COMMON MANAGEMENT ADMISSIONS COMMITTEE
(CMAC) – 2024
www.cmacadmissions.com
BBA Admissions (2024-25)

Dated: 22/08/2024

1. Documents verification and Counselling schedule for BBA Admission 2024
(First Round of Counselling)
VENUE: AUDITORIUM, IGDTUW

Reporting Date	Region, Category and Rank	Reporting Time
30-08-2024 (Friday)	DELHI REGION 1. General Category Rank 1 to Rank 700	9:00 am
	DELHI REGION 2. General Category Rank 701 to Rank 1200 3. All PwD candidates in General Category 4. All CW candidates in General Category 5. All KM candidates 6. SGC candidates up to rank 1300	12:30 pm
	OUTSIDE DELHI REGION 1. General Category: Rank 1 to Rank 380 2. CW candidates up to rank 667 3. And all PwD (General/SC/OBC) candidates	3:00 pm
31-08-2024 (Saturday)	DELHI REGION 1. OBC Category All Candidates	9:00 am
	DELHI REGION 1. ST Category- All Candidates 2. SC Category - All Candidates 3. EWS Category- All Candidates	12:30 pm

31-08-2024 (Saturday)	OUTSIDE DELHI REGION 1. OBC Category (Up to Rank 1250)	2:30 pm
	OUTSIDE DELHI REGION 1. EWS Category up to rank- 1352 2. SC Category up to rank- 2096 3. ST Category- All Candidates	3:30 pm

Note: -
a) Acronyms: CW- Defence category, PwD- Physically Disabled, KM- Kashmiri Migrant, SGC- Single Girl Child. Delhi Region:- Class XIIth from school located in Delhi NCT Region, Outside Delhi- Class XIIth from school located outside of Delhi NCT Region (Including NCR e.g., Gurugram, Noida, Ghaziabad etc.)
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 in the respective category is the sole basis for allotment.

2. Guidelines for First Round of Counselling

a) The provisional merit list of the BBA Candidates is displayed on CMAC admission portal www.cmacadmissions.com.

b) The candidates who are provisionally called for counselling, they have to report as per schedule and must mark their attendance soon after reporting. Candidates who cannot come physically can authorize any representative to participate in the counselling on their behalf and complete admission formalities. No other relaxation will be given in the procedure of admission. Respective representatives will have to carry a valid ID proof and letter of undertaking from the candidate along with original & photocopy of required documents.

c) After marking attendance, the reporting candidates or their representatives will collect their file from the desk and will arrange the documents as per instructions.

d) Reported Candidates will be called according to their rank for document verification and seat allotment. The allotment of the University will be done on the basis of the rank in the merit list, the candidate's preference of the university/campus, eligibility criteria and availability of seats in each university/campus in the respective category.

e) After seat allotment, the candidate has to complete the process of online fee payment to confirm the seat allotted to the respective candidate, if the candidate does not pay the part admission fee of Rs. 1,00,000 in stipulated time, his/her seat will be cancelled and will be offered to next candidate from the merit list as per rules.

f) No deficiency of any type will be allowed in document verification and if found the candidature will be cancelled, and no representation will be entertained after wards.

g) Non-reporting of the candidate as per the schedule and within the stipulated time forfeits the claim for admission for any reason whatsoever, and no request will be entertained after that.

h) CMAC 2024 reserves the right to make any modification /alteration in the process/ procedure if required.

3. **PAYMENT OF SEAT ACCEPTANCE FEE**

   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**). 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.

4. **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, 12th 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

5. **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 15th September, 2024.
   Note: Please refer the Admission Brochure for Withdrawal Policy of Participating Universities.

   Admission Officer
   CMAC-2024