हरकोर्ट बटलर प्राविधिक विश्वविद्यालय
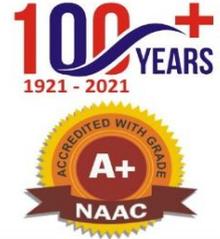नवाबगंज, कानपुर – 208002, उ.प्र., भारत
HARCOURT BUTLER TECHNICAL UNIVERSITY
NAWABGANJ, KANPUR - 208002, U.P., INDIA
(Formerly Harcourt Butler Technological Institute, Kanpur)
Phone : +91-0512-2534001-5, 2533812, website : http://www.hbtu.ac.in, Email : vc@hbtu.ac.in

100+ YEARS
1921 - 2021

A+ NAAC

GUIDELINES
FOR ADMISSION TO B. TECH. PROGRAMS, SESSION: 2025-26

1. **Admission to various B.Tech. programmes at HBTU, Kanpur will be through Online and Offline Counselling process for the session: 2025-26.**

2. Candidates are advised to **read the 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.

3. All the information in connection with B.Tech. Admission 2025 shall be made available through the **admission website: https://hbtu.admissions.nic.in and https://www.hbtu.ac.in. The candidates are advised to regularly visit these websites.** University will not be responsible for any loss to candidate due to the lack of communication.

4. The allotment of seats through counselling will be carried out **strictly on merit** in accordance with the **JEE (Main) 2025 CRL rank (All India Rank)** of the candidate subject to the order of choice preferences given by candidate for the seat and the availability of seat in that category.

5. **Academic Eligibility:**

   a) The candidate must have **clearly passed** Intermediate/ 10+2 **Qualifying Examination** from U.P. Board or its equivalent from any other recognized Board / University with a **minimum of five subjects in which Physics and Mathematics are compulsory subjects** along with any **one of the subjects** from **Chemistry / Bio-technology / Biology / Computer Science** as Technical Vocational subjects.

   b) Candidates must have passed with at **least 55% marks (50% for SC / ST / OBC-NCL / Persons with Disability (PwD) candidates) in aggregate in above three subjects.**

   c) In addition, all other eligibility conditions for appearing in JEE (Mains) -2025 Examination shall be applicable to the candidates.

6. **Domicile Requirement:**

   Home state seats-

   a) A Candidate who has passed the qualifying examination i.e. Intermediate/ 10+2 from Institution located in U.P. is eligible for counselling. Domicile certificate is not needed.

   b) A candidate who has passed qualifying examination from outside U.P., but his / her parents (Mother or Father) is / are Permanent Resident of U.P. is also eligible for admission on seats under Home Quota. In such cases, the candidate is required to submit **Permanent Residence Certificate** (Certificate No. 03 is required) **of U.P. of his / her parents (Father or Mother) issued on or after 01.04.2025.**

c) Candidates who are wards of Defence Personnel settled in U.P. or Posted in U.P. on the date of Entrance Examination of **JEE (Mains) 2025**, **Certificate No. 5** is required to claim the home state seat benefit.

<div align="center">or</div>

Candidates who are wards of Officers / Employees of All India Services belonging to U.P. Cadre are also eligible. They are required to submit **Certificate No. 10** to claim the benefit.

Other State Seats

d) **Any candidate and his/her parents are domicile of a State Other than U.P. and the candidate has passed 10+2 from an institution/ school outside Uttar Pradesh then these candidates** may seek admission against 5% supernumerary seats in each B.Tech. discipline. Please note: Other state candidates will be entitled to avail only vertical reservation (SC / ST / OBC-NCL) as per the Central Government List. (No sub-category reservation).

7. Candidates claiming advantage of reserved categories, sub-categories or any other benefits are required to indicate the same in the Online Registration Form. No document has to be submitted during online registration form filling stage. However, only those candidates to whom seat will be allotted have to bring the **original of these certificates** for physical document verification as per the schedule stated in table-1.

8. Formats for various certificates (as applicable) for Document Verification are enclosed with this guideline and are available on University website **www.hbtu.ac.in** and admission website **https://hbtu.admissions.nic.in**. **Note: Please read the format of these certificates; be careful with dates, recipient of certificate, issuing authority and other things mentioned on the certificates before getting it issued. Ex: The certificates for OBC candidates need to be issued on or <u>after 01.04.2025</u> (mandatory condition for non-creamy layer OBC candidates).**

9. In case, Board / University awards only grades for qualifying examination (10+2) without providing an equivalent percentage of marks, the candidate should obtain a certificate from the Board / University specifying equivalent marks before physical Document Verification scheduled time. In case, such a certificate is not shown by the candidate, the decision of the Admission Committee regarding his / her eligibility shall be final.

10. 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 Court only.

