain vacant after three round of counselling then on the basis of UET-2025 score candidates will be called in Phase 2, offline counselling.)

[VI] Document Verification

After registration, the Document Verification will be done in offline mode at HBTU Kanpur. Offline document verification will be done for CAT-2024/CMAT 2025/AIMA MAT 2024-25/CUET PG 2025 candidates. If documents are found in order, then after Verification, the candidates will be allowed to participate in the counselling process.

[VII] Partial Academic Fee deposition

After successful completion of document verification candidate has to deposit **Partial Academic Fee (Rs. 50,000/- and Rs. 35,000/- for SC/ST)** within stipulated time as defined by the University. The Partial Academic Fee deposition will be followed by the GD/PI (Group discussion and Personal interview) process. In case of non-allotment of seat the partial Academic Fee will be refunded, else student can wait for further counselling round.

[VIII] Rank Preparation and Second Round Result & Seat Allotment:

The rank of all the candidates will be prepared on the basis of score earned by the candidate in the respective examination and performance in the GD/PI. Separate ranks will be generated for CAT-2024, CMAT-2025, AIMA-MAT 2024–2025, CUET PG 2025 candidates (**Weightage of valid score and GD / PI will be 75% and 25% respectively**) and preference will be given in sequence to CAT-2024, CMAT-2025, AIMA-MAT 2024–2025, CUET PG 2025 score card holders.

- i. In case of tie after above step, higher aggregate percentage of Graduation will be given better rank.
- ii. In case of tie after above steps, older candidate will be given better rank compared to younger one.
- iii. The First Round result will be declared on the Rank basis. If Seat is allotted, candidate has to deposit **Balance Academic Fee** (Rs. 80,000/- and Rs.95,000/- for SC/ST).
- iv. If the candidate is not interested to further participate in counselling process, he may exercise '**WITHDRAWAL OPTION**'
- v. If withdrawal option is exercised after the allotment of seat, in such case, a sum of Rs. 5,000=00 will be deducted from his / her **Partial Academic Fee** and the balance amount will be refunded to the candidate in due course of time.

[IX] Third Round Result & 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. Similar to second round of counselling seats will be allotted in this round.

- i. If Seat is allotted, candidate has to deposit **Balance Academic Fee** (Rs. 80,000/- and Rs.95,000/- for SC/ST).
- ii. If seat is not allotted then Partial Academic Fee will be refunded in due course of time.

- iii. If withdrawal option is exercised a sum of Rs. 5,000=00 will be deducted and the balance amount will be refunded to the candidate in due course of time.

Phase II: Offline Counselling

If seats are vacant after phase-I, the University will conduct University Entrance Test 2025 (For Registered Candidate in UET-2025) at HBTU Kanpur. Guidelines for this offline counseling will be notified separately by the University.

14. Reservation of Seats

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 <https://www.hbtu.ac.in>. These formats are subject to change as per the orders of Govt. of Uttar Pradesh. **The certificate for OBC candidates should be issued on or after 01.04.2025 (mandatory condition for non-creamy layer for OBC candidates).**

Candidates from other than Uttar Pradesh states will get vertical reservation only (No Horizontal reservation). They are required to submit reserve category certificate issued by the Central Government.

a) Vertical Reservation:

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

b) Horizontal Reservation (Sub-categories):

(Applicable to candidates / parents with UP Domicile as defined above)

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 permanent resident of U.P. and posted outside U.P.	UPAF	05%
c. Handicapped / Disabled persons of U.P.	UPHC	05%
d. Girls of U.P.	UPGL	20%

- c) The candidates can be given only one type of horizontal reservation out of UPFF / UPAF / UPHC (*Certificate no. 4, 5 & 6 respectively*). **However, the Girl candidates can also claim for any one of UPFF / UPAF / UPHC along with UPGL.**
- d) **Economically Weaker Section (EWS) Reservation.**
Candidates who wish to avail the benefit of EWS reservation **must not be covered** under the existing scheme of reservation for the Scheduled Castes, Scheduled Tribes and the Other Backward Classes. They must submit the Certificate No. 12 **issued on or after 01.04.2025** by the Government Official not below the rank of Tehsildar to claim the benefit.
- 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 formats provided. These certificates should be uploaded for 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 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 Entrance Examination.
- h) Benefits of UPGL subcategory will automatically be given to all eligible female candidates.
- i) Other state candidates (Other than UP) will be allowed only vertical reservation as per Central Government List.

15. 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 on the basis of 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 issue by CMO of the district.

Note: Formats for various certificates to be uploaded (as applicable) for Document Verification is available on University website **www.hbtu.ac.in**.

University reserves the right to modify the Guidelines as and when required.

