

**COMMON MANAGEMENT ADMISSIONS COMMITTEE  
(CMAC) - 2023**

**BBA Admissions (2023-24)**



**Dated: 16/08/2023**

**1. Counselling schedule of BBA Admission 2023 (First Round of Counselling):**

<b>Reporting Date &amp; Venues</b>	<b>Region and Category</b>	<b>Rank</b>	<b>Reporting Time</b>
21-08-2023 (Monday)  Venue: Auditorium IGDTUW	DELHI REGION 1. General Category 2. PD, CW, KM & SGC Sub - Category	1. Rank 1 to Rank 362 2. All candidates in General Category from sub-categories PD, CW, KM & SGC	9:00 am
	DELHI REGION 1. General Category	1. Rank 363 to Rank 728	12:30 pm
	OUTSIDE DELHI REGION 1. General Category 2. PD, CW, KM & SGC Sub Categories	1. Rank 1 to Rank 319 2. Candidates in General Category from sub-categories: ➤ CW- Up to rank 1667 ➤ All KM, PD & SGC candidates	3:30 pm
22-08-2023 (Tuesday)  Venue: Auditorium IGDTUW	DELHI REGION 1. OBC Category 2. Sub – Categories from OBC Category	1. All Candidates 2. All Candidates from PD and CW sub-category from OBC Category.	9:00 am
	DELHI REGION 1. ST Category 2. SC Category 3. EWS Category	1. All Candidates 2. All Candidates 3. All Candidates	12:30 pm

	4. Sub Category candidates from ST/SC/EWS categories	4. All PD and CW candidates from ST/SC/EWS Categories.	
22-08-2023 (Tuesday)  Venue: Auditorium IGDTUW	OUTSIDE DELHI REGION 1. OBC Category 2. PD and CW sub category of OBC category	1. Up to rank 1003 2. All PD and CW candidates from OBC category	3:30 pm
	OUTSIDE DELHI REGION 1. ST Category 2. SC Category 3. EWS Category 4. Sub Category candidates from ST/SC/EWS categories	1. All Candidates 2. All Candidates 3. All Candidates 4. All PD and CW candidates from ST/SC/EWS Categories.	4:30 pm

**Note: -**

- a) Acronyms: CW- Defence category, PD- 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 is the sole basis for allotment.
- 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 candidate in the merit list as per his/ her eligible category.
- e) Please refer admission brochure for Kashmiri Migrants and Single Girl Child seat allotment criteria.

## **2. Guidelines for First Round of Counselling**

- a) The merit list of the BBA Candidates is displayed on CMAC admission portal [www.cmacadmissions.com](http://www.cmacadmissions.com).
- b) The Candidates have to report as per schedule and must mark their attendance soon after reporting.
- 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.

3. Candidates who cannot come physically can authorize their parent/relative/guardian/friends as their representative to participate in the counselling round 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.

#### 4. PAYMENT OF SEAT ACCEPTANCE FEE

- a) Candidates shall be required to deposit a part admission fee (Rs. 1,00,000 – Rupees One Lakh Only) **through Demand Draft only** for blocking the seat allotted to him/her during the first round of admission counselling. Balance Fee has to be paid by the candidate to the respective University as per the schedule declared by the respective University.
- b) Failing to submit the part admission fee, the allotted seat will stand automatically cancelled and the candidate will not be considered for present or subsequent rounds of seat allotment (except spot round).
- c) 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.
- d) The demand draft should be of amount Rs. 100,000/- in favour of:  
**“REGISTRAR IGDTUW – CMAC”** payable at New Delhi. **No other payment mode will be accepted.**

#### 5. 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) Demand draft of **Rs 1,00,000 (One Lakh only)** drawn in favour of the **REGISTRAR IGDTUW- CMAC**, payable at **New Delhi**.
- (b) Three Passport Size Photograph
- (c) Print-out of the online application form and proof of registration fee payment of Rs. 1500/-
- (d) Mark sheet and certificate of the qualifying examination i.e. Class XII or equivalent
- (e) Proof of CGPA Conversion (if applicable)
- (f) Class X Certificate in support of date of birth proof
- (g) CUET-UG 2023 score card
- (h) 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 2023-24 i.e. must be issued after 31.03.23 and if OBC certificate is issued on or before 31.03.23, it must be accompanied by a Valid NCL certificate for the year 2023-24. 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.

- (i) Medical fitness certificate

## **6. WITHDRAWAL POLICY**

All fee refunds of the candidates, who have withdrawn their seat till spot round will be made by CMAC, Delhi 2023 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.

Revised Last date of Admission is 9<sup>th</sup> September, 2023.

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

## **Venue for First 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).