11. **Tuition Fee Waiver Scheme**

   Tuition Fee Waiver seats for financially weaker meritorious candidates are also available **in all B.Tech. programmes to the extent of a maximum of 5% of the approved intake** on supernumerary basis. **No tuition fee** will be charged from the candidates admitted against such seats. The candidates willing to avail this benefit of Tuition Fee Waiver Scheme must submit the required Certificate no. 11 at the time of Document Verification. Under this scheme, only **Tuition Fee of Rs. 75000=00 will be waived off** but all other charges will be payable. (Refer Table 2).

12. **Two Full Fee Waiver seats** are available in all B.Tech. programmes for SC / ST girls purely on merit basis. *Full Fee Waiver* will be granted after actual admission in the University.

13. Accepting admission in HBTU Kanpur implies the acceptance by the candidate and his / her parents 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.

14. **Category Definitions, Category Codes and the Certificate requirements**

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 eligible for admission to courses offered at HBTU, Kanpur under General (OPEN) category.

IMPORTANT: 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 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 parents (**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 for the son/ daughter of the following is relaxed and admission is permitted:

- Defence Personnel settled in Uttar Pradesh on the date of Entrance Examination of JEE (Mains)-2025 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 JEE (Mains) 2025. *(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 JEE (Mains) 2025.*(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**.

f) Candidates, who have passed the qualifying examination from an Institution located outside the State of Uttar Pradesh and applying for admission against the 5% supernumerary seats, also who do not claim any reserved category are eligible for admission to all the courses at HBTU, Kanpur against available General (OPEN) seats.

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

g) Candidates, who have passed the qualifying examination from an Institution located outside the State of Uttar Pradesh and applying for admission against the 5% supernumerary seats, also belong to Scheduled Caste (SC) / Scheduled Tribe (ST) / Other Backward Classes (Non Creamy Layer- NCL) of Central Government list are eligible for admission against available reserved seats of their category. Candidates from other states will get vertical reservation only (No Horizontal reservation). They are required to submit reserve category certificate issued by the Central Government.

[Respective Code: **OSSC / OSST / OSBC**] *Certificate No. 13 or 14, as applicable, is required.*

15. **Reservation of Seats**

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 <u>after 01.04.2025</u>** 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. The original of these certificates should be produced before the document verification officer during physical 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 of JEE (Mains) 2025.

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.

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 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.

17. **Detailed stepwise <u>Online & Offline Counselling Procedure</u>-**

    (Note: Read the instruction carefully. All steps are time bound as stated in Table- 1)

    [I]- Online Registration & Choice Filling:

    A Candidate may register on **https://hbtu.admissions.nic.in** by **depositing online Registration Fee of Rs. 2,500=00 (non-refundable).** After registration, the candidate will be required to fill the Choice Preferences.

    It is IMPORTANT for every candidate to **fill choice preferences very carefully** as it cannot be altered during next rounds of counselling and <u>this preference will be used during *Internal sliding*</u> at the End of three round of counselling, if candidate opts for the same.

    Note: The candidate is advised to complete Registration & Choice Filling within the stipulated time slot.

[II]- View First Round Seat Allotment Result, and proceed for offline document verification (*<u>only if seat is allotted</u>*) and pay full academic fee (if Freeze) or acceptance Fee (if Float)

   i. *Those candidates who **have been allotted seat** have to visit HBTU, Kanpur, UP with all relevant documents in original* (i.e. qualifying examination (10+2) mark sheet, age proof (10th pass Certificate), & category certificate. Income certificate and domicile certificate if required and requisite academic/ acceptance Fee amount etc.) for **Offline Document Verification** [Refer checklist on page 18].

ii. If a seat is allotted to the *candidate and he/she doesn't visit University* for Document Verification within prescribed date and time (**Table-1**), the allotted seat will **be cancelled** and the candidate will be out of counselling process.

iii. After *Successful document Verification*, the candidate will be allowed to further participate in the counselling process as-

- *If chosen FREEZE* option then the candidate **must deposit Full Academic Fee** of **Rs. 1,35,000=00 (one lakh thirty five thousand only)** in same day of document verification.
- **Candidates selected FREEZE option & after paying Full Academic Fee has to** *do registration on University ERP* **and give the choice Yes/ No for internal sliding** (see point no. VII on Page no. 9).
- *If chosen FLOAT* option then candidate must **deposit Seat Acceptance Fee** of Rs. **75,000=00** (for GEN / OBC) or **Rs. 40,000=00** (for SC / ST candidates) in same day of document verification and wait for the next round of seat allotment result.

Note:

- Non-deposition of Fee (Academic/ seat acceptance as per the case) will lead to cancellation of allotted seat. This seat will be considered vacant for next round of counselling.
- Candidates will be given Provisional admission letter after depositing full academic fee as proof of admission in University and for future reference.

v. If the *documents are not in proper format***,** then the candidate will be asked to submit proper document in prescribed date and time (the tentative **time line for each activity is mentioned in table-1**).

vi. Candidates must check the admission website and University website regularly for latest updates and notices.

vii. If candidate fails to produce proper document within prescribed time (table-1), the allotted seat will be cancelled and the candidate will be out of counselling process.

viii. If the candidate is not interested to further participate in counselling process, he/she may exercise *'WITHDRAW'* option (check table-1). In such cases, Seat Acceptance Fee and/ or the balance amount will be refunded as per Refund Policy.

