

Guidelines for Admission in MBA Program at School of Entrepreneurship & Management HBTU, Kanpur for academic session 2023-24

1. The School of Entrepreneurship & Management at Harcourt Butler Technical University Kanpur invites applications for admission in two years Master of Business Administration (MBA) program, for the session 2023-24. Online Registration Fee Payment of Rs. 2500/- (Non- refundable) can be made from April 05, 2023 (Wednesday) to May 04, 2023 (Thursday midnight) for CAT applicants; from May 08,2023 (Monday) to June 30,2023 (Friday midnight) for CUET-PG 2023, AIMA-MAT- 2022-2023, CMAT-2023 applicants; from July 03,2023 (Monday) to July 20,2023 (Thursday midnight) for University Entrance Examination through the University website www.hbtu.ac.in or <https://erp.hbtu.co.in/MBA.aspx>
2. All eligible Indian residents may apply for MBA program. There is no upperage limit for the candidate seeking admission to the MBA program at HBTUKanpur.
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. Candidates seeking benefit of reservation are required to indicate the same in the Online Application Form. Original certificates are to be produced at the time of document verification along with one set of self-attested copies of each one of them. Formats for different certificates are available on the HBTU website. These formats are subject to change as per the orders of Govt. of Uttar Pradesh. Note that the OBC certificate for such candidates should be issued on or after 01.04.2023 (mandatory condition for non-creamy layer for OBC candidates). 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.
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 & final admission would be subject to fulfillment 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.

8. Candidates who have been awarded grades in the qualifying examinations are required to present conversion formula for equivalent percentage of marks from University / Institute. In absence of such conversion formula, the decision taken by the Admission Committee of HBTU Kanpur will be final.
9. Admission to MBA programs will be through valid CAT-2022 score. In case of non-availability of sufficient CAT qualified candidates, the vacant seats will be filled by non-CAT candidates based on performance in an Entrance Examination namely CUET-PG 2023, AIMA-MAT- 2022-2023, CMAT-2023, or University Entrance Examination followed by GD /PI (Online/offline).
10. Document verification for MBA Admissions will be conducted at HBTU Kanpur.
11. Academic fee for admission in MBA Program is **Rs. 1,20,000=00. (Rs. One Lakh Twenty Thousand Only)** for session 2023-24.
12. All the information / intimation related to MBA Admissions 2023-2024 will be made available on the University website www.hbtu.ac.in or <https://erp.hbtu.co.in/MBA.aspx> Candidates are advised to frequently visit the website for updates. HBTU Kanpur will not be responsible for the consequences to the candidates due to the lack of communication.
13. 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 candidates of waitinglist.
14. If a candidate fails to report for Registration on due date or leaves the University after completing all the formalities of admission or leaves the study midway, Academic Fee deposited by the candidates will be refunded as per AICTE/UGC Guidelines.

Admission Process for session 2023-2024

The admission process for academic session 2023-2024 is divided in three phases. The mandatory criteria for all three phases will be as specified below.

Mandatory Criteria for applying to MBA Program

- (a) 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 60% (55% for SC / ST / OBC-NCL / PwD) or a CPI of 6.0 (5.5 for SC / ST / OBC-NCL / PwD) on a scale of 10.
- (b) A valid score card in CAT 2022, CUET-PG 2023, AIMA-MAT- 2022-2023, CMAT-2023 or University Entrance Examination.

- (c) Candidates appearing for the final degree examination may also apply. Such candidates will be admitted provisionally. They must fulfill all the requirements of the qualifying degree at the time of joining the program.
- (d) 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.
- (e) In case of a tie, students with better performance in qualifying graduate examination will be preferred.

First Phase

The admission of students in the MBA program shall be based on CAT 2022 score, group discussions and personal interview (GD & PI). The candidates are required to fill application form as per the schedule and instructions notified by the university through its website (www.hbtu.ac.in).

Stage 01: Online submission of Application through website with registration fee of Rs.2500/-

Stage 02: Screening of applications, preparing shortlisted candidates list

Stage 03: Organizing Group Discussions and Personal Interview (GD &PI)

Stage 04: Declaration of selected candidates.

The Timeline for first phase is as below.

S.No.	Process	Date & Day
1	Online Application for CAT-2022 scorecard holders start	05 April 2023 (Wednesday)
2	Online Application for CAT 2022 scorecard holders Ends	04 May 2023(Thursday)
3	Declaration of candidates for GD / PI	08 May 2023 (Monday)
4	GD / PI for CAT applicants (Online/offline)	11 May (Thursday) to 13 May (Saturday) 2023
5	Declaration of shortlisted CAT Candidates for admission.	16 May 2023 (Tuesday)
6	Document verification & Admission Fee Deposition for CAT applicants	17 May (Wednesday) to 23 May 2023 (Tuesday)
7	Commencement of classes/Orientation	01 August 2023 (Tuesday)

Second Phase

The admission of students in the MBA program after the end of first phase shall be based on CUET-PG 2023, AIMA-MAT- 2022-2023, CMAT-2023 score, group discussions and personal

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

Stage 01: Online submission of Application through website with registration fee of Rs. 2500/-

Stage 02: Screening of applications, preparing shortlisted candidates list

Stage 03: Organizing Group Discussions and Personal Interview (GD &PI)

Stage 04: Declaration of selected candidates.

Selection Weightage for CUET-PG 2023 / CMAT-2023 / AIMA-MAT- 2022-2023 score card would be 75%. (All the three scorecards would be considered at par). Group Discussion & Personal Interview will have weightage of 25%.

The Timeline for Second phase is as below.

