

COMMON MANAGEMENT ADMISSIONS COMMITTEE- 2024

BBA Admissions (2024-25)



Dated: 10/09/2024

Guidelines and Schedule of Spot Round-2 of Counselling for BBA Admissions on 13th September, 2024 (Friday):

Vacant Seat Matrix

| | DTU-USME | NSUT | IGDTUW |
|-------|----------|------|--------|
| GNGND | 27 | NIL | 03 |
| GNGNO | 2 | 1 | - |
| SCGNO | 1 | - | - |
| KM | 01 | - | 01 |
| TOTAL | 31 | 01 | 04 |

| SPOT ROUND-2: - 13th September, 2024 (Friday) Venue: Auditorium, IGDTUW | |
|---|-----------------------------------|
| (a) Delhi Region: All CMAC 2024 registered candidates with any rank (Fresh Admissions and Upgradation) | Reporting Time 10:30 am |
| (b) Outside Delhi Region: a) Already admitted candidates for upgradation b) Male candidates up to rank 1000 c) All Female Candidates d) All SC Category candidates (Fresh Admissions and Upgradation) | 12:30 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/Kashmiri Migrant Certificate, if applicable
- (h) Medical fitness certificate

Note: -

- (a) **Only candidates from the Provisional Merit List of BBA Candidates published on 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.

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 15th September, 2024.

Note: Please refer the Admission Brochure for Withdrawal Policy of Participating Universities.

Venue for Spot Round-2 Counselling

Venue: Auditorium, IGDTUW

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.

Admission Officer
CMAC-2024