Note: In case of no seat allotment-

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

[III]- Second Round seat allotment, view Result & document verification:

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

- The candidates will have to report university with all relevant documents in original (like qualifying examination (10+2) mark sheet, age proof (10th pass Certificate), and category certificate. Income certificate and domicile certificate if required and requisite academic/ acceptance Fee amount etc.) for **Offline Document Verification**. [Refer checklist on page 18]
- After successful document verification, all candidates have to either choose FREEZE or FLOAT option.
- For **FREEZE** option, pay Full Academic Fee i.e. **Rs. 1,35,000=00** and receive the provisional admission letter. After paying Full Academic Fee, candidate has to do registration on University ERP and give the choice Yes/ No for internal sliding (see point no. VII on Page 9).
- *If chosen FLOAT* option then candidate must **deposit Seat Acceptance Fee** of Rs. **75,000=00** (for GEN / OBC) or **Rs. 40,000=00** (for SC / ST candidates) in same day of document verification and wait for the next round of seat allotment result.

If the seat was allotted Earlier in First Round of counselling (documents verified earlier)-

- Candidates need not to report HBTU, Kanpur.
- If candidate is satisfied (i.e. the candidate gets the seat of their choice in this round of result), then they can choose 'FREEZE' option and pay balance academic Fee i.e. Rs. **60,000=00** [Rs. 1,35, 000=00 - 75,000=00] (for GEN / OBC) or **Rs. 95,000=00** [Rs. 1,35,000=00 – 40,000=00] for SC / ST candidates. Candidate can now pay online using his/her login id and download the provisional admission letter within stipulated time.
- If candidate selected FREEZE option then after paying Full Academic Fee he/she has to do registration on University ERP and give the choice Yes/ No for internal sliding (see point no. VII on Page 9).
- Candidates not satisfied and have chosen FLOAT option can wait for result of next round or can WITHDRAW.
- Candidates choosing WITHDRAW option have to **mandatorily fill** WITHDRAWAL FORM using their login-id for refund.

[IV]- THIRD Round seat allotment, view Result & document verification:

*If the seat is allotted to the candidate **first time** in this third Round -*

- The candidates will have to report university with all relevant documents in original (like qualifying examination (10+2) mark sheet, age proof (10th pass Certificate), and category certificate. Income certificate and domicile certificate if required and requisite academic fee for **Offline Document Verification** [Refer checklist on page 18].

- After successful document verification, all candidates have to either choose FREEZE or WITHDRAW (**No FLOAT option is available in this round**).
- For **FREEZE** option, pay Full Academic Fee i.e. **Rs.1,35,000=00** and receive the provisional admission letter. After paying Full Academic Fee he/she has to do registration on University ERP and give the choice Yes/ No for internal sliding (see point no. VII on Page 9).

If the seat was allotted in earlier Rounds of counselling-

- Candidate need not to report HBTU, Kanpur.
- If candidate is satisfied (i.e. the candidate gets the seat of their choice in this round of result), then they can choose 'FREEZE' option and pay balance academic Fee i.e. Rs. **60,000=00** [Rs. 1,35, 000=00 - 75,000=00] (for GEN / OBC) or **Rs. 95,000=00** [Rs. 1,35,000=00 – 40,000=00] for SC / ST candidates. Candidate can now pay online using his login id and download the provisional admission letter within stipulated time.
- If candidates selected FREEZE option then after paying Full Academic Fee he/she has to do R**egistration on University ERP** and give the choice **Yes/ No for internal sliding** (see point no. VII on Page 9).
- No FLOAT option is available. Candidates can withdraw from counselling process in this round by choosing WITHDRAW option. Candidates choosing WITHDRAW option have to mandatorily fill WITHDRAWAL FORM using their login-id for refund.

Important Instructions for candidates-

- o *All notices/ information will be uploaded on* **https://hbtu.admissions.nic.in** *or www.hbtu.ac.in.*
- o *Candidates must read the Admission Guideline carefully before participating in the Counselling process.* **Please note:** *slight changes in the guideline can be made in due course of time if necessary, so candidates are advised to regularly check the admission website, where it will be notified.*

o *During Registration Candidates **must** fill all the information including <u>branch choices</u> **VERY CAREFULLY**. Once filled and submitted no corrections will be permissible.*

o *Candidates are advised **to continuously check their status through their Login id** on the website (**https://hbtu.admissions.nic.in**) for giving timely response to queries raised by counselling team.*

