

## COMMON MANAGEMENT ADMISSIONS COMMITTEE- 2024

### BBA Admissions (2024-25)



Dated: 03/09/2024

### Guidelines and Schedule of Spot Round of Counselling for BBA Admissions on 6<sup>th</sup> September, 2024 (Friday):

Note: -

- (a) Only candidates from the Provisional Merit List of BBA Candidates published on [www.cmacadmissions.com](http://www.cmacadmissions.com) are eligible for this round.
- (b) Greater number of candidates than available seats are called for the counselling process; hence merely calling for counselling does not guarantee admission as Merit and availability of seat is the sole basis for allotment of seat.
- (c) Candidates must report on time; otherwise, they will not be considered for seat allotment.
- (d) In case a candidate is absent, the seat will be offered to the next available candidate in the merit list of his/ her category.
- (e) Please refer admission brochure very carefully to understand the eligibility criteria, counselling process and rules of seat allotment.
- (f) Delhi Region means: - Class XIIth from school located in Delhi NCT Region, Outside Delhi means- Class XIIth from school located outside of Delhi NCT Region (Including NCR e.g., Gurugram, Noida, Ghaziabad etc.)
- (g) In any matter, the decision of CMAC will be final. If any candidate is found ineligible at any stage of admission process, his/her admission will be cancelled immediately.
- (h) Upgradation means change in allotted University of the already admitted candidate as per his/her preference. Upgradation will be done strictly for those candidates who report for upgradation physically at the counselling venue as per schedule. Upgradation is strictly on the basis of merit of the candidate and availability of seats. The candidates admitted in IGDTUW after closing rank of DTU and NSUT, will get the opportunity of upgradation as per her rank and availability of seats with the fresh candidates.
- (i) No buffer time will be given for arranging any necessary required document or online payment at the time of counselling; hence it is the responsibility of the candidate to produce the required documents at the time of admission otherwise his/her offer of admission will be immediately cancelled and the seat will be offered to next available candidate in the merit list.
- (j) If the candidate is unable to report physically in the counselling, she/he can send her/his representative with an authority letter on her behalf with all necessary documents.

**(A) After first round of Counselling of BBA admissions 2024, the status of vacant seats is as follows:**

	DTU-USME	NSUT	IGDTUW
<b>GNGND</b>	0	0	01
<b>GNPDD</b>	03	02	01
<b>GNCWD</b>	03	0	01
<b>OBGND</b>	28	05	10
<b>OBPDD</b>	02	01	01
<b>OBCWD</b>	02	01	01
<b>SCGND</b>	14	07	05
<b>SCPDD</b>	01	01	0
<b>SCCWD</b>	01	01	01
<b>STGND</b>	10	07	04
<b>STPDD</b>	01	01	0
<b>STCWD</b>	01	0	01
<b>EWGND</b>	11	03	06
<b>EWPDD</b>	1	0	01
<b>EWCWD</b>	1	01	0
<b>GNGNO</b>	0	0	0
<b>GNPDO</b>	01	01	0
<b>GNCWO</b>	01	0	0
<b>OBGNO</b>	05	01	02
<b>OBPDO</b>	0	0	0
<b>OBCWO</b>	0	0	0
<b>SCGNO</b>	03	0	01
<b>SCPDO</b>	0	0	0
<b>SCCWO</b>	0	0	0
<b>STGNO</b>	0	0	0
<b>STPDO</b>	0	0	0
<b>STCWO</b>	0	0	0
<b>EWGNO</b>	0	01	01
<b>EWPDO</b>	0	0	0
<b>EWCWO</b>	0	0	0
<b>KM</b>	01	-	01
<b>SGC</b>	0	-	-
<b>TOTAL</b>	<b>90</b>	<b>33</b>	<b>38</b>

