

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

BBA Admissions (2023-24)



Dated: 04/09/2023

1. BBA Spot Round 2- Schedule:

Reporting Date & Venue	Region and Category	CMAC Rank	Reporting Time
06-09-2023 (Wednesday) Venue: Auditorium IGDTUW	DELHI REGION	<ul style="list-style-type: none"> ➤ All Admitted Candidates for upgradation ➤ All OBC/SC/ST/EWS/ KM Candidates 	10:00 am
		<ul style="list-style-type: none"> ➤ All Candidates up to rank 1400 ➤ All female candidates 	10:30 am
	OUTSIDE DELHI REGION	<ul style="list-style-type: none"> ➤ * All Admitted Candidates for upgradation ➤ * All SC/ST & EWS Candidates ➤ OBC Candidates -up to rank 2000 & All KM ➤ * All Candidates up to rank 250 and ➤ All female candidates up to rank 500 	12:30 pm

***These candidates are called provisionally against withdrawals if any as there is no vacancy in DTU and NSUT (Vacant in IGDTUW only) in outside Delhi Region in these categories as on 04.09.23. The vacant seat matrix will be notified at the counselling venue.**

Note: -

- (a) Only candidates up to the ranks given in the above table, **from merit list of BBA candidates who have not reported/admitted in previous rounds are eligible for BBA Spot Round -2.** Seats will be allotted in General Category against additional seats created as per norms.
- (b) 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.
- (c) If the candidate is unable to report physically in the upgradation/counselling, she/he can send her/his representative with an authority letter on her behalf with all necessary documents.
- (d) 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.

2. Guidelines for Spot Round-2 of Counselling

- 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 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
- 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.

3. 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, 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.

- (i) Medical fitness certificate

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.

Revised Last date of Admission is 9th September, 2023.

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

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.

CMAC-2023