

# COMMON MANAGEMENT ADMISSIONS COMMITTEE (CMAC) - 2025

## BBA Admissions (2025-26)



Dated: 14/08/2025

### Schedule and Instructions for Spot Round of Counselling

#### 1. Counselling Schedule

**Spot Round of Counselling – 19<sup>th</sup> August 2025 (Tuesday)**

*Note- No refund will be done for the candidates who take admission in SPOT ROUND.*

#### 2. Upgradation or change in preference for University allocated in First and Second Rounds of Counselling

Candidates who have successfully blocked their seat by paying the part admission fee are eligible for upgradation/change of preference. Candidates who were allotted a seat in any previous round of counselling and wish to seek upgradation/change of preference must be physically present in the Spot Round of Counselling to request the same. Upgradation/change of preference will not be carried out for candidates who is not present. This process is subject to the candidate's registered preferences, rank in the merit list, eligibility criteria of the respective university, and availability of seats in the category.

#### 3. Upgradation, Counselling and Document verification schedule for BBA Admission 2025 (Spot Round of Counselling)

**VENUE: B.R. Ambedkar Auditorium,  
Delhi Technological University**

Candidates must report to the venue as per the following schedule.

#### Schedule for upgradation

Candidates allotted a seat in previous rounds of Counselling may come for upgradation or change preference as per the following schedule.

Outside Delhi Region- 9:30-10.00 am

Delhi Region – reserved categories – 10:30am -11.00 am

Delhi region - unreserved/general category – 11:30 am -12:00 pm

### **Schedule for Counselling**

Reporting Date	Region	Category/Subcategory	Ranks	Reporting Time
<b>19.08.2025 (Tuesday)</b>	Outside Delhi	Unreserved/ General	Candidates up to Rank 600  Women candidates upto Rank 800	10.30 am- 11:00 am
		PwD candidates	All	
		Reserved categories - OBC/EWS/SC/ST	All	
	Delhi	Reserved Categories (OBC/EWS/SC/ST) & Subcategories within reserved categories (CWS/PwD)	All	12:00-12:30 pm
		Unreserved/ General	Candidates up to Rank 1800  Women candidates – All	12:30-1:00 pm
		Kashmiri Migrant	Female	1:00 pm- 1:30pm

### **Note:**

- Acronyms: CW- Defence category, PwD- Physically Disabled, KM- Kashmiri Migrant, SGC- Single Girl Child.
- Unreserved/General category includes all applicants.
- 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.).
- For Delhi Region – SC, ST, and OBC certificates must be issued by the Govt of NCT of Delhi. All OBC-NCL and EWS certificates must be issued after 31.03.25. Further guidelines are available in the admission brochures.
- Detailed criteria regarding Kashmiri Migrants are available in the university BBA brochures.

- f) Candidates who had paid the registration fee but are not on the merit list due to not having updated their payment status may also join the spot round of counselling, subject to presentation of a valid registration fee receipt and proof of payment. Seat allotment will be based strictly on merit as per the score calculation criteria shared previously.

**Note:**

**(i) A 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 seats in the respective category are the sole basis for allotment. Candidates are advised to check the vacant seat matrix for the availability of seats.**

**(ii) Vacant Seat Matrix will be displayed on 18/8/2025, considering withdrawals upto 17/8/2025 (11:59 pm)**

#### **4. GUIDELINES FOR THE SPOT ROUND OF COUNSELLING**

- a. The merit list of the BBA Candidates is displayed on CMAC admission portal [www.cmacadmissions.com](http://www.cmacadmissions.com). The merit list displayed on the CMAC admission portal is purely tentative. The final merit will depend upon the verification of CUET scores (English and General Aptitude Test Scores) and accordingly the allocation of seats will be done.
- b. The candidates 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 admission procedure. Respective representatives will have to carry a valid ID proof and a letter of undertaking from the candidate along with the original & photocopy of the 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 (19/8/2025, 5:00 pm), 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 thereafter.
- 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 2025 reserves the right to make any modification /alteration in the process/ procedure if required.
- i. **No refund will be done for those who take admission in SPOT ROUND.**

## **5. CMAC BBA - Seat Conversion Rules**

a) After exhausting the complete list of registered claimants of PD and CW subcategory seats, remaining vacant seats in these subcategories will be transferred to respective main categories (GEN/SC/ST/OBC/EWS).