**(B) The schedule of reporting in spot round and the eligible candidates who can report is given below in the table:**

**Venue: Auditorium, IGDTUW**

<b>SPOT ROUND: - 6<sup>th</sup> September, 2024 (Friday)</b>	
<b>(a) Delhi Region:</b>	
(i) Reporting of all Reserve Category Candidates <b>from Provisional Merit List of BBA Candidates</b> who have not reported/not get offer of admission in previous rounds (SC/ST/EWS/OBC/KM Candidates including CW and PD candidates).	9:00 am
(ii) Conversions and Allotment of Seats to Reserve Category Candidates in Spot Round	9:30 am to 10:00 am
<b>(b) Outside Delhi Region:</b>	
(iii) Reporting of all OBC/EWS/SC/ST/KM/PD/CW Candidates who have not reported/not get offer of admission in previous rounds <b>from Provisional Merit List of BBA Candidates.</b>	10:00 am
(iv) Conversions and Allotment of Seats to reserve Category Candidates in Spot Round	10:00 am to 10:30 am
<b>Display of Vacant Seats in the Reserve Category and creation of an equal no of additional seats in the General Category (Region Wise) in lieu of vacant seats in reserve categories (at the counselling venue only)</b>	10:30 am
<b>(c) Upgradations of Admitted Candidates Willing for Upgradation</b> (Against vacant seats after creating additional seats in the general category in lieu of vacant seats in the reserved category)	10:30 am to 11:30 am
<b>Display of vacant seats for SPOT ROUND available to General Category in Delhi Reion and Outside Delhi Region (at the counselling venue only)</b>	12:00 pm
(d) Reporting and allotment of seats to <b>General Category Candidates – Delhi Region</b> ➤ Male Candidates: Up to rank 2000 ➤ All Female Candidates From Provisional Merit List of BBA Candidates (who have not reported/not get offer of admission in previous rounds)	12:00 pm
(e) Reporting and allotment to <b>General Category Candidates – Outside Delhi Region</b> (who have not reported/not got offer of admission in previous rounds) from the Provisional Merit List of BBA Candidates up to rank 500.	4:00 pm

## 1. PAYMENT OF SEAT ACCEPTANCE FEE

i) Candidates desirous of seeking admission in BBA program are required to pay a seat acceptance fee of Rs. 1,00,000/- (adjustable in the first-year annual fee of allotted university). After seat allotment, the option of the payment of seat acceptance fee of Rs.1,00,000/- will be made available in the CMAC login account of the candidate.

The candidates have to come prepared to pay the seat acceptance of Rs. 1,00,000 in online mode (**Net banking, debit card or credit card only with appropriate payment limit of more than Rs. 1,00,000/-**). This is the responsibility of the candidates to make necessary arrangements for the online fee payment. If the candidate fails to pay the seat acceptance fee of Rs. 1,00,000 in the stipulated time, the allotted seat will be cancelled by CMAC and will be offered to the next available candidate from the merit list as per rules.

ii) Failing to submit the part admission fee, the allotted seat will stand automatically cancelled. The seat-blocking fee shall be adjusted against the annual academic fee of the first year after getting admission to respective universities. The candidate shall be required to deposit the balance of annual fees in the University at the time of registration of first semester courses for the confirmation of admission.

## 2. DOCUMENTS REQUIRED AT THE TIME OF DOCUMENTS VERIFICATION AND COUNSELLING

The candidates must produce the following documents (**original as well as one-self attested photocopy**) in the order given below:

- (a) Three Passport Size Photograph
- (b) Print-out of the online application form and proof of registration fee payment of Rs. 1500/-
- (c) Mark sheet and certificate of the qualifying examination i.e. Class XII or equivalent
- (d) Proof of CGPA Conversion (if applicable)
- (e) Class X Certificate in support of date of birth proof
- (f) CUET-UG 2024 score card
- (g) Reserved category (SC/ST/OBC-NCL/EWS/Single Girl Child/Kashmiri Migrant)/sub-category (CW/PD) Certificates, if applicable

(The formats of these certificates have been provided in the Admission Brochure. The EWS certificate and OBC-NCL certificate must be valid for the year 2024-25 i.e. must be issued after 31.03.24 and if OBC certificate is issued on or before 31.03.24, it must be accompanied by a Valid NCL certificate for the year 2024-25. For further details please refer admission brochure)

Note: The names on the certificates, 12<sup>th</sup> mark sheet and caste certificate should be exactly same, otherwise an affidavit for the same has to be produced. For candidates who have passed Class XII through Patrachar Vidyalaya, Delhi National Institute of Open School Delhi (NIOS), the criterion for deciding the region shall be the location of their centre of examination. Such candidates must bring a copy of their admit card.

- (h) Medical fitness certificate

**Note: For claiming reservation benefit in Delhi region (SC/ST/OBC), the certificate must be issue by competent authority from Government of NCT Delhi.**

## 3. WITHDRAWAL POLICY

**All fee refunds of the candidates, who withdraw their seat till spot round will be made by CMAC, Delhi 2024 as per the withdrawal policy of the respective University from where withdrawal is taken. After that the candidates have to approach the respective allotted Universities for any withdrawals.**

**Last date of Admission to calculate eligible refund amount is 15<sup>th</sup> September, 2024.**  
*Note: Please refer the Admission Brochure for Withdrawal Policy of Participating Universities.*

**Venue for Spot Round Counselling**  
**Auditorium**  
**Indira Gandhi Delhi Technical University for Women,**  
**Kashmere Gate, Delhi - 110006**

**Note:** Candidates are advised to visit the website <https://cmacadmissions.com> regularly for updates about the admission process. For any query candidates may write to [cmacbba@igdtuw.ac.in](mailto:cmacbba@igdtuw.ac.in).

Admission Officer  
CMAC-2024