S.No.	Process	Date & Day
1	Online Application for CUET-PG-2023, CMAT-2023, AIMA-MAT-2022-2023 scorecard holders start	08 May 2023 (Monday)
2	Online Application for CUET-PG-2023, CMAT-2023, AIMA-MAT-2022-2023 scorecard holders ends	30 June 2023 (Friday)
3	List of CUET-PG-2023,CMAT-2023,AIMA-MAT-2022-2023 eligible candidates	03 July 2023 (Monday)
4	GD / PI for CUET-PG-2023, CMAT-2023, AIMA-MAT-2022-2023 eligible candidates. (Online/offline)	07 July - 08 July 2023 (Friday-Saturday)
5	Declaration of shortlisted CUET-PG-2023, CMAT-2023, AIMA-MAT-2022-2023 candidates for admission.	11 July 2023 (Monday)
6	Document verification & Admission Fee Deposition for CUET-PG-2023, CMAT-2023, AIMA-MAT-2022-2023 Candidates	12 July (Wednesday) to 18 July 2023 (Tuesday)
7	Commencement of classes / Orientation	01 August 2023 (Tuesday)

Third Phase

The third phase will only commence if there are vacant seats after the completion of first two phases of admission process. There will be four stages in this phase.

Stage 01: Online submission of Application through website with registration fee of Rs. 2500/-

Stage 02: Screening of applications, preparing shortlisted candidates list based on written test conducted by University.

Stage 03: Organizing Group Discussions and Personal Interview (GD &PI)

Stage 04: Declaration of selected candidates.

The Timeline for Third phase is as below.

S.No.	Process	Date & Day
1	Online Application for University Entrance Examination start.	03 July 2023 (Monday)
2	Online Application for University Entrance Examination ends.	20 July 2023 (Thursday)
3	University Entrance Examination	23 July 2023 (Sunday)
4	List of shortlisted University Entrance Examination candidates for GD/PI.	24 July 2023 (Monday)
5	GD / PI for University Entrance Examination candidates(Online/offline)	26 July (Wednesday)
6	Declaration of shortlisted University Entrance Examination candidates for admission.	27 July 2023(Thursday)
7	Document verification & Admission Fee Deposition for University Entrance Examination applicants	28 July (Friday) to 31 July 2023 (Monday)
8	Commencement of classes / Orientation	01 August 2023 (Tuesday)

Reservation of Seats

a) Vertical Reservation:

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

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%

*Candidates belonging to other states will be given only Vertical reservation (and no horizontal reservation).

TABLE 1: SEAT MATRIX FOR ADMISSION TO MBA PROGRAM FOR SESSION 2023-24

Master of Business Administration	BRANCH	
	240	Sanctioned Intake
66	OPNO	
20	OPGL	
4	OPAF	
2	OPFF	
4	OPPH	
44	BCNO	
13	BCGL	
3	BCAF	
1	BCFF	
3	BCPH	
35	SCNO	
10	SCGL	
3	SCAF	
1	SCFF	
3	SCPH	
3	STNO	
1	STGL	
0	STAF	
0	STFF	
0	STPH	
17	EWSNO	
5	EWSGL	
1	EWSAF	
0	EWSFF	
1	EWSPH	
240	Total Seats	

Consolidated timeline for all three phases of MBA admission process 2023-2024

S.No.	Process	Date & Day
<u>Phase one</u>		
1	Online Application for CAT-2022 scorecard holders start	05 April 2023 (Wednesday)
2	Online Application for CAT 2022 scorecard holders Ends	04 May 2023(Thursday)
3	Declaration of candidates for GD / PI	08 May 2023 (Monday)
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5	Declaration of shortlisted CAT Candidates for admission.	16 May 2023 (Tuesday)
6	Document verification & Admission Fee Deposition for CAT applicants	17 May (Wednesday) to 23 May 2023 (Tuesday)
7	Commencement of classes / Orientation	01 August 2023 (Tuesday)
<u>Phase Two</u>		
1	Online Application for CUET-PG-2023, CMAT-2023, AIMA-MAT-2022-2023 scorecard holders start	08 May 2023 (Monday)
2	Online Application for CUET-PG-2023, CMAT-2023, AIMA-MAT-2022-2023 scorecard holders ends	30 June 2023 (Friday)
3	List of CUET-PG-2023,CMAT-2023,AIMA-MAT-2022-2023 eligible candidates	03 July 2023 (Monday)
4	GD / PI for CUET-PG-2023, CMAT-2023, AIMA-MAT-2022-2023 eligible candidates. (Online/offline)	07 July - 08 July 2023 (Friday-Saturday)
5	Declaration of shortlisted CUET-PG-2023, CMAT-2023, AIMA-MAT-2022-2023 candidates for admission.	11 July 2023 (Monday)
6	Document verification &Admission Fee Deposition for CUET-PG-2023, CMAT-2023, AIMA-MAT-2022-2023 Candidates	12 July (Wednesday) to 18 July 2023 (Tuesday)
7	Commencement of classes / Orientation	01 August 2023 (Tuesday)

Phase Three

1	Online Application for University Entrance Examination start.	03 July 2023 (Monday)
2	Online Application for University Entrance Examination ends.	20 July 2023 (Thursday)
3	University Entrance Examination	23 July 2023 (Sunday)
4	List of shortlisted University Entrance Examination candidates for GD/PI.	24 July 2023 (Monday)
5	GD / PI for University Entrance Examination candidates (Online/offline)	26 July (Wednesday)
6	Declaration of shortlisted University Entrance Examination candidates for admission.	27 July 2023(Thursday)
7	Document verification & Admission Fee Deposition for University Entrance Examination applicants	28 July (Friday) to 31 July 2023 (Monday)
8	Commencement of classes / Orientation	01 August 2023 (Tuesday)