o *Any missing information will be the sole responsibility of candidate.*

o *If the candidate gets the **seat of first choice**, he/ she will have only 'FREEZE' option and has to deposit Full Academic Fee **Rs. 1, 35,000=00** in stipulated time period. Non-deposition of fee will lead to cancellation of allotted seat. This seat will be considered vacant for next round of counselling.*

o *If candidate exercises '**FLOAT**' option, the candidate has to submit the Seat Acceptance Fee of Rs. **75,000=00** (for GEN / OBC) or **Rs. 40,000=00** (for SC / ST candidates) and will be allowed to have the present seat in hand with an option of upgrade it in the next round as per the preference given by the candidate during choice filling.*

o *Non deposition of Fee, or non-reporting for physical document verification as per schedule will lead to cancellation of allotted seat and the candidate will be out of counselling process.*

o *During University ERP Registration, choose the internal sliding option carefully as the candidate seat may get upgraded (as per the choices filled) or their category can also change. The **result of internal sliding will be final and cannot be changed**. So please do check the result of internal sliding.*

[V]- Fourth Round of counselling : Registration, Choice Filling & Seat Allotment

(*This <u>is fresh round of counselling where</u> new Registration & choice filling is allowed and will be after Internal sliding and will be on the vacant seats thus generated*)

- **Registration & choice filling**:

  i.   All the aspiring candidates who were *not registered earlier* in the first three round of counselling process can now register as fresh candidate by paying non-refundable registration Fee of Rs.2500/- (non-refundable) and fill their choices as per availability.

  ii. All those candidates who were *registered earlier* and no seat was allotted in any round can participate in third round **without paying registration Fee** and get option to modify their choice preferences.(previous Registration Fee detail is required)

  iii. All those candidates who were *registered earlier*, allotted seat but the seat got cancelled, **can Register only as fresh candidate** after paying the non-refundable Registration Fee of Rs. 2500/- and filling their choices as per availability.

  iv. Those candidates who have *registered earlier*, allotted seat, paid full academic fee, got admission and seat is not cancelled **cannot participate** in this round of counselling process.

- **Seat Allotment Result**

  If the seat is allotted

  - The candidates who have been allotted seat, have to visit HBTU, Kanpur with all relevant documents in original (i.e. qualifying examination (10+2) mark sheet, age proof (10th pass Certificate), category certificate. Income certificate and domicile certificate if required and requisite academic/ acceptance Fee amount etc.) for Offline Document Verification [Refer checklist on page 18].

  - After successful document verification, all candidates have to either choose FREEZE or FLOAT option.

  - For **FREEZE** option, pay Full Academic Fee for Fresh Candidate i.e. **Rs. 1,35,000=00**. Thereafter candidate has to do **Registration on University ERP and give the** choice Yes/ No for internal sliding (see point no. VII on Page 9).

- *If chosen FLOAT* option then candidate must **deposit Seat Acceptance Fee** of Rs. **75,000=00** (for GEN/ OBC) or **Rs. 40,000=00** (for SC/ ST candidates) in same day of document verification and wait for the next round of seat allotment result.
- 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 withdraw from counselling process in this round by choosing WITHDRAW option. Candidates choosing WITHDRAW option have to mandatorily fill WITHDRAWAL FORM using their login-id for refund.

Note: *In case of No seat allotment-*

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

[VI]- FIFTH Round seat allotment, view Result & document verification:

If the seat is allotted to the candidate first time in the Fifth Round -

- The candidates will have to report university with all relevant documents in original (like qualifying examination (10+2) mark sheet, age proof (10th pass Certificate), and category certificate. Income certificate and domicile certificate if required and requisite academic/ acceptance Fee amount etc.) for **Offline Document Verification** [Refer checklist on page 18].

- After successful document verification, all candidates have to either choose FREEZE or WITHDRAW (**No FLOAT option is available**).
- For **FREEZE** option, pay Full Academic Fee i.e. **Rs. 1,35,000=00** and receive the provisional admission letter. after paying Full Academic Fee has to do registration on University ERP and give the choice Yes/ No for internal sliding (see point no. VII on Page 9).

If the seat was allotted Earlier in Fourth Round of counselling-

- Candidates need not to report HBTU, Kanpur.
- If candidate is satisfied (i.e. the candidate gets the seat of their choice in this round of result), then they can choose 'FREEZE' option and pay balance academic Fee i.e. Rs. **60,000=00** [Rs. 1,35, 000=00 - 75,000=00] (for GEN / OBC) or **Rs. 95,000=00** [Rs. 1,35,000=00 – 40,000=00] for SC / ST candidates. Candidate can now pay online using his login id and download the provisional admission letter within stipulated time.
- If candidates selected FREEZE option, they have to pay balance Academic Fee, do Registration on University ERP and give the choice Yes/ No for internal sliding (see point no. VII on Page 9).
- Candidates can withdraw from counselling process in this round by choosing WITHDRAW option. Candidates choosing WITHDRAW option have to mandatorily fill WITHDRAWAL FORM using their login-id for refund.