b) After exhausting the complete list of registered SC, ST, OBC and EWS claimants of the seats of their respective category, the vacant seats will be treated as unreserved. The following set of rules will be followed for each conversion.

i. If the complete list of registered ST Delhi claimants exhausts, then the remaining vacant seats under this category will be filled from the list of SC Delhi category candidates or vice versa.

ii. If the complete list of registered ST, Outside Delhi claimants exhausts, then the remaining vacant seats under this category will be filled from the list of SC, Outside Delhi category candidates or vice versa.

iii. If the complete list of registered SC/ST, Delhi claimants exhausts, then the remaining vacant seats under this category will be filled by creating equal number of seats in GN, Delhi category.

iv. If the complete list of registered SC/ST, Outside Delhi claimants exhausts, then the remaining vacant seats under this category will be filled by creating equal number of seats in GN, Outside Delhi category.

v. If the complete list of registered EWS, Delhi claimants exhausts, then the remaining vacant seats under this category will be by creating equal number of seats in GN, Delhi category.

vi. If the complete list of registered EWS, Outside Delhi claimants exhausts, then the remaining vacant seats under this category will be by creating equal number of seats in GN Outside Delhi category.

vii. If the complete list of registered OBC, Delhi claimants exhausts, then the remaining vacant seats under this category will be by creating equal number of seats in GN, Delhi category.

viii. If the complete list of registered OBC, Outside Delhi claimants exhausts, then the remaining vacant seats under this category will be filled by creating equal number of

seats in GN, Outside Delhi category.

ix. If the complete list of registered GN, Delhi claimants exhausts, then the remaining vacant seats under this category will be filled by creating equal number of seats in GN, Outside Delhi category or vice versa.

**NOTE:** Claimant implies registered candidate who filled choices against vacant seats of respective categories/sub-categories.

## 6. PAYMENT OF SEAT ACCEPTANCE FEE

All candidates who are allotted a seat in any university during the first round of counselling scheduled on 19<sup>th</sup> August 2025 are required to pay the **Part Admission Fee of ₹1,00,000 (Rupees One Lakh)** to block the allotted seat using the payment link shared as <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=6811616> or by NEFT: A/c Name : CMAC 2025 A/c No. 43932843352 Branch: DCE branch IFSC code: SBIN0010446

This payment is mandatory and must be completed within the stipulated timeline i.e., by 19 August 2025 (Tuesday), 05:00 PM. **After successful payment, acknowledgement/payment proof must be submitted to the admission team.** Admission will be confirmed once the payment is received in DTU Bank Account. In case of non-payment of seat blocking fees, the seat will be considered as vacant for Spot Round.

### Important Instructions:

- Failure to pay the Part Admission Fee within the stipulated time will lead to automatic cancellation of the allotted seat.
- All candidates are requested to carefully follow the steps below to complete the payment of the BBA seat blocking fees:
  - i. Click on the link provided above.
  - ii. Under Institute Name, select: DTU - CONSULTANCY A/C
  - iii. Under State of Corporate/Institution, select: All India
  - iv. In the Payment Category, select: Seat Acceptance Fees.
  - v. In Course name, select – BBA, and enter other payment details
  - vi. Proceed to make the payment as per the instructions shown on the screen.

## 7. 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 Photographs

- (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 2025 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 2025-26 i.e. must be issued after 31.03.25 and if OBC certificate is issued on or before 31.03.24, it must be accompanied by a Valid NCL certificate for the year 2025-26. For further details please refer to the admission brochures)

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.

- (h) Medical fitness certificate

## **8. WITHDRAWAL POLICY**

**No refund will be done for those who take admission in SPOT ROUND.**

### **Venue for Spot Round Counselling**

**Delhi Technological University  
B.R. Ambedkar Auditorium,  
Shahbad Daultpur, Bawana Road, Delhi - 110042**

**Note:** Candidates are advised to visit the website <https://cmacadmissions.com> regularly for updates about the admission process. For any queries, candidates may write to

[bba.usme@dtu.ac.in](mailto:bba.usme@dtu.ac.in).

Sd/-  
Chairperson  
CMAC 2025