

COMMON MANAGEMENT ADMISSIONS COMMITTEE- 2023

BBA Admissions (2023-24)



Dated: 19/07/2023

Guidelines, Instructions and Schedule for BBA Admissions 2023

1. ELIGIBILITY CRITERIA:

(a) **Minimum Eligibility for BBA Admissions: -**

NSUT

A candidate with minimum 60 percent marks in 12th board examination from a recognized board and must have passed English (Core/Elective/Functional) in 12th board examination and should not be less than 14 years old on 01.07.2023

DTU

A candidate with minimum 50 percent marks in 12th board examination from a recognized board and must have passed English (Core/Elective/Functional) in 12th board examination.

IGDTUW

A Female candidate with minimum 50 percent marks in 12th board examination from a recognized board and must have passed English (Core/Elective/Functional) in 12th board examination and should not be more than 40 years old on 30.09.2023.

Note: For Relaxation in minimum eligibility criteria, please refer admission brochure of respective University.

INTAKE

Sr. No	Name of the University	No. of Seats
1	IGDTUW	75+1*
2	NSUT	120
3	DTU	180+1*+1 [#]

***Kashmiri Migrant # Single Girl Child**

For detailed seat matrix, reservation criteria and seat conversion rules please refer the Admission Brochure.

2. SELECTION CRITERIA:

- a) The admissions in BBA program will be based on percentile of CUET -UG 2023.
- b) The merit list will be prepared on the basis of percentile of CUET UG 2023 in the following two components:

- (i) **Section 1A (Code 101): English**
- (ii) **Section 3 (Code 501): General Test**

- c) The Weightage of the above components in preparation of the Merit list will be as follows:

S. No.	Weightage
1. Percentile in Section 1A –English (Code 101)	25%
2. Percentile in Section 3- General Test (Code 501)	75%

- d) In case of tie in the final merit list, the following criteria shall be used:

- i) The candidate with higher percentile in Section 3 General Test shall be ranked higher.
- ii) In case of tie in Section 3 General Test percentile, the candidate with higher percentile in Section 1A- English shall be ranked higher.
- iii) In case of tie in percentile in Section 1A- English, the candidate older in age will be ranked higher.
- iv) In case of tie in the age criterion, random number will be used to break the tie.

3. ADMISSION PROCEDURE:

a) Registration Process

All candidates desirous of seeking admission to the BBA programs at DTU, IGDTUW and NSUT are required to visit website www.cmacadmissions.com and fill registration form, pay a non-refundable registration fee and fill the choices for allotment of seat. The details of registration fee are given below:

CATEGORY	Amount
General/ OBC / EWS/ SC/ST/PwD/ CW/KM	₹ 1,500/ + Transaction Fee (If Any)

NOTE: ONLINE REGISTRATION IS ALLOWED AS PER COUNSELING SCHEDULE ONLY.

b) Documents to be uploaded at the time of registration:

Following is the list of documents required for uploading at the time of filling up of online application form:

- a. Photograph

- b. Signature
- c. Class X Certificate (both sides)/ Birth certificate for Date of Birth
- d. Class XII Marksheet and certificate
- e. Category Certificate (EWS/SC/ST/OBC-NCL) (if applicable)
- f. PwD Certificate (if applicable)
- g. Defence Certificate (if applicable)
- h. CUET UG 2023 Score Card
- i. Affidavit for single girl child (if applicable)

Note: The candidates from OBC-NCL and EWS category must submit the valid OBC-NCL or EWS Certificate for the year 2023-24 (issued after 31st March 2023) otherwise they will not get the benefit of reservation.

c). Counselling and Payment of Seat Acceptance Fee:

The candidates will be called for Admission Counselling as per their rank in the merit list. A candidate, who is allotted a seat in any round of counselling is required to pay the part admission fee of Rs. 1,00,000/- (Rs. One Lakh only) as per the payment mode instructed in the guidelines of counseling (The detailed guidelines will be issued in due course of time on CMAC-2023 website). Balance fees need to be paid by the candidate in the respective University at the time of academic registration.