[VII]- Online Registration on University ERP (Very Important Activity)

All candidates submitted full Academic Fee are essentially required to Register on University ERP to confirm their admission as well as give their choice *for Internal sliding* by choosing Yes/ No.

Note: This is an Important and mandatory activity required to be exercised by all the provisionally admitted candidates. Candidates **who will not Register on ERP** will be considered as not interested for Admission and his/her allotted seat will be cancelled.

Internal Sliding: It is a chance given to a candidate to upgrade his/ her allotted seat as per the choices filled while keeping the allotted seat in hand. In any of the rounds of Counselling, after choosing the FREEZE option, the candidate has to give his/her consent for the Internal sliding. The sliding will be done considering the branch choices filled during the registration process. If the candidate is satisfied with the Allotted Seat or his/her First Choice is allotted or do not want to participate in Internal Sliding *then Option NO* can be chosen, otherwise he/ she may *opt YES f*or a **chance to upgrade the seat**.

Note: Internal Sliding will be done based on the available vacant seats and considering the prefilled choice preference given by the candidate at the time of choice filling during Registration. Further during sliding Category Upgradation may take place.

[VIII]- Additional Round i.e. Offline In campus (Spot) counselling-

- This round of counselling is done on the Seats left after the completion of previous rounds of counselling process and publication of Internal sliding result.

- New candidates may REGISTER Online as fresh for the additional Round of counselling by paying a sum of Rs. 2500=00* **(Non-refundable).**

- All the candidates who have registered in earlier round of counselling but could not find a seat can register without paying again for the additional round of counselling (must provide proof of earlier registration fee payment).

- Offline In-Campus Counselling will be conducted at HBTU, Kanpur premises to fill the vacant seats if any. The dates of such counselling will be announced separately.

Stepwise Counselling Procedure and Fee deposition for B. Tech. programs

STEP 1	Online Registration at **https://hbtu.admissions.nic.in** & Deposit Registration Fee of Rs. 2500=00 **(Non Refundable)**
STEP 2	After registration fill the <u>branch choices</u> **VERY CAREFULLY** (**Note:** Choices once filled will be considered for the next rounds of the counselling and for Internal Sliding, No change in choice will be considered in between.)
STEP 3	**FIRST ROUND COUNSELLING STARTS AFTER THE DISPLAY OF SEAT ALLOTMENT RESULT**
3.1	3.1.1 : View Result 3.1.2 : If Seat is allotted, candidate has to visit HBTU, Kanpur for **Offline Document Verification** in prescribed time.
3.2	3.2.1 : **After Successful Document Verification** 3.2.2: **Choose any one of the following options: FREEZE or FLOAT** **If chosen FREEZE option (Confirmation of allotted seat)** • Deposit Full Annual Academic Fee i.e. **Rs 135,000=00** • **Do Academic Registration on University ERP** and wait for internal sliding (if upgradation option is choosen) **If Chosen FLOAT option (for next round of counselling)** • Deposit Seat Acceptance Fee i.e. Rs. 75,000=00 (for GEN / OBC) & Rs. 40,000=00 (for SC / ST candidates) • Wait for the next round of results
3.3	**3.3.1 : Withdrawal / Cancellation** : 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. • **Refund will be made in due course of time as per refund policy. Candidates have to fill the details for refund to the same login that is used for counselling process.**
STEP 4	**SECOND ROUND COUNSELLING STARTS AFTER THE DISPLAY OF SEAT ALLOTMENT RESULT**
4.1	4.1.1 : View Result 4.1.2 : If Seat is allotted in Second Round, candidate must visit University for **Offline Document Verification** in prescribed time. (If seat is allotted in earlier round and documents are already verified, do not visit University for document verification) 4.1.3: **After Successful Document Verification choose Freeze/ Float/Withdrawal option** 4.1.4: **If chosen FREEZE option :** • **Deposit Full Annual Academic Fee Rs 135,000=00** (for First time seat Allotment in Second round). • **Deposit Balance Annual Academic Fee** (for those who have deposit Seat Acceptance Fee in First Round) Rs. 60,000=00 (for GEN / OBC) & Rs. 95,000=00 (for SC / ST candidates) • **Do Academic Registration on University ERP** and give choice Yes/ No for internal sliding (for seat upgradation)