TABLE 1: SEAT MATRIX FOR ADMISSION TO MBA PROGRAM FOR SESSION 2025-26

Branch	Sanctioned Intake
MBA	240
	66
	20
	4
	2
	4
	45
	13
	3
	1
	3
	33
	10
	3
	1
	3
	4
	1
	0
	0
	0
	17
	5
	0
	1
	1
	240

Table2: Stepwise Online counseling procedure

Phase One

Sl. No.	Activity	Sub Activity	Dates	
1.	Round One Registration	Registration & Fee Payment for CAT-2024,CMAT 2025, AIMA-MAT- 2024-25 (https://erp.hbtu.ac.in/MBA.aspx) (Rs.2500/-non-refundable)	27 March, 2025 (Thursday)-12 April 2025 (Saturday)	
	Document Verification for CAT-2024, CMAT 2025, AIMA-MAT-2024-25, and GD/PI	Offline Mode at HBTU Kanpur <ul style="list-style-type: none"> An email will be sent to the candidate's registered email ID for document verification and GD&PI, along with the scheduled date. Document verification should be completed within the stipulated time period. If there is any discrepancy in the uploaded documents, it must be resolved by the candidate within the stipulated time period. 	15 April, 2025 (Tuesday) – 17April, 2025 (Thursday)	
		<ul style="list-style-type: none"> All those who are eligible after document verification will deposit Partial Academic Fee Rs.50,000/- (for GEN / OBC) and Rs. 35,000/- (for SC/ST). After fee deposition candidate will appear in GD/PI in the University. 	18 April, 2025 (Friday) – 23 April, 2025 (Wednesday)	
		1st Round Seat Allotment Result		24 April 2025 (Thursday)
		<p>If Seat is allotted, deposit Balanced Academic Fee Rs. 80,000/- (for GEN/OBC) and Rs. 95,000/- (for SC/ST), If seat is not allotted candidate will wait for second round of counseling.</p> <p style="text-align: center;">OR</p> <p>Withdrawal 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 counseling process. After deduction of Rs. 5000/- from partial Academic Fee, remaining amount will be refunded in due course of time.</p>		25 April, 2025 (Friday) - 30 April, 2025 (Wednesday)
2.	Round Two Registration	Registration & Fee Payment for CAT-2024,CMAT 2025, AIMA-MAT- 2024-25, CUET PG 2025, UET 2025* (https://erp.hbtu.ac.in/MBA.aspx) (Rs.2500/-non-refundable)	To be announced later	
	Document Verification for CAT-2024, CMAT 2025, AIMA-MAT-2024-25, CUET PG 2025, UET 2025* and GD/PI	Offline Mode at HBTU Kanpur <ul style="list-style-type: none"> An email will be sent to the candidate's registered email ID for document verification and GD&PI, along with the scheduled date. Document verification should be completed within the stipulated time period. If there is any discrepancy in the uploaded documents, it must be resolved by the candidate within the stipulated time period. 	To be announced later	
		<ul style="list-style-type: none"> All those who are eligible after document verification will deposit Partial Academic Fee Rs.50,000/- (for GEN / OBC) and Rs. 35,000/- (for SC/ST). After fee deposition candidate will appear in GD/PI in the University. 	To be announced later	
		2nd Round Seat Allotment Result		To be announced later
		<p>If Seat is allotted, deposit Balanced Academic Fee Rs. 80,000/- (for GEN/OBC) and Rs. 95,000/- (for SC/ST), If seat is not allotted candidate will wait for third round of counseling.</p> <p style="text-align: center;">OR</p> <p>Withdrawal 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.</p>		To be announced later

		After deduction of Rs. 5000/- from partial Academic Fee, remaining amount will be refunded in due course of time.	
	Round Three Registration	3rd Round Seat Allotment Result	To be announced later
		If Seat is allotted, deposit Balanced Academic Fee Rs. 80,000/- (for GEN/OBC) and Rs. 95,000/- (for SC/ST) , If seat is not allotted then Partial Academic Fee refunded in due course of time. OR Withdrawal 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. After deduction of Rs. 5000/- from partial Academic Fee, remaining amount will be refunded in due course of time.	To be announced later
Phase Two: Offline Counseling (If seats are vacant after 1st, 2nd & 3rd round of counseling)			
1	UET-2025 will be conducted by HBTU Kanpur		To be announced later
2	Guidelines will be announced after UET-2025 Examination For further admission process		

Table 3: Fee Structure for MBA admission 2025-26

Sr.	Particular	Fee in (Rs.)
1.	(A) Tuition Fee	70000.00
2.	(B) Other than Tuition Fee	
	(i) Registration, Examination & Certification	10000.00
	(ii) Facility	30500.00
	(iii) Medical Fee	3000.00
	(iv) Training & Placement	4000.00
	(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)	60000.00
3.	Grand Total (A+B)	1,30,000.00