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   After completing all admission formalities, students must report to the Help Desk for Hostel Accommodation, located in the Administrative Building (BBDITM Main Block).

Step 2   Wardens stationed at the Help Desk will facilitate a visit to the respective hostels, along with the caretaker on duty, if the student wishes to inspect the facility before allotment.

Step 3   Room availability and confirmation will be provided by the Hostel Warden present at the Help Desk.

Step 4   Upon confirmation of room availability, students must proceed to the Accounts Department for the submission of the hostel fee.

Step 5   After fee submission, students are required to fill out the Hostel Registration Form, which shall be available at the Help Desk and submit the filled Registration Form there 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**	

July 28, 2025

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).**

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 Contact to
Mr. Shailendra Yadav, 9140510765

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