	4.1.5:	**If Chosen FLOAT option (for next round of counselling)**
		• **Deposit Seat Acceptance Fee i.e.** Rs. 75,000=00 (for GEN / OBC) & Rs. 40,000=00 (for SC / ST candidates). If already paid in First round then need not to be pay again. Wait for the next round of results
4.2	**4.2.1 : Withdrawal / Cancellation**	
	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. **Refund will be made in due course of time as per refund policy. Candidates have to fill the Withdrawal form for refund using the same login that is used for counselling process.**	
STEP 5	**THIRD ROUND COUNSELLING STARTS AFTER THE DISPLAY OF SEAT ALLOTMENT RESULT**	
5.1	5.1.1 :	View Result
	5.1.2 :	If Seat is allotted in this Round, candidate must visit University for **Offline Document Verification** in prescribed time. (If seat is allotted in earlier round and documents are already verified, do not visit University for document verification)
	5.1.3:	**After Successful Document Verification choose Freeze/Withdrawal option**
	5.1.4:	**No FLOAT option is available.**
	5.1.5:	**If chosen FREEZE option :**
		• **Deposit Balance Annual Academic Fee** (for those who have deposit Seat Acceptance Fee in First or Second Round) Rs. 60,000=00 (for GEN / OBC) & Rs. 95,000=00 (for SC / ST candidates)
		• **Deposit Full Annual Academic Fee Rs 135,000=00 (**for First time seat Allotment in Third round).
		• **Do Academic Registration on University ERP** and wait for internal sliding (if upgradation option is choose)
5.2	**5.2.1 : Withdrawal / Cancellation**	
	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.	
	Refund will be made in due course of time as per refund policy. Candidates have to fill the Withdrawal form for refund using the same login that is used for counselling process.	
5.3	**Declaration of Internal Sliding result**	
STEP 6	**FOURTH ROUND COUNSELLING STARTS AFTER THE DISPLAY OF INTERNAL SLIDING RESULT**	
6.1	6.1.1:	Online Fresh Registration at **https://hbtu.admissions.nic.in** & Deposit Registration Fee of Rs. 2500=00 **(Non Refundable)** (Candidates registered in earlier round and have not got any seat allotment can participate without paying Registration Fee. However, the candidates, who have got provisional admission, not withdrawn or their seat is not cancelled cannot participate in this round).
	6.1.2:	After registration fill the branch choices **VERY CAREFULLY** (**Note:** Choices once filled will be considered for seat allotment and for Internal Sliding, No change in choice will be considered in between)

6.2	6.2.1 : View Result
	6.2.2 : If seat is allotted, candidate will have to visit HBTU, Kanpur for **Offline Document Verification** in prescribed time.
	6.2.3 : **After Successful Document Verification: Choose Freeze / Float/Withdraw option**
	If Chosen FREEZE option
	• Deposit Full Annual Academic Fee i.e. **Rs. 1,35,000=00**
	If Chosen FLOAT option (for next round of counselling)
	• Deposit Seat Acceptance Fee i.e. Rs. 75,000=00 (for GEN / OBC) & Rs. 40,000=00 (for SC / ST candidates)
	Wait for the next round of results
	• **Do Academic Registration on University ERP** and wait for internal sliding (if upgradation option is chosen)
6.3	**6.3.1 : Choosing Withdrawal / Cancellation option:**
	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.
	Refund will be made in due course of time as per refund policy. Candidates have to fill the details for refund to the same login that is used for counselling process.
STEP 7	**FIFTH ROUND COUNSELLING STARTS AFTER THE DISPLAY OF SEAT ALLOTMENT RESULT**
7.1	7.1.1 : View Result
	7.1.2 : If Seat is allotted in this Round, candidate must visit University for **Offline Document Verification** in prescribed time. (If seat is allotted in Fourth round and document is verified earlier, candidate have to choose Freeze/ withdraw option through login only and act accordingly)
	7.1.3: **After Successful Document Verification: Choose Freeze /Withdraw option**
	7.1.4: **If chosen FREEZE option :**
	• **Deposit Balance Annual Academic Fee** (for those who have deposit Seat Acceptance Fee in Previous Round) Rs. 60,000=00 (for GEN / OBC) & Rs. 95,000=00 (for SC / ST candidates)
	• **Deposit Full Annual Academic Fee Rs 135,000=00** (for First time seat Allotment in this round).
	• **Do Academic Registration on University ERP** and wait for internal sliding (if upgradation option is chosen)
	7.1.5: **No FLOAT option is available.**
	7.1.6: **Choosing Withdrawal option:** Candidate can chose the Withdrawal option to be out of counselling process
STEP 8	**Declaration of Internal Sliding result**

Refund Policy:

A sum of Rs. 5000/- will be deducted as processing fee as per University norms in case of withdrawal after submitting Seat Acceptance Fee / Full Academic Fee. Other deductions will be as per UGC guidelines.

