

BBDITM (054)/ BBDNIIT (056)

UPTAC-2024 Counseling Reporting Procedure for Reporting Of Candidates Selected Through UPTAC-2024

Step 1 For physical reporting to the College/ Institute, Proceed for respective Reporting Room of Main Block.

College	Category	Reporting Room No.	Floor
BBDITM (054)	General/OBC	511, 512, 513,516	4th
	SC/ST	514, 515	4th
BBDNIIT (056) (B.Tech., MBA, B.Pharm)	General/OBC	411, 412, 413	3rd
	SC/ST	414,415	3rd

Step 2: Procure admission form of the respective College/Institute from Account Section (Ground Floor of Main Block).

Step 3: Proceed for respective Reporting room for preparation of student's file.

Step 4: Prepared file of Candidate will be checked & signed by the Reporting Room Faculty Members. After this, the file will be sent to Control Room by Peon for verification and Candidate will be asked to wait outside the Account Section at Ground Floor of Main Block.

Step 5: Name of Candidate will be called by Account Section for submission of Academic Fee for the Academic Session 2024-25.

Step 6: Candidate will deposit Academic Fee to the Account Office and receive Fee Receipt of deposited fee.

Step 7: (A) **PI Reporting for BBDITM (054):** Candidate should go to Room no. 102, Engineering Block BBDITM for the same.

(B) **PI Reporting for BBDNIIT (056):** Candidate should go to Computer Centre, First Floor, Main Block BBDITM for the same.

After completion of all admission formalities and deposition of academic fee, the Candidate is now admitted to the college/Institute.

HOSTEL FACILITIES

Procedure for Availing Hostel Facilities of the College/Institute for Newly Admitted Students (Academic Session 2024-25)

Step 1 Take Application Form from Office of Director-Operations, Room No. 121, C-Wing, BBD University Building (1st Floor), BBD Campus, Lucknow.



Step 2 Submit duly filled-up application form again to Room No. 121 BBD University Building (1st Floor).



Step 3 Staff/Person on duty in Room No. 121 will return your Form after obtaining permission from the Concerned Authority.



Step 4 Deposit Hostel charges at the Accounts Office Main Block and collect receipt of the same.



Step 5 After taking Receipt of Hostel charges, Report to the Office of Director-Operations for collecting Hostel Room Allotment Form.



Step 6 Report to concerned Warden for Room Allotment.

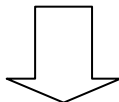
For Assistance:

Boys Hostel	Girls Hostel
Mr. Rampal Yadav (Asst. Hostel Warden) +91-983984937	Ms. Durgesh Nandini (Hostel Warden) +91-9695588321
Mr. Devi Prasad Mishra (Asst. Chief Warden) +91-7839394534, +91-9451691740	Ms. Alks Tiwari (Hostel-Incharge) +91-9795931648
Mr. Aditya Raj Singh (Asst. Director-Operations), Tel: 0522-6196248	

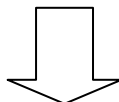
Bus Facilities

Procedure for Availing Bus Facilities of the College/Institute for Newly Admitted Students (Academic Session 2024-25)

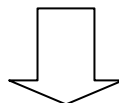
Step 1 **Take Application Form from Room No. 404 (Third Floor Main Block).**



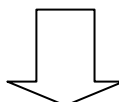
Step 2 **Submit duly filled-up application form again to Room No. 404.**



Step 3 **Staff/Person on duty in Room No. 404 will return your Form after granting permission by the authority.**



Step 4 **Deposit Bus charges to the Account Office and collect receipt of the same.**



Step 5 **After taking Receipt of Bus charges, Report to the Room No. 404 for Bus I.D. Card.**

For Bus Facility Assistance: Mr. Shailendra Yadav, 9140510765