

COMMON MANAGEMENT ADMISSIONS COMMITTEE- 2023

BBA Admissions (2023-24)



Dated: 25/08/2023

Guidelines and Schedule of Second Round and Spot Round of Counselling for BBA Admissions- 2023:

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 Demand Draft at the time of counselling; hence it is the responsibility of the candidate to produce the required documents including demand draft 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.

(A) After first round of Counselling of BBA admissions 2023, the status of vacant seats is as follows:

CATEGORY	DTU USME	NSUT	IGDTUW
GNGND	0	0	0
GNPDD	3	1	1
GNCWD	3	0	0
OBGND	17	0	8
OBPDD	2	1	1
OBCWD	2	1	1
SCGND	13	4	7
SCPDD	1	1	0
SCCWD	1	1	1
STGND	10	7	4
STPDD	1	1	0
STCWD	1	0	1
EWGND	8	2	4
EW PDD	1	0	1
EWCWD	1	1	0
GNGNO	0	0	0
GNPDO	1	1	0
GNCWO	0	0	0
OBGNO	0	0	1*
SCGNO	0	0	0
STGNO	2	0	1
EWGNO	0	0	0
KM	0	NA	1
SGC	0	NA	NA
TOTAL	67	21	32

***Only one Seat is available for fresh allotment in second round of counselling in OBGNO category at IGDTUW. Till 25/08/23 there is no withdrawal in any category. Second round of counselling will be done for one seat in OBGNO category at IGDTUW and against the withdrawals which may arise. The number of such withdrawals if any will be announced at the counselling venue on 01.09.23. The conversions and creation of new seats will be done in spot round as per rule as given in admission brochures.**

(B) To fill the vacant seats in BBA Program in all three Universities viz. IGDTUW, DTU and NSUT, second round of counselling and spot round of counselling is scheduled as follows:

- 1. Second Round of Counselling: 1st September, 2023 (Morning 9 am to 10:30 am)**
- 2. Spot Round of Counselling: 1st September, 2023 (10:30 am onwards)**

Second round of counselling will be held subject to any withdrawal of seat by already admitted candidates. Against any such withdrawal, at first, upgradation (change in allotted university) of already admitted candidates willing for upgradation will be done. After upgradations, admission will be offered against the vacant seats to the fresh candidates.

(C) The schedule of reporting in second round and spot round and the eligible candidates who can report is given below in the table:

Second Round of Counselling Schedule: 1st September, 2023	
1. Upgradation Round (Change in allotted University)	
Reporting of Admitted candidates willing for Upgradation: General Category: Delhi Region- Up to rank 483 Outside Delhi Region- Up to rank 101. (b) All admitted candidates from reserve categories (Delhi and Outside Delhi Region) Note: - This upgradation round is subject to withdrawals. Till 25.08.23 there is no withdrawal in any category.	9 am to 9:30 am
Upgradation of reported candidates (Against Withdrawals)	9:30 am to 10:00 am
2. Reporting of candidates for the Second Round of counselling for fresh allotment (subject to availability of seats): (a) General Category# (i) Delhi Region: Candidates who reported in the first round up to rank 524 and were not allotted any seat (ii) For Upgradation: Female candidates who were admitted in IGDTUW in first round up to rank 524 from Delhi Region and rank 111 for Outside Delhi Region (iii) Outside Delhi: Candidates up to rank 130. (b) OBC-NCL Outside Delhi (OBGNO): Only female candidates up to rank 1543. #General Category candidates are being called provisionally in second round as the number of seats will depend on withdrawals if any.	10:00 am to 10:30 am
3. SPOT ROUND: - September 1, 2023 (10:30 am onwards)	
(a) Delhi Region: (i) Reporting of all Reserve Category Candidates from Provisional Merit List of BBA Candidates (SC/ST/EWS/OBC/KM Candidates including CW and PD candidates) who have not reported or not offered admission in any previous round. (ii) Conversions and Allotment of Seats to Reserve Category Candidates in Spot Round	10:30 am 10:30 am to 11:30 am
(b) Outside Delhi Region: (iii) Reporting of all SC/ST/KM Candidates from Provisional Merit List of BBA Candidates who have not reported or not offered any seat in any previous round of counselling. (iv) Conversions and Allotment of Seats to SC/ST Category Candidates in Spot Round	11:30 am 11:30 am to 12:00 pm
Display of Vacant Seats in the Reserve Category and creation of an equal no of additional seats in the General Category (Region Wise) in lieu of vacant seats in reserve categories (at the counselling venue only)	12:30 pm

(c) Upgradations of Admitted Candidates Willing for Upgradation (Against vacant seats after creating additional seats in the general category in lieu of vacant seats in the reserved category)	1:30 pm to 2:30 pm
Display of vacant seats for SPOT ROUND available to General Category in Delhi Reion and Outside Delhi Region (at the counselling venue only)	3:00 pm
(d) Reporting and allotment of seats to General Category Candidates – Delhi Region ➤ Up to rank 850 ➤ Female candidates up to rank 1350 From Provisional Merit List of BBA Candidates (who have not reported/not get offer of admission in previous rounds)	3:00 pm
(e) Reporting and allotment to General Category Candidates – Outside Delhi Region (who have not reported/not got offer of admission in previous rounds) from the Provisional Merit List of BBA Candidates up to rank 200.	4:00 pm

1. PAYMENT OF SEAT ACCEPTANCE FEE

- i) 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.
- ii) Failing to submit the part admission fee, the allotted seat will stand automatically cancelled
- iii) 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.
- iv) 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.**

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) 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

3. 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.

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.