(Important Note:
- ➢ **All refunds will be processed after the last date of Admissions for session 2025-26**
- ➢ **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.)**

Table 1: TENTATIVE Schedule for Online Counselling for admission to first year B.Tech. programs at HBTU, Kanpur for session 2025-26

Sl. No.	Activity	Sub Activity	Dates
1.	Registration	Registration & Online Fee Payment Rs. 2500=00 [**Non-Refundable**] & Online Choice filling and Choice locking	**May 26, 2025 to June 20, 2025**
2.	1st Round Counselling	1st Round Seat Allotment	**To be announced later**
		View Result	
		The candidates allotted seat **will have to report** at HBTU Kanpur with all relevant original documents for Offline Document Verification.	
		After successful document verification- • if **FREEZE** option is chosen Deposit Full Academic Fee Rs. 1,35,000=00. • **Do Academic Registration on University ERP & wait for internal sliding (if upgradation option is chosen)** • if **FLOAT** option is chosen Deposit Seat Acceptance Fee Rs. 75,000=00 (for GEN / OBC) & Rs. 40,000 (for SC / ST candidates) and wait for next round result.	
		Withdrawal	
		Vacancy Reporting	
3.	2nd Round Counselling	2nd Round Seat Allotment	**To be announced later**
		View Result	
		The candidates allotted seat in this round only have to report university with all relevant documents for Offline Document Verification. (If seat is allotted in First round and document is verified successfully, candidate have to choose Freeze or Float option through login only and are not required to visit University)	
		After successful document verification, • For those candidates, first time seat is allotted, if FREEZE option is chosen, Deposit Full Academic Fee Rs.1,35,000=00. • If seat is allotted in this round only and **FLOAT** option is chosen Deposit Seat Acceptance Fee Rs. 75,000=00 (for GEN / OBC) & Rs. 40,000 (for SC / ST candidates) and wait for next round result. • For those candidate chosen Float option in Round 1, now if **FREEZE** option is chosen; deposit Balance Academic Fee Rs.60,000=00 (for GEN/ OBC) & Rs. 95,000=00 (for SC / ST candidates). • if Seat was allotted in Round 1 and FLOAT option was chosen the candidate may opt FLOAT option again through his/her login (need not to report at University). • Do Academic Registration on University ERP and wait for internal sliding (if upgradation option is chosen)	
		Withdrawal	
		Vacancy Reporting	

4.	3rd Round Counselling	3rd Round Seat Allotment	**To be announced later**
		View Result	
		If seat is allotted in this round only, the candidates will have to report university with all relevant documents for Offline Document Verification. (If seat is allotted in earlier round and document is verified successfully, candidate have to choose Freeze option through login only and are not required to visit University)	
		After successful document verification, • No FLOAT option is available • For those candidates, first time seat is allotted, if FREEZE option is chosen, Deposit Full Academic Fee Rs.1,35,000=00. • For those candidate chosen Float option in Round 1or 2, now if **FREEZE** option is chosen; deposit Balance Academic Fee Rs.60,000=00 (for GEN/ OBC) & Rs. 95,000=00 (for SC / ST candidates). • Do Academic Registration on University ERP and wait for internal sliding (if upgradation option is chosen)	
		Withdrawal	
		View Internal sliding result	
		Vacancy Reporting	
5.	4th Round Counselling	*FRESH Registration and choice filling* • Candidates not registered earlier can participate and Register fresh by paying non-refundable registration fee of Rs. 2500/-. Fill the choices Carefully as it will be used for seat allotment and internal sliding and cannot be modified once locked. • For detail information on 4th round Registration eligibility refer page 8 (V).	**To be announced later**
		4th Round Seat Allotment result	
		View Result	
		The *candidates allotted seat will have to report university* with all relevant documents for Offline Document Verification.	
		After successful document verification, • if **FREEZE** option is chosen; Deposit Full Academic Fee i.e. Rs 1,35,000=00. • if **FLOAT** option is chosen Deposit Seat Acceptance Fee Rs. 75,000=00 (for GEN / OBC) & Rs. 40,000 (for SC / ST candidates) and wait for next round result. • Do Academic Registration on University ERP and wait for internal sliding (if upgradation option is chosen)	
		Withdrawal	
		Vacancy Reporting	
6.	5th Round Counselling	5th Round Seat Allotment	**To be announced later**
		View Result	
		If seat is allotted in this round only, the candidates will have to report university with all relevant documents for Offline Document Verification. (If seat is allotted in	

		previous round and document is verified successfully, candidate have to choose Freeze option through login only and act accordingly)	
		After successful document verification, • For those candidates, first time seat is allotted, if FREEZE option is chosen, Deposit Full Academic Fee Rs.1,35,000=00. • For those candidate chosen Float option in Round 4, now if **FREEZE** option is chosen; deposit Balance Academic Fee Rs. 60,000=00 (for GEN/ OBC) & Rs. 95,000=00 (for SC / ST candidates). • No Float option is available in this round. Do Academic Registration on University ERP and wait for internal sliding (if upgradation option is chosen)	
		Withdrawal	
		View Internal sliding result	
		Vacancy Reporting	
7.	Additional round/ offline in campus Spot counselling (if required)		**To be announced later**
8.	Commencement of Classes		**To be announced later**

Important Notes:

- **The Tentative schedule will be NOTIFIED SHORTLY, so kindly visit admission website regularly for latest updates (https://hbtu.admissions.nic.in).**

- *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/delay on the part of the candidate will lead to the cancellation of allotted seat.*

