



**BABU BANARASI DAS
ENGINEERING COLLEGE, LUCKNOW
(AKTU COLLEGE CODE : 508)**

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Procedure for Reporting of Candidates selected through UPCET-2021

- Step 1** Reporting of Candidate to the College/Institute.
- Step 2** Purchase admission form of the respective College/Institute from Account Section (Ground Floor).
- Step 3** Proceed for respective Reporting room for preparation of students' file

College	Category	Reporting Room No.	Floor
BBDEC (508)	General/OBC	315, 316	2nd
	SC/ST	306	2nd

- Step 4** Prepared file of Candidate will be checked & signed by the Reporting Room Faculty Members. After this, 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.
- Step 5** Name of Candidate will be called by Account Section for submission of balance Academic Fee for the Academic Session 2021-22.
- Step 6** Candidate will deposit Demand Draft of balance Fee to the Account Office and receive Fee Receipt of deposited fee.

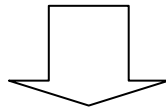
After completion of all admission formalities and deposition of balance fee, Candidate is now a student of the college/Institute.

UPCET-2021 Reporting

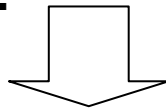
Procedure for Availing Hostel Facilities of the College/Institute

A Candidate selected through UPCET-2021 to BBDEC (508) for the Academic Session 2021-22 wishes to avail the Hostel Facility will have to follow procedure given below :

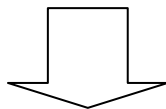
Step 1 Take Application Form from Room No. 116 (Ground Floor Main Block).



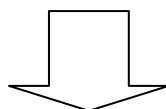
Step 2 Submit duly filled-up application form again to Room No. 116.



Step 3 Staff/Person on duty in Room No. 116 will return your Form after granting permission by Concerned Authority in the same Room No. i.e. 116.



Step 4 Deposit desired Demand Draft of Hostel charges in favour of "BBD Student Services Pvt Ltd" payable at Lucknow to the Account Office along with Regular balance Academic fee 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.



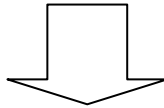
Step 6 Report to concerned Warden for Room Allotment.

UPCET-2021 Reporting

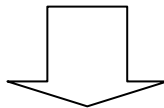
Procedure for Availing Bus Facilities of the College/Institute

A Candidate selected through UPCET-2021 to BBDEC (508) for the Academic Session 2021-22 wishes to avail the Bus Facility will have to follow procedure given below :

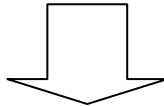
Step 1 Take Application Form from Room No. 404 (Third Floor Main Block).



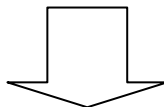
Step 2 Submit duly filled-up application form again to Room No. 404.



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



Step 4 Deposit desired Demand Draft of Bus charges to the Account Office along with Regular balance Academic fee 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.