



July 28, 2025

UPTAC-2025 Counselling Reporting

Procedure for Reporting Of Candidates

Selected Through UPTAC-2025

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

College	Category	Reporting Room No.	Floor
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-BBDITM).

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 2025-26.

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

Step 7: **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.

IMPORTANT CONTACT DETAILS: In case of any clarification please contact to:
0522-6196339/6196336/9415766286/9415175848



July 28, 2025

HOSTEL FACILITIES ALLOTMENT PROCEDURE

Procedure for Availing Hostel Facilities of BBDNIIT for Newly Admitted Students (Academic Session 2025-26)

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. Niharika (Hostel Warden) +91-8562942401
Dr. Prabhash Chandra Pathak (Hostel Provost) +91-9889004020	Dr. Trishla Singh (Hostel– Provost) +91-8400805980
Lt.(Dr.) Shubham Pratap Singh, In-Charge (Hostels) +91-9452061336	

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TRANSPORT(BUS) FACILITIES ALLOTMENT PROCEDURE

Procedure for Availing Bus Facilities of the College/Institute for Newly Admitted Students (Academic Session 2025-26)

- Step 1** Take Application Form from Room No. 404 (Third Floor Main Block).
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- Step 2** Submit duly filled-up application form again to Room No. 404.
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- Step 3** Staff/Person on duty in Room No. 404 will return your Form after granting permission by the authority.
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- Step 4** Deposit Bus charges to the Account Office and collect receipt of the same.
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- Step 5** After taking Receipt of Bus charges, Report to the Room No. 404 for Bus I.D. Card.

***For Bus Facility Assistance Contact to
Mr. Shailendra Yadav, 9140510765***

IMPORTANT CONTACT DETAILS

In case of any problem please contact to: 9415766286/9415175848