- **Schedule may change in due course of time so kindly visit admission website regularly for latest updates (https://hbtu.admissions.nic.in).**

Checklist for offline document verification:

1. **Original Marksheet of class 10+2/ intermediate/ qualifying examination.**
2. **Original Class-X/ 10th certificate for date of birth proof.**
3. **Original category certificate. [SC/ST/OBC/EWS/PWD etc.]**
4. **Original certificate for domicile/ resident proof (as applicable).**
5. **Original income / tuition Fee waiver certificate (as applicable).**
6. **Original Sub category certificate (as applicable).**
7. **Medical certificate/ undertaking for medical fitness.**
8. **4 Passport size photographs**

9. **Self-attested photocopies of all the above relevant documents for submission**
10. **For full Academic/ acceptance Fee payment:**
    - **Cash**
    - **Demand Draft in the name of 'Finance Controller, HBTU Kanpur' (payable at Kanpur)**
    - **Online mode (Note: payment through credit card is not allowed)**

TABLE 2: FEE STRUCTURE FOR B.TECH. PROGRAMS FOR SESSION 2025-26

S. No.	Particular	Fee in (Rs.)
A	**Tuition Fee**	**75000.00**
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
Grand Total (A+B)		**1,35,000.00**

SEAT MATRIX FOR B.TECH. PROGRAM - 2025-26 AT HBTU, KANPUR

BRANCH_ABB	BRANCH	OPEN (40% seats)					Other Backward Class (27% seats)					Schedule Caste (21% seats)					Schedule Tribe (2% seats)					Economically Weaker Section (10% seats)					Total Seats	Tuition Fee Waiver (5% seats)	Other State candidates (5% supernumerary Seats)				Total available 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		TFW	OSNO	OSBC	OSSC	OSST	
CS	COMPUTER SCIENCE & ENGINEERING	20	6	2	0	2	14	4	1	1	1	10	3	1	1	1	1	0	0	0	0	5	1	0	0	1	75	3	2	1	0	0	81
IT	INFORMATION TECHNOLOGY	20	6	1	1	1	13	4	1	1	1	10	3	1	1	1	1	1	0	0	0	5	2	0	0	1	75	3	2	1	0	0	81
ET	ELECTRONICS ENGINEERING	20	6	2	1	1	13	4	1	1	1	10	3	1	0	1	1	1	0	0	0	5	1	0	0	1	74	3	2	1	0	0	80
EE	ELECTRICAL ENGINEERING	20	6	1	1	2	14	4	1	0	1	11	3	1	0	1	1	0	0	0	0	5	2	1	0	0	75	3	1	1	1	0	81
ME	MECHANICAL ENGINEERING	20	6	1	1	2	14	4	1	0	1	10	3	1	1	1	1	0	0	0	1	5	1	1	0	0	75	3	1	1	1	0	81
CE	CIVIL ENGINEERING	20	6	1	1	2	13	4	1	1	1	10	3	1	1	1	1	1	0	0	0	5	1	1	0	0	75	3	1	1	1	0	81
CH	CHEMICAL ENGINEERING	20	6	1	1	2	14	4	1	0	1	11	3	1	0	1	1	0	0	0	0	5	2	0	0	1	75	3	2	1	0	0	81
BE	CHEMICAL TECHNOLOGY (BIOCHEMICAL ENGINEERING)	16	5	1	0	1	10	3	0	1	1	8	3	1	0	0	1	0	0	0	0	5	1	0	0	0	57	3	1	1	1	0	63
FT	CHEMICAL TECHNOLOGY (FOOD TECHNOLOGY)	15	5	1	1	1	11	3	1	0	0	8	3	1	0	0	0	1	0	0	0	4	2	0	0	0	57	3	1	1	1	0	63
OT	CHEMICAL TECHNOLOGY (OIL TECHNOLOGY)	16	4	2	0	1	10	3	1	0	0	8	3	1	0	0	1	0	0	0	0	5	1	0	0	0	57	3	1	1	1	0	63
PT	CHEMICAL TECHNOLLOGY (PAINT TECHNOLOGY)	16	4	1	0	1	11	3	1	0	1	8	2	1	0	1	1	0	0	0	0	4	1	0	0	1	57	3	2	0	1	0	63
PL	CHEMICAL TECHNOLOGY (PLASTIC TECHNOLOGY)	16	4	1	0	1	11	3	1	0	1	8	3	0	0	1	0	1	0	0	0	4	1	0	1	0	57	3	2	0	0	1	63
LT	CHEMICAL TECHNOLOGY (LEATHER TECHNOLOGY)	8	3	1	0	0	6	2	0	0	0	5	0	0	0	0	1	0	0	0	0	1	1	0	1	0	29	1	1	0	0	0	31
	Total	227	67	16	7	17	154	45	11	5	11	117	35	11	4	9	11	5	0	0	1	58	17	3	2	5	838	37	19	10	7	1	912