All the candidates who get an allotment will have to pay part admission fee (Rs.1,00,000/- Rupees One Lakh) as per the admission schedule, failing which his/her allotted seat will stand automatically cancelled and the **candidate will not be considered for subsequent rounds of seat allotment**. However, such candidates are eligible for spot round of counselling.

Upgradation

After each round of counselling, the candidates who wish to change the University allotted to him/her will be given choice to upgrade to the University of his/her preference subject to the rank of candidate and availability of the seat.

Spot round

Spot round may be conducted if seats remain vacant. Details of spot round will be notified on the website www.cmacadmissions.com.

NOTE: Fresh applications against vacant seats, if any, may be invited by following an alternative admission criterion in spot round of admissions by CMAC.

**Special spot round may be conducted by the respective University separately after the spot round depending upon the availability of vacant seats.*

d). Reporting at final allotted university

All provisionally admitted candidates are required to visit the website of allotted university for physical verification of original documents/commencement of classes and payment of balance fee (if any). Admitted candidates need to pay the balance fee at the final allotted

University AS PER FEE PAYMENT SCHEDULE available on respective university website, failing which, the admission of the candidate automatically stands cancelled *ipso facto*.

4. 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.

Last date of Admission is 2nd September, 2023

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

4. INSTRUCTIONS TO FILL ONLINE APPLICATION FORM:

1. At First, candidate has to create Login ID on the CMAC Portal www.cmacadmissions.com
2. On the Home Page at www.cmacadmissions.com, Click on the tab BBA Registration 2023.
3. Login through newly created id and password and choose “New Application” Tab.
4. The Candidates have to fill and upload all the details in the following Sequence:
 - a) Personal Details
 - b) Educational Qualification and Competitive Exam Details of CUET UG 2023.
 - c) Choice Filling of Institutions
 - d) Uploading of Scanned copy of Relevant Document/ Undertaking
 - e) Declaration
 - f) Submission of Registration fee
5. The candidates must fill the priority of the institution in the application form.
6. All Candidates have to pay Rs. 1500/ as non-refundable registration fee. The application form will be incomplete if the candidate does not pay the registration fee. Such candidates will not be allowed to participate in the admission process. The Candidates are advised to keep print of the application form submitted for reference.
7. Selection of Region:

Delhi: A candidate passing the qualifying examination (Class XIIth) from a recognized School / College / Institute located within the National Capital Territory (NCT) of Delhi will be considered for Delhi Region only.

Outside Delhi: A candidate passing the qualifying examination (Class XIIth) from a recognized School / College / Institute located outside the National Capital Territory of Delhi will be considered for Outside Delhi Region only.

Note: For a candidate, who has passed the qualifying examination through Patrachar Vidyalaya, Delhi / National Institute of Open School, Delhi (NIOS), the criterion for deciding the region shall be the location of his/her centre of examination. In other words, if the centre of examination is located in the NCT of Delhi, the candidate shall be considered under the Delhi Region and if the centre of examination is located outside NCT of Delhi, he/she shall be considered under the Outside Delhi Region.

5. Tentative Admission Schedule

S. No.	Events	Dates
1.	Start of Online Application form	19 th July, 2023
2.	Last date of submitting the application form	8 th August, 2023
3.	Release of the Merit List	10 th August, 2023
4.	First Round of Counselling	14 th August, 2023
5.	Second Round of Counselling	21 st August, 2023
6.	Spot Round	5 th September, 2023
7	LAST DATE OF ADMISSION	2nd September, 2023

Note: The admission schedule is purely tentative; candidates are advised to visit www.cmacadmissions.com on regular basis for the updates. All important updates will be posted on CMAC website only so the candidate will be responsible if he/she missed any information. **The candidates are advised to go through the Admission Brochure of respective Universities for detailed information and various certificates Performa.**